

**Standards of Conduct, Performance and Ethics
Professional Liaison Group (PLG)**

Public minutes of the 4th meeting of the Standards of Conduct, Performance and Ethics Professional Liaison Group (PLG) held as follows:-

Date: Friday 7 November 2014

Time: 10.30am

Venue: HCPC, Park House, 184 Kennington Park Road, London, SE11 4BU

Present: Elaine Brookes (PLG Chair)
Mary Clark-Glass
Steve McNeice
Dreengah Lyle
Henny Pearmain
Nanik Pursani
Joy Tweed
Steve Wordsworth

In attendance:

Claire Amor, Secretary to the Group
Michael Guthrie, Director of Policy and Standards

Item 1. Welcome and Introductions

- 1.1 The Chair welcomed members to the fourth meeting of the Standards of Conduct, Performance and Ethics (SCPE) Professional Liaison Group (PLG).

Item 2. Apologies for absence

- 2.1 Apologies for absence were received from Sheila Drayton, Anna Gupta, Helga Pile and Caroline Waterfield

Item 3. Approval of agenda

- 3.1 The PLG approved the agenda.

Item 4. Minutes of the meeting of the Standards of Conduct, Performance and Ethics Professional Liaison Group held on 1 September 2014 (report ref:- PLG 23/14)

- 4.1 The PLG approved the minutes.

Item 5. Second working draft of revised standards (report ref:- PLG 24/14)

- 5.1 The PLG received a paper for discussion from the Director of Policy and Standards.
- 5.2 The PLG noted the following points:-
- a further draft of the SCPE will be presented at the PLG's meeting in December 2014;
 - the second draft has been informed by discussion with the HCPC Solicitor to Council. Further legal scrutiny would be sought on the third draft prior to its consideration by the PLG at the final meeting in December; and
 - the Executive has revisited the stakeholder research to inform the second draft, as well as the PLG's comments, but plans to review this further to inform the next draft.
- 5.3 The PLG discussed the use of the term 'service users and carers' in the revised standards. It was noted that at its meeting of 19 September, the PLG requested that the rationale for where the term is used and where it is not be provided. The PLG noted and agreed the table of where the term does not appear. It was agreed that this would continue to be considered in redrafting the standards.
- 5.4 The PLG discussed standard one. The following points were agreed:-

- the second wording of standard 1.4 should be used as it is clearer and 'wherever possible' should be removed as 'where appropriate' superseded this;
- 1.5 should be 'must' with 'wherever possible' removed;
- 'service users and carers' should be retained in the title of the standard;
- reference to infection control should be removed from 1.7 , but both 1.6 and 1.7 should be retained; and
- the word protect in the title of the standards required further consideration and revision.

5.5 The PLG discussed standard two. It was noted that standard 2.4 was a new standard and is supported by the HCPC's 'Guidance on confidentiality'. The following points were agreed:-

- 2.1 should be reworded to 'You must treat information about service users as confidential and use it only for the purposes for which it is provided';
- any requirements placed on registrants in this area needs to reflect data protection legislation and the wording of the requirements should be subject to legal scrutiny;
- the word 'knowingly' should be removed from 2.2; and
- the standard (or alternatively the standard on communication) should include a requirement for registrants to share information where appropriate.

5.6 The PLG discussed standard three. The following points were agreed:-

- as with standard one the word 'protect' required further consideration and revision;
- 'wherever possible' should be removed from standards 3.3 and 3.6 and 'if they wish to' added to standard 3.6;
- the terms 'open' and 'honest' should be removed from standard 3.3 as these principles are covered elsewhere. The standard should require registrants to 'tell' or 'inform' service users and carers; and
- mistakes should be amended to 'when something goes wrong' in standards 3.3 and 3.5.

- 5.7 The PLG discussed standard four. The following points were agreed:-
- standard 4.1 requires revision. The PLG considered that wording similar to that used in Good Medical Practice published by the General Medical Council ('You must make sure that your conduct justifies your patients' trust in you and the public's trust in the profession') was preferred;
 - standard 4.2 should be removed as the content is covered in 4.1;
 - the reference to advertising in standard 4.3 should be removed to make the standard more applicable; and
 - a further standard should be considered to the effect that registrants do not mislead in any promotional activities (including advertising) that they are involved in.
- 5.7 The PLG discussed standard five. It was agreed that standard 5.3 should be removed as it describes a process, rather than setting out a requirement of registrants. The PLG noted that the information is included in the HCPC's guidance on health and character.
- 5.8 The PLG agreed that standard six 'You must keep your professional knowledge and skills up to date' should be removed and its content merged into standard seven 'You must act within the limits of your knowledge, skills and experience and, if necessary, refer the matter to another practitioner'. The PLG agreed that the executive would explore the inclusion of a standard or wording which referred to keeping professional knowledge and skills up to date by undertaking continuing professional development.
- 5.9 The PLG discussed standard seven. The following points were agreed:-
- the title of the standard does not capture the intent of the standard and required revision;
 - the word 'task' in standard 7.2 should be replaced with a more suitable alternative;
 - the order and wording of 7.3, 7.4 and 7.5 requires revision;
 - registrants must obtain consent to make a referral; and
 - the relevance of the standard to all HCPC's regulated professions needs further consideration.
- 5.10 The PLG discussed standard eight. It was agreed that the third option proposed for standard 8.4 (about use of social networking sites) was preferred. It was agreed that a standard on sharing pertinent information could be included in standard eight or two.

- 5.11 The PLG agreed that the order of the standards should be considered, for example standard two and eight are closely linked and ordering them together could enhance the clarity of both. The PLG also agreed that the ordering of sub-standards within each standard could also be considered further.
- 5.12 The PLG agreed that the standards should include a glossary which makes it clear that the term 'colleague' includes support workers and formal carers.
- 5.13 The PLG discussed standard nine. The following points were agreed:-
- the heading of the standard requires revision;
 - the word task should be replaced with a more suitable alternative;
 - the standard should focus more on supporting people and responsibility for oversight / supervision; and
 - the order of the standards should be revised, with consideration given to 9.3 coming first.
- 5.14 The PLG discussed standard 10. It was agreed that the wording of the standard requires revision to ensure it more accurately covers issues of capacity when informed consent is not possible. It was agreed that the standard should support personal choice and that reordering the sub-standards could be one way of reinforcing this.
- 5.15 The PLG agreed that standard 11.3 should be removed and that standards 11.4 and 11.5 could be combined.
- 5.16 The PLG agreed that standards 12.2 should be removed and that the entirety of standard 12 could be incorporated into another standard, such as seven or one.
- 5.17 The PLG agreed that the accompanying commentary was very useful and requested that this continued for the third draft.
- 5.18 The PLG noted the paper.

The PLG noted the following items;

Item 6. Existing standards of conduct, performance and ethics (report ref:- PLG 25/14)

Item 7. Professional Liaison Group work plan update (report ref:- PLG 26/14)

Item 8. Review of Recommendations (report ref:- PLG 27/14)

Item 9. Any other business

9.1 There was no further business

Item 10. Dates of subsequent meetings

10.1 16 December 2014. Meeting to start at 10:30am and to be held at HCPC, Park House, 184 Kennington Park Road, London, SE11 4BU.

Chair

Date

Unconfirmed