

Professional Liaison Group for the review of the standards of conduct,
performance and ethics – 16 December 2014

Consultation, publication and dissemination

Executive summary and recommendations

Introduction

The attached paper sets out the process to be followed after the meeting to
publication of the final agreed standards.

Decision

The PLG is invited to discuss the attached paper.

Background information

None

Resource implications

None as a result of discussion of this paper, but the activities described will have
resource implications which are or will be accounted for in planning for 2014-2015
and 2015-2016 by the Policy and Standards and Communications Departments.

Financial implications

None as a result of discussion of this paper, but the activities described will have
financial implications. In 2014-2015 these include producing an easy read version of
the consultation document (if possible). In 2015-2016 they include running the
service user and carer workshops; plain English editing by the Plain English
Campaign; and publication of the final standards (including in easy read). These
implications have or will be accounted for in budgets for 2014-2015 and 2015-2016.

Appendices

- PLG workplan

Date of paper

5 December 2014

Consultation, publication and dissemination

1. Introduction

- 1.1 This short paper sets out the process that will be followed following this meeting of the PLG through to publication and dissemination of the finalised standards.
- 1.2 The next steps are outlined in four sections. A copy of the PLG's workplan is also appended.

2. Preparation for consultation

- A final draft for consultation will be produced – incorporating changes agreed and discussed at this meeting; minor editing amendments; and any amendments required as a result of further formal legal scrutiny. (The PLG Chair will sign off any significant changes.)
- The consultation document will be prepared. This is likely to include the following.
 - Information about the consultation and consultation questions.
 - Information about the standards and their purpose.
 - Information about the review of the standards including thanking the service users, carers, registrants, employers and others who contributed to the review.
 - A clear description and explanation of the content of the proposed standards, with particular reference to the changes from the existing standards. (This may be supplemented by a document mapping the existing standards against the new version and explaining the changes in more detail, published on the website, if this is feasible.)
- Approval of the HCPC Education and Training Committee and the Council at their meetings in March 2015.
- The Executive hopes, dependent on publication deadlines, to be able to engage an external supplier to put together an easy read version of the consultation document, including an easy read version of the standards for consultation.

Consultation

- The public consultation will run for 12 weeks between 1 April 2015 and 26 June 2015.
- The consultation will be published on the HCPC website and emailed out to our consultation list of around c.550 individuals and organisations (e.g. employers, professional bodies, public bodies, charities, service user and carer organisations). Wherever possible, information about the consultation will also be disseminated to those who participated in the review.
- A communications strategy will be developed which is likely to include a press release, posts on social media, internal communications, information in the HCPC registrant and education stakeholder newsletters and internal communications for HCPC employees.
- It is planned that four to five workshops with service users and carers will be held during the consultation period in the four UK countries to seek further feedback. These are likely to be externally facilitated and delivered in partnership with service user and carer organisations.
- The consultation will be highlighted in registrant and employer facing events that take place during the consultation period.

Post consultation

- The responses to the consultation will be read, analysed and summarised and the amendments required identified and made.
- The foreword and introduction will be written (influenced by the PLG's comments, the content of the consultation document and the feedback received in the consultation).
- Further formal legal scrutiny from the HCPC's solicitor to Council will be sought on the revised draft.
- The Education and Training Committee and the Council will be asked to approve the final text of the standards (subject to minor editing amendments).
- The draft will be edited internally to ensure that it complies with the HCPC's house style (this may result in minor amendments). It will then be submitted to the Plain English Campaign for editing to achieve a crystal mark for clarity of English. This is likely to result in further minor wording changes (negotiated / agreed with the Campaign).

- An external supplier will be engaged to develop an easy read version of the final standards.

Publication and onwards

- Publication and effective date is planned for January 2016.
- A communications strategy for dissemination will be developed. This will include, but may not be limited to, the communications channels referred to for consultation.
- We will consider producing a version of the standards specifically tailored to service users and carers, setting out what they should expect of their health and care professionals. This was a recommendation of the Shaping our lives work; has been suggested in some stakeholder feedback (from different groups); and has been touched upon in discussion at the PLG.
- We will consult shortly before or soon after publication on a revised version of the guidance on conduct and ethics for students, which takes the standards and explains what they mean for those who are training to become health and care professionals.¹

¹ HCPC (2010). Guidance on conduct and ethics for students
<http://www.hcpc-uk.org/publications/brochures/index.asp?id=219>

Professional Liaison Group – standards of conduct, performance and ethics

1. Introduction

1.1 This paper sets out the draft timetable and indicative plan of work for a Professional Liaison Group (PLG) which will help prepare draft revised standards of conduct, performance and ethics.

Background information

1.2 Article 21(1) of the Health Professions Order 2001 states that:

‘The Council shall –

(a) establish and keep under review the standards of conduct, performance and ethics expected of registrants and prospective registrants and give them such guidance on these matters as it sees fit’

1.3 The standards of conduct, performance and ethics were last reviewed in full in 2008. The standards are in the process of review to make sure that they:

- continue to be fit for purpose;
- are applicable to professions that joined our Register since the last review;
- take into account any changes in practice, legislation, technology and guidelines; and
- meet the expectations of the public, registrants and other stakeholders.

1.4 The Council agreed in principle to the creation of a PLG for the current review of the standards of conduct, performance and ethics in July 2012.

2. Workplan

PLG sponsor

2.1 The Council is the PLG sponsor.

PLG terms of reference

- 2.2 The PLG's terms of reference are to prepare draft revised standards of conduct, performance and ethics for consideration by the Education and Training Committee and the Council for public consultation.
- 2.3 The PLG should consider all relevant information in preparing the draft standards, which will include but is not limited to:
- outcomes of internal and external research about the current standards of conduct, performance and ethics which includes input from wide range of stakeholders;
 - equivalent standards published by other health and social care regulators in the UK and those of relevant professional bodies;
 - feedback related to the standards of conduct, performance and ethics received as part of other policy work, including during standards of proficiency reviews; and,
 - other relevant policy developments, including outcomes related to professional regulation stemming from recent health care inquiries and reviews.

Meetings

- 2.4 The draft timetable (see section three) allows for five meetings of the PLG.

Membership

- 2.5 The PLG should consist of no more than twelve members and be chaired by a member of Council.
- 2.6 Of the members of the PLG, up to four including the Chair will be drawn from the HCPC's Council. As far as possible, there should be a balance between registrant and lay members.
- 2.7 The remaining members of the PLG should be drawn from external organisations. Membership should be drawn from the following broad categories:
- service user and carer representatives (up to three members);
 - professional bodies (up to two members);
 - education (up to one member);

- employers (up to one member); and
- trade unions (up to one member).

2.8 The membership group should, as far as possible, include the following mix of skills and experience.

- Experience of professional regulation.
- Experience of developing and reviewing standards.
- Experience of representing the interests of HCPC registrants or employers of professionals on HCPC register.
- Experience of representing the interests of service users and carers of professions on HCPC register.
- Experience of using the standards of conduct, performance and ethics in education.

2.9 However, this is not intended to be an exhaustive list and members of the PLG may bring other knowledge, skills or experience which is relevant to the work of the PLG.

3. Timetable

3.1 The following is an indicative timetable for the PLG's work and includes an outline of the group's activities at each meeting. Any necessary alterations to the timetable will be agreed with the Chair of the PLG.

Timescale	Action
March 2014	PLG workplan presented to Council for approval
April 2014	PLG preparation phase including appointment of members
June 2014	First meeting of the PLG <ul style="list-style-type: none"> • Set context and background to the standards • Discuss key themes from research and other relevant standards and frameworks: <ol style="list-style-type: none"> 1. Social media 2. Collaborative approaches to care

July 2014	<p>Second meeting of the PLG</p> <ul style="list-style-type: none"> • Discuss key themes from research and other relevant standards and frameworks: <ol style="list-style-type: none"> 3. Format and accessibility 4. Reporting concerns and dealing with mistakes 5. Inter-professional and team working 6. Leadership and management
September 2014	<p>Third meeting of the PLG</p> <ul style="list-style-type: none"> • Consider first draft of standards • Discuss key themes from research and other relevant standards and frameworks: <ol style="list-style-type: none"> 7. Professional conduct 8. Infection and risk control
November 2014	<p>Fourth meeting of the PLG</p> <ul style="list-style-type: none"> • Consider second draft of the standards
December 2014	<p>Final meeting of the PLG</p> <ul style="list-style-type: none"> • Consider third and final draft of the standards
March 2015	<p>Consultation document with draft revised standards presented to Education and Training Committee and Council for approval</p>
April – June 2015	<p>Public consultation</p>
September 2015	<p>Consultation response document and revised standards presented to Education and Training Committee and Council for approval</p>
October 2015 – January 2016	<p>Standards published (plain English and easy read versions)</p>
January 2016	<p>Revised standards become effective</p>