

DATE OF MEETING: 14 th July 2015	PAPER LEAD: Author – Admin	AGENDA ITEM: 11.
TITLE: Investigation policy and process		
PURPOSE This paper sets the scene for discussion of the Investigation policy and process for handling complaints against: <ul style="list-style-type: none">a) The AHCS Regulation Councilb) AHCS Registrants.		
SUMMARY The Academy Regulation Council's fitness to practise processes are described in detail. These are designed to protect the public from those who are not fit to practise. An Investigation process indicative timeline is also included, for discussion and agreement.		
TO DISCUSS AND AGREE		



The Academy for Healthcare Science

Regulation Council

How we deal with a complaint against a registrant

An important part of the Academy Regulation Council's work to protect the public is its fitness to practise work. When we say that a Registrant is 'fit to practise' we mean that they have the skills, knowledge and character to practise their profession safely and effectively. Fitness to practise is not just about professional performance. It also includes acts by a Registrant which may affect public protection or confidence in the profession and may include matters not directly related to professional competence. The Academy Regulation Council's fitness to practise processes are designed to protect the public from those who are not fit to practise.

When a complaint or information is received by the Academy, the Registrar shall initially consider the information in relation to a Registrant. The Registrar shall determine whether the Complaint or Information meets the requirements of Fitness to Practise rule 4 and is capable of amounting to a Formal Allegation in accordance with Fitness to Practise rule 43. The Registrar shall also consider if the issue can be resolved informally or by mediation and whether the information was received anonymously and is therefore not verifiable.

If the Registrar considers that an assessment is required, a Case Manager will be appointed who is impartial and will manage the progress of the case, they will be the contact point for everyone involved in the case.

The assessment will be carried out by an investigation panel appointed by the Regulation Council in accordance with Fitness to Practise rules 17 - 40 as laid out under the terms of reference of the Regulation Council.

The investigation panel will act in accordance with the Fitness to Practise rules 46 – 59. If the case progresses to a full hearing the Fitness to practise panel will be convened under the Fitness to Practise rules 17 - 40 and carry out their duties in accordance with the Fitness to practise rules 67 – 143.

In making their decision, the panel needs to determine whether the Registrant's fitness to practise is impaired. The panel must remember that they should only refer a case to a full hearing on the basis that fitness to practise is currently impaired. Simply establishing that the facts appear to breach the standards required of registrants, or that this may amount to grounds of allegation is insufficient. A finding of impairment is a finding that based on prior

events, there are on-going concerns about a Registrant's ability to practise his or her profession.

If an allegation is serious enough to suggest that a Registrant may cause harm to themselves or others, an interim order hearing may be held. The interim order panel will act in accordance with Fitness to Practise rules 60-66.

Investigation process indicative timeline (*timeline may vary depending on complexity of the case and public holidays*);

