

RCCP Fitness to Practise Professional Conduct Committee Panel Members
Role Description & Person Specification

Title of role	Fitness to Practise Professional Conduct Committee Panel Member of the Registration Council for Clinical Physiologists
Summary of role	Panel Members will ensure all concerns and Professional Conduct Committee meetings are conducted appropriately and will play a key role in ensuring that the Committee is provided with appropriate professional expertise for all Panel meetings, Fitness to Practice Hearings and Appeals conducted by the RCCP.
Duties & responsibilities	<p>Panel members will be asked to attend meetings; training events as and when required and undertake background reading; and other preparation between meetings. Members of the Professional Conduct Committee will:</p> <ul style="list-style-type: none"> • Participate in any training to ensure the effective functioning of the fitness to practice functions of the RCCP • Contribute their knowledge and expertise in meetings, to aid effective Professional Conduct Committee decision-making; • Ensure that they have a good working knowledge of the RCCP's role, processes and other information that may help their role; • Carry out their work for the Professional Conduct Committee in accordance with the RCCP Standards of Conduct Performance and Ethics, and seven principles of public life (https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2).
Time commitment	Panel meetings occur on an ad hoc basis and can be attended remotely via video call, with occasional face to face meetings if required. Members of the Professional Conduct Committee are required to attend a minimum of an annual training event. It is recognised that the time commitment is highly variable and there is no guarantee that a panel member will be called upon to sit on a panel in any given year, as this will be dependent on concerns received.
Support	RCCP offers induction and ongoing individual support to Panel Members of the Professional Conduct Committee. RCCP is committed to appointing people from all backgrounds.
Expenses	Panel Members will be offered an attendance fee (for attending Professional Conduct Committee meetings and training events) which can be paid directly to you. If you are employed, it may be possible to make the payment to your organisation instead. Reasonable travel expenses will also be reimbursed. Please note that the attendance fee is taxable if paid to you as an individual.

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/Registration	RCCP registration	Professional body membership
Experience & knowledge	<p>An interest in professional conduct issues in health care and patient safety</p> <p>Have experience of a range of health services</p> <p>An understanding of, and a willingness to reflect, the experiences and needs of professional practice</p>	Experience in employer delivered professional conduct and complaints procedures
Skills & abilities	<p>Time to commit to the work of the Professional Conduct Committee meetings, training events & engage with background reading.</p> <p>Good communication and team-working skills, including respect for other people's views, and the ability to be decisive, listen and take part in constructive debate</p> <p>Ability to maintain confidentiality as required.</p>	Ability to use the internet and email
How to apply	<p>Please send your CV and Covering Letter to ftpadmin@rccp.co.uk using the points above and the Person Specification below as a guide. Explain why you would like to join the Professional Conduct Committee with details of the experience, interests or skills you can bring to it. Application Deadline: 5pm on Wednesday 22nd September 2021</p>	
For Queries:	<p>Please contact Zoey Harries (Operations and Fitness to Practise Manager) via email zoeyharries@rccp.co.uk or 01905 885350.</p>	
What happens next?	<p>RCCP will make the decision about whom to recruit to the Professional Conduct Committee based on the appropriateness of applicant's' experience, the skills they can offer, and how well they match the person specification below.</p>	
Equality & diversity	<p>RCCP is committed to promoting equality. We seek to achieve diversity by ensuring that no applicant receives less favourable treatment on grounds of (but not limited to) age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or is placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.</p>	