



**RCCP Fitness to Practise Committee Chair Panel Member  
Role Description & Person Specification**

The Registration Council for Clinical Physiologists (RCCP) holds a voluntary register for practitioners in six disciplines of Clinical Physiology. Clinical Physiologists are a group of healthcare workers who are involved in the diagnosis and management of a wide range of conditions, many of which are sensitive or invasive. The RCCP is accredited by the Professional Standards Authority and aims to ensure the highest levels of safety for patients of Clinical Physiologists.

The RCCP has a duty to protect the public by ensuring the fitness to practise of all RCCP Registrants. Being fit to practise requires a Registrant to have the skills, knowledge, good character and health to carry out their job safely. Fitness to practise is not just about professional performance, it also includes acts by a Registrant which may affect public safety or confidence in the profession and may include matters not directly related to professional ability/competence.

The RCCP Complaints Procedure sets out the RCCP’s approach to handling complaints and concerns in relation to its Registrants and is a robust, responsive and transparent process for dealing with concerns in order to maintain standards of practice. All Registrants are expected to conform with the expectations of the RCCP’s Code of Conduct, Standards of Proficiency and the RCCP Complaints Procedure.

Title of role:	<b>Fitness to Practise Professional Conduct Committee Chair</b> of the Registration Council for Clinical Physiologists
Summary the Fitness to Practise Committee:	The Fitness to Practise Committee protects the interests and safety of the public by forming panels to hear cases where a registrant’s fitness to practise is in question. Panels consider allegations, hear oral evidence and make decisions. The panels can issue sanctions or advice.
Structure of the Fitness to Practise Committee:	<p>The Fitness to Practise Committee comprises of:</p> <ul style="list-style-type: none"> <li>▪ Assessment Committee (pre-screening/investigating)</li> <li>▪ Consensual Disposal Committee</li> <li>▪ <b>Professional Conduct Committee</b></li> <li>▪ Health Review Committee</li> <li>▪ Appeals &amp; Review Committee</li> </ul> <p>Each committee consists of at least three-panel members, which will include one Registrant member from the same Clinical Physiology background as the Registrant under complaint and at least one Lay Member.</p>

	<p>The Complaints Administrator may appoint a Legal Assessor to attend the hearing and provide independent legal advice to the Professional Conduct Committee. The Legal Assessor will advise on matters of law, evidence and procedure.</p> <p>The Health Review Panel also has the discretion to request the RCCP to arrange for an independent Clinical Advisor to be present at the hearing for the assistance of the panel.</p>
<p>Main duties &amp; responsibilities:</p>	<ul style="list-style-type: none"> <li>▪ Chair panels; manage agendas; encourage active participation of all parties; control time; build consensus; summarise outcomes from committee members; provide guidance and assistance to committee members.</li> <li>▪ Make every opportunity to be available to attend meetings (electronically or in person); undertake background reading, assimilate the relevant papers and case management before a hearing commences.</li> <li>▪ Meet other members of a panel to discuss and agree preliminary matters.</li> <li>▪ Introduce the members of the panel to others present at the hearing. Explain the role and powers of the Professional Conduct Committee and the manner of proceedings which the panel proposes to adopt and explain clearly to the parties what will happen after the hearing has ended.</li> <li>▪ Control (in accordance with the relevant law and practice) the manner in which hearings are conducted, with such advice as appropriate from the Legal Advisers.</li> <li>▪ Ensure that all parties have their cases presented and considered fully and fairly.</li> <li>▪ Identify and manage conflicts of interest effectively and promote timely dispatch of business compatible with justice.</li> <li>▪ Ensure confidentiality of the proceedings held in private throughout the hearing of the case.</li> <li>▪ Maintain the authority and dignity of the Committee.</li> <li>▪ Ensure that the panel identifies the issues, makes finding of fact and provides reasons which indicate application of the relevant law.</li> <li>▪ Keep a legible and accurate record of proceedings.</li> <li>▪ Keep a legible and accurate record of proceedings and manage the drafting, in clear and straightforward language, of the panel's decisions.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure that reasoned decisions are delivered and recorded within the specified time.</li> <li>▪ All FtP Chairs will be expected to attend and chair (rotating role) at least 1 FtP Quality Assurance Committee meeting/year to: <ul style="list-style-type: none"> <li>▪ address collective consistency issues</li> <li>▪ explore questions of policy/procedure</li> <li>▪ receive training/updates (e.g. on policy updates, case law, issues identified via review of determinations etc.</li> <li>▪ Review the determinations, checking particularly for consistency, and feed any comments back to the RCCP Complaints Administrator, and the panels concerned, where appropriate</li> </ul> </li> </ul> <p>(the above duties may change from time to time)</p>
<p>Time commitment:</p>	<p>The number of days per year will vary significantly according to workload and availability, but FtP Chairs should be able to commit to at least 10 days per year, plus 1-day training.</p> <p>Please note that a guarantee of a minimum number of days' attendance during the appointment period cannot be given. In addition, the RCCP is not obliged to offer you work under this agreement.</p> <p>The duration of contract for those newly appointed to the RCCP is an initial term of 4 years, with the possibility of one further term of up to 4 years.</p>
<p>Support:</p>	<p>RCCP offers induction and ongoing individual support to all FtP Panel Members. RCCP is committed to appointing people from all backgrounds.</p>
<p>Expenses:</p>	<p>Chair will be offered a daily attendance fee of £250. Reasonable travel expenses will also be reimbursed in line with the RCCP's expenses policy.</p>
<p>How to apply:</p>	<p>Please provide a covering letter, using role description and person specification below as a guide, alongside a current CV. Explain why you would like to apply for this role with details of your relevant experience, interests and skills you can bring. Forward to <a href="mailto:registrar@rccp.co.uk">registrar@rccp.co.uk</a>.</p>

What happens next?	RCCP will make the decision about whom to recruit to the Fitness to Practise Committee based on the appropriateness of applicant's' experience, the skills they can offer, and how well they match the person specification.	
Equality & diversity:	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.	
<b>PERSON SPECIFICATION</b>		
	<b>Essential – must be able to demonstrate</b>	<b>Desirable – able to demonstrate</b>
<b>Criteria</b>	<ul style="list-style-type: none"> <li>▪ Is not currently on the register of any health or social care regulatory body.</li> <li>▪ Does not hold qualifications which would entitle entry onto the RCCP register.</li> <li>▪ Experience of chairing meetings and ability to exercise control over proceedings.</li> <li>▪ Experience of evaluating evidence, or information and making objective, unbiased, thoughtful decisions.</li> <li>▪ Experience of report writing, writing deliberations or case notes.</li> <li>▪ Good communication, intellectual and analytical ability.</li> <li>▪ An understanding of, and commitment to the Nolan Principles of Public Life: - Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.</li> <li>▪ An appreciation of, and commitment to protecting, promoting and maintaining the</li> </ul>	<ul style="list-style-type: none"> <li>▪ Legally qualified.</li> <li>▪ Experience of previous committee or judicial work or service on a Tribunal, Board, or Council.</li> <li>▪ General understanding of and interest in the NHS, healthcare professions in Great Britain.</li> <li>▪ Experience and/or knowledge of healthcare regulatory issues (including PSA accredited voluntary registers).</li> </ul>

	health, safety and wellbeing of patients and the public.	
<b>1. Intellectual Activity</b>	<ul style="list-style-type: none"> <li>▪ Quickly absorbs and analyses complex information with ease.</li> <li>▪ Knowledge of the RCCP’s Complaints Procedure, the legislative framework, case-law and underlying principles, or the ability to acquire this knowledge.</li> <li>▪ Commitment to and understanding of the RCCP’s policies and procedures.</li> </ul>	
<b>2. Personal Qualities</b>	<ul style="list-style-type: none"> <li>▪ Personal commitment to the Nolan principles, the public interest, the values set by the RCCP and the principles of good regulation.</li> <li>▪ Integrity and independence of mind.</li> <li>▪ Sound judgement.</li> <li>▪ Decisiveness.</li> <li>▪ Learns and develops professionally; maintains up to date knowledge of issues relevant to the role.</li> <li>▪ Assesses the impact of a process or decisions on all parties.</li> </ul>	
<b>3. Understands and values diversity and deals fairly</b>	<ul style="list-style-type: none"> <li>▪ Shows awareness of the diversity of the communities which clinical physiologist professionals serve and an understanding of differing needs.</li> <li>▪ Commitment to equality, diversity and inclusion; impartiality and fair treatment.</li> <li>▪ Aware of own biases (conscious and unconscious) and manages these appropriately.</li> <li>▪ Listens with patience and courtesy.</li> </ul>	
<b>4. Authority and Communication Skills</b>	<ul style="list-style-type: none"> <li>▪ Inspires respect and confidence.</li> <li>▪ Questions effectively.</li> <li>▪ Engages constructively in debate and challenges others appropriately.</li> <li>▪ Works constructively with others</li> </ul>	
<b>5. Efficiency</b>	<ul style="list-style-type: none"> <li>▪ Works at speed, including when under pressure.</li> <li>▪ Manages time effectively and produces clear reasoned decisions expeditiously.</li> <li>▪ Makes effective use of technology, including computers, video- and telephone-conferencing.</li> </ul>	



<b>6. Effective Chairing</b>	<ul style="list-style-type: none"><li>▪ Maintains a sound knowledge of the RCCPs regulatory responsibilities, case-law and underlying principles.</li><li>▪ Maintains firm and effective control of hearings; maintains authority when challenged.</li><li>▪ Explains the procedure and any decisions reached clearly and succinctly to all those involved.</li><li>▪ Challenges Committee members' biases (conscious and unconscious) and supports them in managing these appropriately.</li><li>▪ Understands and applies the rules of evidence.</li><li>▪ Excellent interpersonal skills involving all members of the Committee in a facilitative, enabling manner.</li><li>▪ Excellent drafting skills, with the ability to produce clear, accurate, well-structured determinations.</li></ul>
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If you would like to receive a hard copy, please email or write to the address below. Please send your covering letter and CV to:

**RCCP Administration**

The Middlewich Suite  
Droitwich Medical Centre  
Omersley Street  
Droitwich  
WR9 8RD

**Tel: 01905 885350**

Or Email: [registrar@rccp.co.uk](mailto:registrar@rccp.co.uk)