

**RCCP COMPLAINTS COMMITTEE PANEL MEMBER
ROLE DESCRIPTION & PERSON SPECIFICATION**

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| Title of role | Complaints Committee Panel Member of the Registration Council for Clinical Physiologists |
| Summary of role | <p>Panel Members will ensure all Complaints 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, Professional Conduct Hearings and Appeals conducted by the RCCP.</p> <p>The Complaints Committee comprise of:</p> <ul style="list-style-type: none"> • Screening/Assessment Panel • Consensual Disposal Panel • Professional Conduct Panel • Health Panel • Appeals Panel |
| Duties & responsibilities | <p>Panel members must be available to attend meetings (electronically or in person); training events as and when required and undertake background reading; and other preparation between meetings. The investigations performed by the Screening/Assessment Panel and Consensual Disposal Panels are likely to be primarily undertaken electronically. Members of the Committee will:</p> <ul style="list-style-type: none"> • Participate in any training to ensure the effective functioning of the complaints and fitness to practice functions of the RCCP • Contribute their knowledge and expertise to meetings, to aid effective complaints and 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 Complaints Committee in accordance with the RCCP Code of Conduct 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 | <p>Panel meetings occur on an ad hoc basis and if they cannot be held electronically, they are usually held in Worcester, Droitwich. Members of the Complaints Committee are required to participate in 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 the number of complaints received.</p> |
| Support | <p>RCCP offers induction and ongoing individual support to Panel Members of the Complaints Committee. RCCP is committed to appointing people from all backgrounds.</p> |

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| Expenses | Panel Members will be offered an attendance fee (for attending Professional Conduct Committee Hearings only), 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. |
| How to apply | Please provide a covering letter, using the points above and the Person Specification below as a guide, alongside a current CV. Explain why you would like to join the Complaints Committee with details of the experience, interests or skills you can bring. Forward to registrar@rccp.co.uk . |

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| What happens next? | RCCP will make the decision about whom to recruit to the Complaints Committee based on the appropriateness of applicant's' experience, the skills they can offer, and how well they match the person specification below. |
| 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. |

PERSON SPECIFICATION

| | Essential | Desirable |
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| 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> | Ability to use the internet and email |



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| | Ability to maintain confidentiality as required. | |
| | <p>If you would like to receive hard copies of any forms, please email or write to the address below. You will need to return the forms (either in hard copy or in electronic format) to:</p> <p>RCCP Administration The Middlewich Suite Droitwich Medical Centre Ombersley Street Droitwich WR9 8RD Tel: 01905 885350 Email: registrar@rccp.co.uk</p> | |