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Document Name

Assessment Committee

Terms of Reference

Committee Name

Assessment Committee

Overview

The Assessment Committee is the first formal stage of investigation into the details surrounding a reported complaint against a Registrant. RCCP has a duty of care to protect the public, uphold public confidence in Clinical Physiology and help maintain the highest level of professional standards.

Purpose

- To investigate all written complaints against RCCP registrants referred to it by the RCCP complaints administrator
- To provide a fair but thorough investigation and produce a timely decision to the complaint

Responsibilities

To act on behalf of the RCCP on only those matters specifically referred to the Assessment Committee by the Complaints Administrator

The Committee must resolve each matter referred to one of the following outcomes:

- The Assessment Committee may; close the case without any action, where the realistic prospect test has not been met;
- issue a formal Warning or Letter of Advice to the Registrant;
- refer the matter for Consensual Disposal where the allegations may be dealt with by an alternative outcome, rather than direct referral to a Professional Conduct Committee or Health Review Panel
- refer the matter to a Professional Conduct Committee where there is a realistic prospect of the facts being substantiated and those facts amounting to impairment of fitness to practise
- refer the matter to a Health Review Panel where the Registrant's fitness to practise may be considered impaired by adverse physical or mental health

Membership

The full Committee will be made up of a minimum of 8 Members of which:

- 1 - Chair
- 1 - Deputy Chair
- 5 - Registrant Members across the range of Clinical Physiology modalities
- 1 - Lay Member

Members may sit for a maximum of 4 Years at which point they may present themselves for election for a further 4 years. Members may only sit for a maximum of 2 terms

For Assessment Committee panel investigative purposes the Committee will be made up of a minimum:

- Either the Chair or the Deputy Chair
- 1 - Registrant Member from the same Clinical Physiology as the Registrant under complaint
- 1 - Lay Member

Meetings Attendance

Members should attend as many meetings as possible when called. Members will be required to attend a minimum of 1 in every 3 meetings when required. Where unable to attend committee members should submit their apologies in advance of the meeting in order for the complaints administrator to agree an acceptable replacement panel member.

The Assessment Committee will consist of a minimum of three-panel members to form a quorum, which will include one Registrant member from the same Clinical Physiology background as the Registrant under complaint and at least one Lay Member. The Committee may meet in person or by telephone conference.

Meeting Organisation

Meeting arrangements are as follows:

- Meetings will be called as and when required giving a minimum of 14 days' notice
- Agendas and papers will be circulated 1 week before the meeting date
- Minutes of the meeting and any formal reports will be filed with the Complaints Administrator no more than 7 days after the meeting has been held

Authority

The Meeting derives its authority from The Board of Directors and reports to them through the Registrar

The meeting will be conducted within the confines on the RCCP Complaints Procedure 2019

Documentation Version Control

Version	Date	Author
1	06.01.2020	Kelly St. Pier