



# **Fitness to Practice (FtP) Quality Assurance Group Terms of Reference**

Chair Person	<ul style="list-style-type: none"> <li>Professional Conduct Committee (PCC) Chair (Rotating role within PCC Chair pool)</li> </ul>	Participants	<ul style="list-style-type: none"> <li>1 PCC Chair</li> <li>Assessment Committee Chair (or panel member representative)</li> <li>Registrar</li> <li>Complaints Administrator</li> <li>Chair of Advisory Committee</li> <li>PPI</li> </ul> <p><i>Option to invite others relevant invitees in agreement with Chair.</i></p>
Frequency, Locations	<ul style="list-style-type: none"> <li>Annually</li> <li>Face-to-face (dial-in by exception)</li> <li>Droitwich Head Office (potential to rotate through other designated sites)</li> </ul>		
Desired outcomes		Objectives / Key Activities	
<ul style="list-style-type: none"> <li>Complaints investigations delivered in through a robust, responsive and transparent process with patient safety at the core of any decision making.</li> <li>Complaints investigated within the target cost, to the required quality</li> <li>Values of all parties respected</li> <li>An exemplar of professionalism in all investigations with all parties</li> </ul>		<ul style="list-style-type: none"> <li>The overriding objective to deliver a FtP process that demonstrates RCCPs commitment to protecting the health, safety and wellbeing of the public; maintaining public confidence in the profession; promoting and maintaining proper professional standards and conduct for the members of the professions.</li> <li>Drive an ethos of continuous improvement on patient safety in the delivery of the FtP process by providing unified guidance, policies and processes on strategic FtP priorities</li> <li>Demonstrate and lead on the right behaviours and values</li> <li>Minimise patient risk and maximise learning outcomes by delivering annual FtP case summary outcomes</li> </ul>	

Key Stakeholders	Inputs	Outputs
<ul style="list-style-type: none"> <li>Registrants</li> <li>Employers</li> <li>Public</li> <li>Patients</li> </ul>	<ul style="list-style-type: none"> <li>FtP investigations</li> <li>Any relevant feedback (including that received by PSA)</li> <li>RCCP Risk register</li> <li>Actions from previous minutes</li> </ul>	<ul style="list-style-type: none"> <li>Annual FtP Case summary outcomes</li> <li>Minutes (high –level summary to be shared with the Board)</li> <li>Policy and guidance updates</li> </ul>

## Agenda - FtP Quality Assurance Committee Annual Meeting:

- Chair welcome and introduction
- Apologies for absence
- Declaration of members' interests
- Minutes of the committee of \*\*/\*\*/\*\*\*\*
- Matters/actions arising from previous meetings
- PCC Chair report
- Panel recruitment
- Key performance indicators
- Annual report
- Policy and information Updates
- AOB
- Date of next meeting

### **RCCP Office**

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