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## Document Name

# Professional Conduct Committee

## Terms of Reference

### Committee Name

## Professional Conduct Committee

### Overview

The Professional Conduct Committee purpose is to investigate matters and concerns referred to it by the Assessment Committee about a registered clinical physiologist and where relevant hold a Hearing where there is a realistic prospect of the facts being substantiated and those facts amounting to impairment of fitness to practise. 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

- The professional conduct committee consider information and evidence presented to them to reach well-reasoned and fair decisions on registrants' fitness to practise cases.
- Where appropriate, conduct a timely and formal fitness to practise hearing and adjudicate upon alleged breaches of the RCCP Standards making recommendations for sanctions against RCCP registrants when appropriate.
- The Committee considers cases where a registrant's fitness to practise is alleged to be impaired due to:
  - misconduct
  - lack of competence
  - a conviction or caution for a criminal offence
  - physical or mental health
  - a finding by any other membership body /statutory regulator (or register which meets similar standards) and if applicable, ratify the sanction imposed by that register/regulator that fitness to practise is impaired.

### Responsibilities

To act on behalf of the RCCP on only those matters specifically referred to the Professional Conduct Committee by the Assessment Committee.

If the professional conduct committee panel decide that a registrant's fitness to practise is impaired, then the panel uses the RCCP sanctions guidance to choose which of the available sanctions is most appropriate. First, the panel must consider whether it is appropriate not to take any further action. If the panel decides this option is not appropriate, it can impose the following sanctions:

- A Reprimand, which will remain on the RCCP Register for a period of one year unless the Committee determines a lesser period;
- A Conditions Order. This should specify the conditions relevant to the Registrant's membership and the period for which it has effect;
- A Suspension Order. This shall specify the period of suspension (not exceeding 12 months). The Committee should state whether there is the need for a review hearing before the Registrant can return to the RCCP Register.
- Termination of Registration and Removal from the RCCP Register

### 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 Professional Conduct 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/Hearing Attendance

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

The Professional Conduct Committee panel 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.

### Meeting/Hearing Organisation

Meeting arrangements are as follows:

- Meetings/hearings will be called as and when required giving a minimum of 35 days' notice by the complaints administrator.
- Hearing bundles will be circulated by the complaints administrator 14 days before the meeting/hearing date
- The Notice of Decision shall be sent to the Registrant/ Registrant's Representative and Complainant within 7 days of the conclusion of the hearing, the Notice must set out clearly the findings of the Professional Conduct Committee.

### 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