Communications Committee 5 November 2009

Publications update

Executive summary and recommendations

Introduction

This paper is intended to provide an overview of the main publications activities undertaken since the last Communications Committee in May 2009.

Decision

The Committee is requested to note the document. No decision is required.

Background information

In each area details are listed in chronological order of publication.

Standards, guidance and education publications

- Revised Approvals process – supplementary information for education providers, published June 2009.
- Standards of proficiency for practitioner psychologists, published July 2009.
- Revised Standard of education and training, published July 2009.
- Revised Standard of education and training – supplementary information for education providers, published July 2009.
- Revised Standards of proficiency for chiropodists / podiatrists, published September 2009.
- Revised Standards of proficiency for radiographers, published September 2009.
- Revised Major change – supplementary information for education providers, published October 2009.
- Guidance for students on the standards of conduct, performance and ethics, to be published November 2009.
- Guidance on health and character – how we consider information that applicants or registrants declare (title tbc), to be published November 2009.
- Information for witnesses, to be published Spring 2010.
- Standards of proficiency for hearing aid dispensers, to be published Spring 2010.

Reports

- Annual report and accounts 2008–09, published July 2009.
- Fitness to practise annual report 2009, published September 2009.
- Review of the first CPD audits (title tbc), to be published November 2009.

Research reports

A new series of research reports on aspects of healthcare regulation has commenced with the publication of reports generated by HPC professional liaison groups. Both were published online in time for the annual meeting on Thursday 10 September 2009. Hard copies were printed in October 2009.

- Continuing Fitness to Practise – Towards an evidence-based approach to revalidation
- Scoping report on existing research on complaints mechanisms

HPC In Focus

The following issues of this bi-monthly e-newsletter have been published since the last report. From issue 25, HPC In Focus no longer includes a table of fitness to practise hearings since these are listed in full on the HPC website. Instead, each issue will now contain an update from the Fitness to Practise Department.

- HPC In Focus 23, distributed Friday 5 June 2009.
- HPC In Focus 24, distributed Friday 7 August 2009.
- HPC In Focus 25, distributed Friday 2 October 2009.
- HPC In Focus 26, to be distributed Friday 4 December 2009.

HPC Update

The following issues of this bi-monthly internal employee newsletter have been published since the last report. From Issue 5, HPC Update is published on the same uncoated paper stock as our other publications.

- HPC Update, Issue 3, May 2009 (Away Day special edition)
- HPC Update, Issue 4, Wednesday 8 July 2009
- HPC Update, Issue 5, Friday 18 September 2009

Public information materials and exhibition display materials

The review and refresh of the public information materials and exhibition display materials has now been completed. Feedback from the Plain English Campaign and Connect, a disability communications organisation, has enabled us to refresh the design, content, format and layout of the public information materials to ensure they are update and accessible to members of the public. The leaflet is now crystal marked and includes practitioner psychologists. We will review the materials again when we add hearing aid dispensers in March 2010. The dissemination of the public information materials has been included in the media and campaigns update report for Committee.

Issues Brief

A weekly email which provides the Executive with a summary of news and issues relevant to the activities of our external stakeholders has been launched. Areas covered include Department of Health consultations or reports, parliamentary questions or debates and news from other regulators and professional bodies.

We also report on significant media coverage of the HPC and include key and external meeting dates.

Requests / distribution of publications and materials

Between May and October publications were sent to 26 separate events, which included exhibitions, conferences, parliamentary conferences and HPC listening events. Though the number of delegates at these events varied, as did the number of documents dispensed, specific publications proved popular to attendees. These included: CPD long guides, SCPEs, samples of SOP's, SET's, FtP Annual Reports for 2008 and 2009, Grandparenting reports, FtP complaint booklets, FtP process booklets, Returners to practise guidance, Confidentiality guidance, public information materials, renewal posters and Be healthwise campaign materials.

Of our most popular publications we gave out approximately 4,000 CPD long guides, 6,500 SCPE, 1,100 FtP annual reports.

The delivery of our HPC public information materials has now been outsourced and between the months of May and October we have sent out the following numbers of public information packs. A pack consists of one renewal poster, two public information posters and approximately 25 leaflets.

May: 104
June: 183
July: 122
August: 27
September: 88
October: 65

We also receive requests for publications via email and phone on a daily basis, with our most popular publications being CPD long guides, SCPE's, SET's, SOP's and complaint booklets.

Other

- 'Mini calendar' with dates of Council and Committee meetings, published June 2009.
- Update of the "information for employers" mini guide, published October 2009

Resource implications

Activities in this report are set out in the 2009-10 communications workplan.

Financial implications

Activities set out in this paper are accounted for within the 2009-10 communications workplan budget.

Appendices

None