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**Agenda Item 9**

**Enclosure 7**

**Paper RC 16 / 03**

**REGISTRATION COMMITTEE**

**Registration Assessor Guidance**

**From : the Executive**

**FOR INFORMATION**

## **Executive Summary**

The Registration Assessor Guidance Manual details for the registration assessors the steps/processes to be followed when they assess applications.

The document is in the early stages of development and is included at this stage for information only.

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# **Health Professions Council:**

## **HPC Registration Assessor Guidance**

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## A Introduction

This operating manual details guidance on how the Health Professions Council's HPC registration assessors process applications for registration.

The guidance provides a basis for standardising processes across all types of applications and all professions.

In addition to this operating manual, documents that relate to the registration process and their intended audience include:

### General public

- Benefits of state registration to public, employers and registrants
- Overview of the Registration Committee
- The Health Professions Council Register

### Registrants

- Becoming a registrant of HPC
- How can my profession become state registered
- Grandparenting
- Statement of good health, character and conduct
- Appeals
- Re-registration and CPD
- Returning to clinical practice

### HPC registration assessors

- The role of a HPC registration assessor

## **B HPC registration assessor processes**

### **1. Selection of HPC registration assessors**

HPC registration officers will select HPC registration assessors on the basis of expertise for each profession and numbers of outstanding assessments that the HPC registration assessors already have.

HPC registration assessors are expected to be contactable and respond to communication from either HPC registration officers or co-assessors within a reasonable time.

If HPC registration assessors are unable to carry out assessments for a period of time due to holidays, workload, conferences or some other reason, they are required to inform the HPC, giving reasonable notice. In addition, HPC registration assessors should inform the HPC of any changes in contact details as soon as possible.

### **2. Copy application process**

Each HPC registration assessor should receive copies of the application documents, an assessment feedback form (appendix ~~xxx~~), self-addressed envelope and expense form (appendix ~~xxx~~).

HPC registration assessors may receive a batch of up to 10 sets of application documents.

### **3. Assessment Timeframe**

HPC registration assessors should complete assessments and feedback to the appropriate registration officer at HPC within 10 working days. Electronic copy of forms may be submitted via e-mail to meet the 10 day turn around time, if a hardcopy is forwarded immediately after.

The 10 day turn around time is taken from the date the application is sent out from HPC to the date the completed assessment feedback form is returned; this allows for the post. In cases where further verification is requested from the applicant, a HPC registration assessor may inform the registration officer of the decision by e-mail; the date of receipt then being the date your e-mail response was received.

HPC registration assessors should inform the registration officer if they are unable to complete the application assessments within this timeframe.

Failure to meet the required turnaround times may result in the withholding of payment. Similarly, failure to provide a clear and complete assessment within the terms of this agreement may result in the withholding of payment until the terms are met.

### **4. Assessment of application documents**

HPC registration assessor pairs evaluate the documentation separately and then confer on the decision. Each assessor must complete the appropriate decision box / answer all questions on the assessment feedback form (i.e. the first named assessor is to complete the first box and the

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second named assessor to complete the second box). Once the initial assessment is made, the registrant co-assessors should liaise with each other and complete the agreed decision box.

HPC registration assessors are encouraged to resolve any major differences of opinion between themselves before feeding back to the registration officer.

The decision must be clearly indicated giving one of the following options:

### **Registration recommended**

Assessor feedback form is returned to registration officer along with a completed timesheet and expenses claim form.

### **Further training and/or experience**

Any reasons for recommendations for additional training or experience must be given with sufficient detail to feedback to the applicant to allow them to respond and continue the application process.

HPC registration assessors deciding upon recommending further training or experience must provide clear and detailed lists of applicants shortfalls and recommend how to address them, along with a minimum timeframe.

An applicant may submit evidence in the future to demonstrate that the recommended education and /or training has been achieved. This evidence, which must be submitted within one year of the date of the original application, or within the transitional period for grandparenting applications, will be forwarded to the original HPC registration assessor pairs if possible.

### **Test of competence**

Any reasons for recommending a test of competence must be given with sufficient detail to feed back to the applicant to allow them to respond and continue the application process.

### **Reject**

Any reasons for rejection must be given with sufficient detail to feed back to the applicant to allow them to respond and continue the application process.(can they continue if rejected?)

## **5. Request for further verification**

If the information provided by the applicant is unclear, inconsistent or contradictory, the HPC registration assessors may ask for further verification once during the assessment process. The registration officer will write to the applicant on behalf of the HPC registration assessors. More than one request for information must be directed to the HPC registration assessor's supervisor.

If the joint decision is to ask for further verification, HPC registration assessors must retain the papers (or copies) until a response is received. On receipt of further information, the registration officer forwards a copy to both the original HPC registration assessors.

Assessors should attend clarification interviews if required and agreed to by the applicant. Clarification interviews are not tests, and can only be used to resolve unclear, ambiguous

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contradictory or inconsistent information within the application. If the applicant does not agree to a clarification interview, assessors will decide on registration based on existing information. HPC will pay HPC registration assessors for travel expenses for clarification interviews together with an interview fee of £30.

### **6. Feedback to registration officers**

HPC registration assessors will need to return the completed expenses form together with the completed assessment feedback form to HPC.

HPC registration assessors should assist registration officers in communication of technical issues with applicants should the need arise.

If the joint decision is acceptance for registration, the HPC registration assessors may destroy or return the documents being held for that application. HPC registration assessors should retain copies of notes and records to be used if the applicant appeals against a decision.



## Appendix 1 – Assessor Feedback Form

I declare that I have completed this form to the best of my ability. All professional decisions have been based on the Standards of Proficiency and have not been influenced or modified to reflect those of any third party. I declare that all information is correct and accurate at the time of assessment and agree that this document may be used as evidence in the event of an appeal process, where I may be requested to defend my professional decisions.

Signed: \_\_\_\_\_

Assessor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Applicant AA Number: \_\_\_\_\_

Profession for which Assessment is being made: \_\_\_\_\_

Date that Assessment was made: \_\_\_\_\_

Would you please advise HPC of the following by ticking the appropriate box:

The applicant is recommended for registration	
The applicant is rejected for registration. Further training and/or experience is recommended. It is essential to state reasons on the attached feedback sheet together with a recommended length and type of training and/or experience that the applicant should pursue (please note that applicants must be given a fair opportunity to complete any recommended training and/or experience and reapply for registration within the grandparenting period or within year of their original application)	
The applicant should be offered a test of competence	
That further verification is required, before a decision can be reached, please state type of information required:	
The applicant is rejected for registration. (It is essential to give detailed reasons for this decision	

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An applicant from this school has previously been accepted or rejected	Yes / No
<p>Other information from previous assessments of applicants from the same institution (e.g. level of experience, knowledge of appropriate clinical skills, ability to practice safely, whether clinical practice skills meet the criteria for the Standards of Proficiency):</p> <hr/> <hr/> <hr/>	

Please remember to enclose a completed timesheet and bank details for payment of HPC registration assessor fees.

