

**Health Professions Council
Conduct and Competence Committee -16th November 2005**

Reporting a Concern to the HPC

Executive Summary and Recommendations

Introduction

As part of ongoing development work in the Fitness to Practise department, consideration has been given to the implementation of a form to help people to report a concern about a Health Professional to the HPC. This work is linked to the paper 'Managing complaints from members of the public'.

Such a form may be useful to as an aid to complainants and prompt them to provide sufficient detail to aid HPC's investigation into and consideration of their complaint. If the Committee feels that such a form to be useful, it will be added to the complaints section of the HPC website and routinely sent to individuals who telephone the department seeking advice about HPC's fitness to practise processes. It will also be of assistance to the department if a procedure for taking complaints by telephone is adopted.

Decision

The Committee is asked to approve the use of the attached form

Background information

None

Resource implications

Assistance required to fill in the form

Financial implications

None

Appendices

Date of paper

26th October 2005

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