Education and Training Committee

# 10 September 2020

Registration Department performance report January - June 2020

## **Executive Summary**

This report provides an update about the work of the Registration Department for January 2020 to June 2020.

health & care professions council

Previous consideration	This report is received by the Committee on a bi-annual basis.
Decision	The Committee is asked to discuss the report.
Next steps	The next report will be received by the Committee in March 2020.
Strategic priority	The strategic priorities set in 2018 are no longer current. We are developing a new strategy that we aim to confirm at the end of 2020.
Risk	<ul> <li>Strategic risk 1 &amp; 3:</li> <li>failure to deliver effective regulatory functions;</li> <li>failure to be a trusted regulator and meet stakeholder expectations.</li> </ul>
	<ul> <li>Risk appetite. The following sections are relevant to this paper:</li> <li>Public protection - The Council takes a minimal approach to public protection risks. Public protection is our aim and our strategy and processes are intended to provide this.</li> <li>Compliance - The Council takes a minimal approach to compliance and regulatory risk. We will meet the law, regulations or standards in place to protect the public and employees and to protect data.</li> </ul>
Financial and resource implications	Registration Department reporting to ETC included within the 2020 – 2021 work plan.
Author	Richard Houghton, Head of Registration richard.houghton@hcpc-uk.org

## **Registration Department – Management Commentary**

This report provides an update about the work of the Registration Department for January 2020 to June 2020.

## Contents

1.	Registration Department Service Standard Performance Table	3
2.	Executive summary	4
3.	General	5
3.1.	UK applications	5
3.2.	International applications	5
3.3.	Registration renewals	5
3.4.	Continuing Professional Development (CPD) audit	6
3.5.	Readmission applications	6
3.6.	UK emails	6
3.7.	International emails	6
3.8.	UK telephone calls	6
3.9.	International telephone calls	6
3.10.	Postal correspondence	6
3.11.	Visiting European health professional declarations	7
3.12.	European Professional Card (EPC)	7
3.13.	Registration appeals	7
3.14.	Employees	7
3.15.	COVID-19	8
4.	Registration performance data	9

## 1. Registration Department Service Standard Performance Table January 2020 – June 2020

	Process	Service standard		form mon		e	Service standard met % of period		
			J	F	М	Α	М	J	
1		The Registration Department aims to respond to all UK application requests within ten working days of receipt.							
	UK applications for registration	We aim to process all <b>complete</b> UK applications within ten working days of receipt, or inform the applicant within ten working days if their application is <b>incomplete</b> .	2	3	3	5	1	2	100%
2	International applications for registration	The Registration Department aims to process <b>complete</b> applications within 60 working days of receipt.	44	47	52	46	58	76	83%
2a	EMR applications for registration	The Registration Department aims to process complete applications within 60 working days of receipt.	48	46	49	38	53	62	83%
3	Grandparenting applications for registration	The Registration Department aims to process <b>complete</b> applications within 60 working days of receipt.							N/A
4	Renewal of registration	The Registration Department aims to process a <b>complete</b> paper renewal form within ten working days of receipt.	3	5	2	5	1	2	100%
5	Continuing Professional Development (CPD) Audits	The Registration Department aims to process a <b>complete</b> CPD profile within 60 working days of receipt.	58	77	46	80	68	71	33%
6	Readmission to the Register	The Registration Department aims to process all <b>complete</b> readmission applications within ten working days.	5	7	5	6	1	1	100%
7	UK Emails	The Registration Department aims to respond to 80% of all emails within one working day and all emails responded to within two working days.	2	4	5	2	2	2	67%
7a	INT Emails	The Registration Department aims to respond to 80% of all emails within one working day and all emails responded to within two working days.	7	5	8	4	1	2	33%
8	Answering UK telephone calls	The Registration Department aims to answer 95% of all telephone calls.	78	79	82				0%
8a	Answering INT telephone calls	The Registration Department aims to answer 95% of all telephone calls.	96	98	96				100%
9	Postal correspondence	The Registration Department aims to process postal correspondence within ten working days.	6	8	3	12	8	3	83%

#### 2. Executive summary

#### 2.1. Registration

- All of the department's service standards were achieved for the period January 2020 to June 2020 with the exception of INT and EMR applications, continuing professional development, UK and INT emails, UK telephone calls and postal correspondence.
- The shortage of fully trained Registration Advisors and the COVID-19 pandemic attributed to service standards not being met as well as actively prioritising available resource to fulfil the department's regulatory functions of registering new UK applicants, processing International and EMR applications and managing continuing professional development audits.
- 53,882 UK emails were received which is 31,062 (or 136.1%) more than the same period in 2018.
- 3,627 UK applications were received during the period, which is 932 (or 20.4%) less compared to the same period last year.
- 1,116 fewer International / EMR applications were received compared to the same period last year, which represents a 33.3% decrease.
- 6 visiting European health professional declarations were received during this period which is 20 (or 76.9%) fewer than compared to the same period last year. At the end of the period there were 26 registered visiting European health professionals, which is 51 (or 66.2%) less than the same period last year. The numbers have decreased steadily since the referendum decision to leave the European Union.
- During the period, 6 candidates were successfully recruited to Registration Advisor roles on a fixed term contract or temporary agency basis which represents 10% of the Registration Advisor budgeted headcount.

## 3. General

#### 3.1. UK applications

- 3,627 UK applications were received during the period, which is 932 (or 20.4%) less compared to the same period last year. Excluding social workers 424 more applications were received across the 15 professions.
- 3,187 UK applications were registered which is 985 (or 23.6%) less compared to the same period last year. Excluding social workers 359 more applications were registered across the 15 professions.
- On average, UK applications were processed within 3 working days.

#### 3.2. International applications

- A total of 2,233 new International / EMR applications were received.
- 1,116 fewer International / EMR applications were received compared to the same period last year, which represents a 33.3% decrease.
- 1,622 applications were registered which is 233 (or 12.6%) fewer than compared to the same period last year.
- EMR applications were processed in 49 working days and International applications in 50 working days.

#### 3.3. Registration renewals

- The renewal period for physiotherapists opened 1 February 2020.
- The renewal period for arts therapists opened 1 March 2020.
- The renewal period for dietitians opened 1 April 2020.
- The renewal period for chiropodists / podiatrists and hearing aid dispensers opened 1 May 2020.
- During this period a total of 95.5% of physiotherapists, 90.6% of arts therapists and 94.2% dietitians renewed their registration.
- A combined total of 88,217 registrants were invited to renew their registration between the period January June 2020 and the impact of this renewal period is significant on the Registration Department.
- Due to COVID-19 the renewal window for physiotherapists, arts therapists, dietitians, chiropodists / podiatrists and hearing aid dispensers were extended by one month.
- 3,197 paper renewals forms were received which is 748 (or 31%) more than the same period in 2018.
- On average, paper renewal forms received were processed within 3 working days of receipt.

## 3.4. Continuing Professional Development (CPD) audit

- 1,439 registrants were selected for audit during this period. A total number of 745 CPD profiles were received and all complete CPD profiles were on average processed within 67 working days of receipt.
- 1,576 profiles were assessed during this period of which 40 profiles were assessed electronically, 1,042 assessed via the online system and 494 assessed on assessment days.
- Due to the lasting impact arising from two separate technical issues identified on the CPD online system and taking several weeks to fix each bug, attributed to the service standard not being met.

### 3.5. Readmission applications

• On average, readmission applications were processed within 4 working days.

### 3.6. UK emails

• A total of 53,882 UK emails were received which is 31,062 (or 136.1%) more than the same period in 2018. All emails were answered within an average of 3 working days.

### 3.7. International emails

• A total of 17,214 emails were received which is 3,578 (or 26.2%) more compared to the same period last year. All emails were answered within an average of 5 working days.

## 3.8. UK telephone calls

- 31,842 telephone calls were received through the UK call queues. This is 21,336 (or 40.1%) less than the same period two years ago.
- On average 80% of calls were answered compared to 92% during the same period two years ago.

## 3.9. International telephone calls

- 2,186 telephone calls were received through the international call queue. This is 565 (or 34.9%) more than compared to the same period last year.
- On average 97% of calls were answered compared to 95% during the same period last year.

## 3.10. Postal correspondence

• On average, postal correspondence was processed within 7 working days of receipt.

## 3.11. Visiting European health professional declarations

• 6 visiting European health professional declarations were received during this period which is 20 (or 76.9%) fewer than compared to the same period last year. At the end of the period there were 26 registered visiting European health professionals, which is 51 (or 66.2 %) less than the same period last year. The numbers have decreased steadily since the referendum decision to leave the European Union.

## 3.12. European Professional Card (EPC)

- 19 EPC applications were received from those who are registered with HCPC (or have approved UK qualifications) and wish to practise in another European state.
- 50 EPC applications from physiotherapists were received who qualified in other European states who want to establish themselves in the UK and use the protected title.
- 3 EPC applications were received from visiting physiotherapists, who wish to practise in the UK on a temporary and occasional basis.
- No EPC applications were added to the Register of visiting professionals.

### 3.13. Registration appeals

- 30 new registration appeals were received during this period
- Registration Appeal Panels considered a total of 11 appeals, determining that the appeals should be allowed in 7 cases and dismissed in 4 cases. No cases were withdrawn by the appellant or for not complying with the registration appeal rules.
- **5** out of the **7** allowed cases were concluded by the nature of Consent Orders. Of the remaining, **2** were allowed based on the additional information. The remaining 4 cases were dismissed.

#### 3.14. Employees

- During the period, 6 candidates were successfully recruited to Registration Advisor roles on a fixed term contract or temporary agency basis which represents 10% of the Registration Advisor budgeted headcount.
- There are currently 5 team members, including 2 Registration Managers, 1 Team Leader and 2 Registration Advisors seconded to the Registration Transformation and Improvement Project, with these roles backfilled within the operational department.

#### 3.15. COVID-19

- In response to the COVID-19 pandemic the Registration Department undertook the following action:
- Ensured all registration employees were equipped to begin working from home on the 23 March, with the exception of two employees who did not have broadband capability. This was resolved and all team members are now able to work from home.
- Cancelled the CPD audits for physiotherapists, arts therapists, dietitians, chiropodists and hearing aid dispensers and arranged appropriate communication with the professions and our partners.
- Extended the renewal period by one month for physiotherapists, arts therapists, dietitians, chiropodists and hearing aid dispensers.
- Changed our processes to enable the receipt of UK application forms, readmission application forms, renewal forms and direct debit instructions via email. All payments can now be accepted via bank transfer.
- NetRegulate system changes were completed successfully to commence the sending of authentication codes via email. Worked with the UK Government to create a COVID-19 Temporary Register of two parts, COVID-19 Temporary Register and COVID-19 Temporary Register (Students).
- Worked closely with the Fitness to Practice Department to ensure that the COVID-19 Temporary Register and COVID-19 Temporary Register (Students) were kept up to date.
- Arranged for 3 consent order appeal hearings to be conducted remotely.

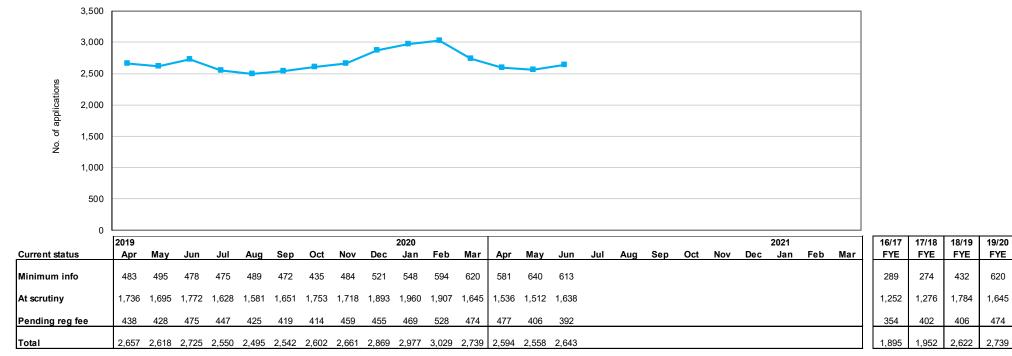
#### 4. Registration performance data

#### 380000 375000 370000 365000 360000 355000 350000 345000 340000 of registrants 335000 330000 Actuals 325000 Ś 320000 315000 310000 305000 300000 295000 290000 285000 280000 2019 2020 2021 16/17 17/18 18/19 19/20 20/21 Apr Mav Sep Oct Nov Dec Jan Feb Mar Apr Mav Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar FYE FYE FYE FYE YTD Jun Jul Aua Arts therapists 4,444 4,438 4,452 4,496 4,569 4,626 4,694 4,727 4,748 4,765 4,779 4,784 4,790 4,792 4,356 4,026 4,322 4,432 4,784 4,356 Bio. scientists 23.328 23.343 23.399 23.526 22.893 22.977 23.064 23.140 23.169 23.256 22.902 22,395 23,284 23,064 23.256 23.658 23.708 23.759 22.255 22.605 Chirops/ pods 12,842 12,968 12,931 13,039 12,828 12,962 13,031 13,065 13,095 13,098 13,037 13,042 13,039 13,026 13,115 12,833 12,968 12,831 13,101 12,982 CI scientists 6,232 6,252 6,263 6,261 6,262 5,944 6,030 6,201 6,247 6,294 6,325 6,344 6,365 6,395 6.414 5,663 5,818 6,207 6,344 6,414 Dietitians 9,107 9,722 10,207 10,228 9,738 9.735 9.756 9.924 10,049 10,086 10,132 10,137 10,135 10,152 10,172 10,207 10,234 10.230 10,228 9,585 2,593 Hearing aid disps 3,063 3,079 3,089 3,117 3,165 3,201 3,232 3,263 3,284 3,290 3,317 3,338 3,351 3,352 3,347 2,908 3,047 3,338 3,347 OTs 39,886 39,946 40,001 40,328 40,751 40,835 39,092 39,517 39,743 39,884 39,966 40,062 40,128 40,162 40,183 38,080 38,183 39,925 40,062 40,183 ODPs 13,913 13,906 13,925 13,975 14,048 14,208 14,375 14,357 14,384 14,410 14,422 14,421 14,458 14,416 14,447 13,052 13,639 13,903 14,421 14,447 Orthoptists 1,495 1.496 1,496 1,508 1,431 1,462 1,479 1,485 1,487 1,485 1,485 1,489 1.488 1,492 1,491 1,451 1,440 1,496 1,489 1,491 Paramedics 27,826 27,941 27,972 28,212 27,415 27,854 28,437 28,635 28,800 28,901 28,990 29,139 29,268 29,367 29,522 23,992 25,465 27,686 29,139 29,522 Physiotherapists 55,671 55,865 56,037 56,774 57,336 57,500 57,606 57,795 57,898 57,992 58,052 58,133 58,132 55,574 56,054 52,915 55,132 55,695 58,133 56,054 Pract psychs 24,340 23,232 23,482 23,692 23,786 23,893 24,488 24,660 24,713 24,783 24,855 24,932 22,604 23,104 24,290 24,783 24,932 24,291 24,584 24,836 Prosth/orthotists 1,108 1,109 1,112 1,130 1,139 1,060 1,072 1,077 1,081 1,087 1,088 1,090 1,091 1,093 1,096 1,063 1,051 1,101 1,090 1,096 Radiographers 34.543 36.230 34.564 35.002 35.563 32,072 32.475 34.470 35.002 35.563 34.619 34.778 35.400 35.719 35.918 36.137 36.223 36.264 35.209 35.368 Social workers 94,845 97,166 0 0 91,944 96,497 94,453 0 95,294 96,618 97,893 0 0 0 0 0 95.074 95.854 98.372 0 SLTs 16.637 16 650 16 657 16 747 16 853 15 943 16.255 16 517 16 548 16 572 16.625 16 646 16.673 15.935 16 595 16.572 16.673 16 385 16 4 4 5 15 932 Total 369,897 369,516 370,555 373,906 375,830 376,469 377,579 378,018 280,803 281,597 280,440 281,467 282,141 279,893 280,530 350,330 361.06 360 13 281.467 80.530

Number of Registrants by Profession April 2019 - March 2021

**Registration Department** 

ETC 10 September 2020 Page 9 of 28



#### International applications workflow process at end of each month April 2019 - March 2021

**Registration Department** 

20/21

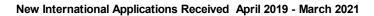
YTD

613

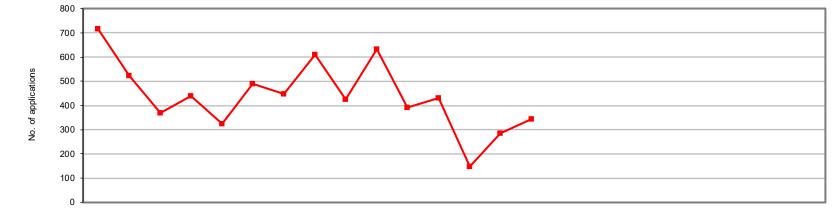
1,638

392

2,643









	2019									2020												2021			16/17	17/18	18/19	19/20	20/21
	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FYE	FYE	FYE	FYE	YTD
Arts Therapists	5	6	4	1	2	2	2	5	6	2	3	5	1	2	2										34	28	38	43	5
Bio. Scientists	49	36	36	30	33	43	26	39	34	66	28	39	10	22	38										330	255	381	459	70
Chirops/ Pods	10	1	1	0	3	1	2	4	5	7	5	6	2	2	1										49	40	56	45	5
CI Scientists	9	9	10	11	4	5	6	5	11	8	7	12	3	5	11										96	83	94	97	19
Dietitians	26	24	15	23	19	28	26	24	16	29	18	23	2	13	24										236	230	229	271	39
Hearing aid disps	3	7	2	3	5	3	4	7	6	1	7	6	0	1	3										35	69	34	54	4
OTs	37	37	23	24	24	31	22	36	36	57	21	34	8	26	24										400	265	384	382	58
ODPs	4	2	3	2	1	2	7	4	4	4	4	6	1	4	2										19	17	26	43	7
Orthoptists	0	1	0	0	1	1	0	0	2	1	1	0	0	0	1										8	4	4	7	1
Paramedics	144	40	15	17	12	30	32	19	28	41	19	32	20	26	39										507	403	322	429	85
Physiotherapists	166	123	95	105	96	121	115	137	106	156	106	110	51	74	89										1,543	1,180	1,366	1,436	214
Pract psychs	53	36	24	28	21	30	23	37	27	52	32	27	1	20	20										379	303	418	390	41
Prosth/Orthotists	3	2	1	0	2	1	1	1	1	1	1	3	1	0	1										14	17	24	17	2
Radiographers	102	104	70	113	51	97	81	133	122	184	118	109	44	81	82										903	913	1,059	1,284	207
Social workers	95	79	55	67	43	74	90	141	0	0	0	0	0	0	0										776	565	697	644	0
SLTs	12	16	16	16	8	22	12	19	22	24	23	19	3	8	8										197	138	183	209	19
Total	718	523	370	440	325	491	449	611	426	633	393	431	147	284	345										5,526	4,510	5,315	5,810	776

#### International Registrations April April 2019 - March 2021

2019

Arts the rapists

Bio. scientists

Chirops/ pods

Hearing aid disps

CI scientists

Dietitians

OTs

ODPs

Orthoptists

Paramedics

Pract psychs Prosth/orthotists

Radiographers

Social workers

SLTs

Total

Physiotherapists

Apr

2

28

5

1

9

1

34

2

0

29

75 10

4

70

40

8

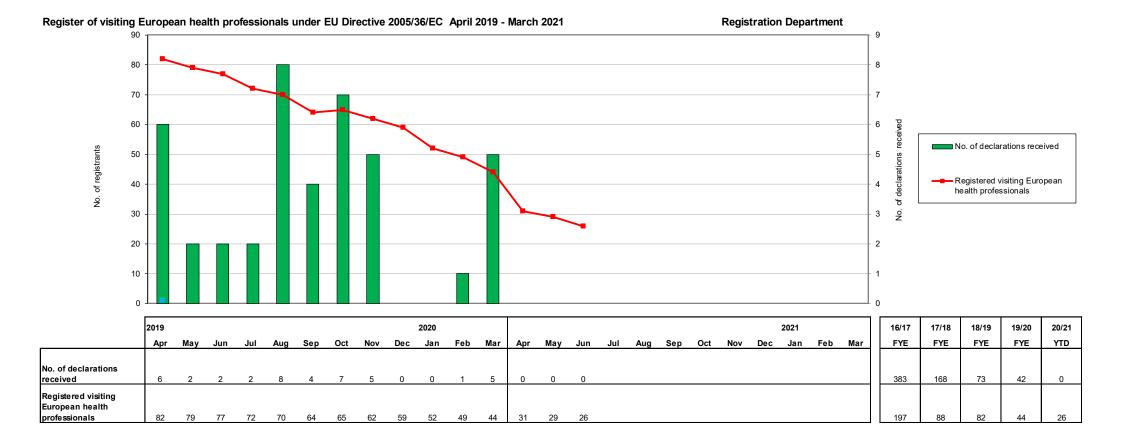
318

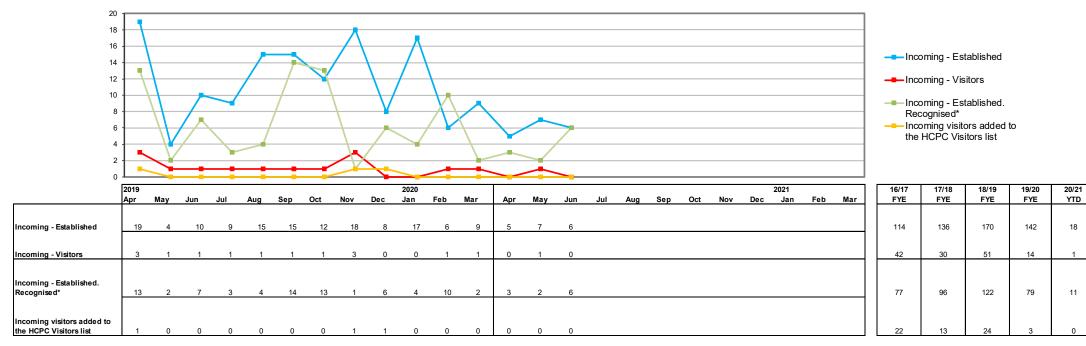
**Registration Department** 

---- Actuals

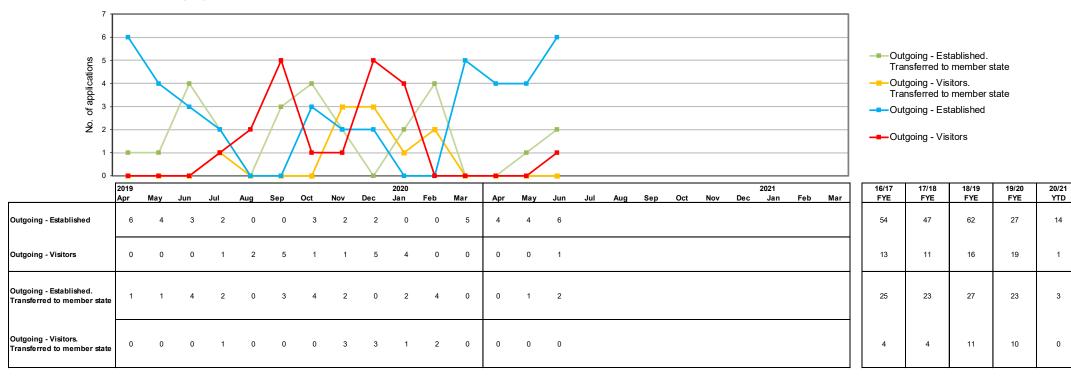


) or	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2021 Jan	Feb	Mar	16/17 FYE	17/18 FYE	18/19 FYE	19/20 FYE	20/21 YTD	
	1	7	5	1	1	1	1	0	0	1	1	0	1	6		J								12	16	16	21	7	
3	32	18	22	20	14	8	3	41	34	21	21	17	21	21										247	209	204	262	59	1
	4	4	3	5	0	1	1	0	2	1	1	1	2	2										41	32	22	27	5	
	1	2	3	4	0	9	4	1	3	2	3	3	1	3										40	51	33	33	7	
	5	6	26	4 12	8	15	9	14	17	10	16	8	7	5										169	157	182	147	20	
	2		3	3	3	10	3	3			3	0	1	0															
	3	0		-	-	1		-	0	4	-	1	1	0										22	23	14	27	2	
1	29	23	34	16	11	6	40	27	26	16	29	24	16	17										343	263	279	291	57	
	1	0	0	1	0	2	1	0	5	0	2	1	1	1										6	9	11	14	3	
1	1	0	0	0	0	0	0	0	1	0	1	0	1	0										2	3	3	3	1	
9	38	32	67	25	37	14	14	14	17	9	20	23	18	19										326	292	251	316	60	
5	143	97	105	53	52	76	79	45	73	51	60	39	137	80										1,149	888	1,012	909	256	
)	3	32	18	8	9	15	9	11	12	9	6	14	10	14										182	167	205	142	38	
	2	0	4	0	0	0	0	0	1	1	0	0	1	2										15	15	12	12	3	
)	94	67	102	61	57	90	55	41	46	15	188	111	80	107										691	682	732	886	298	
)	50	36	53	29	33	44	34	0	0	0	0	0	0	0										514	422	348	319	0	i
	18	11	12	7	4	17	15	17	9	14	10	20	10	15										146	115	132	142	45	i
8	425	335	457	245	229	299	268	214	246	154	361	262	307	292										3,905	3,344	3,456	3,551	861	

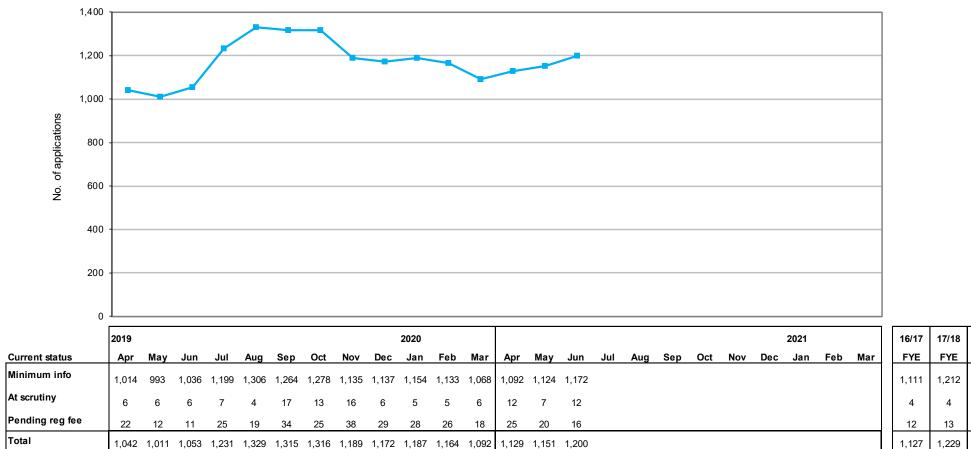




European Professional Card (EPC) incoming applications April 2019 - March 2021



European Professional Card (EPC) outgoing applications April 2019 - March 2021



**Registration Department** 

19/20

FYE

1,068

6

18

1,092

20/21

YTD

1,172

12

16

1,200

18/19

FYE

973

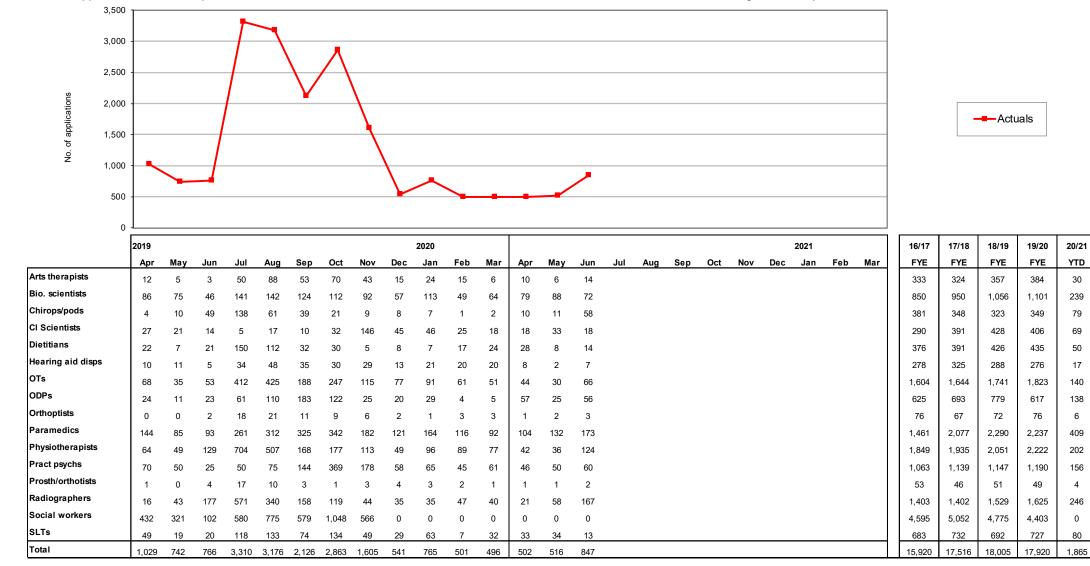
3

17

993

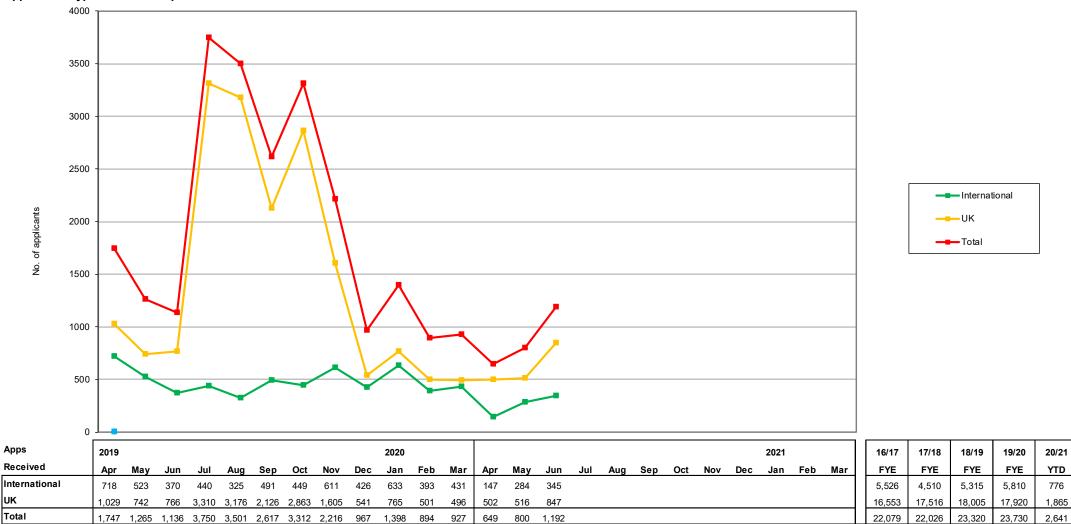
#### UK applications workflow process at end of each month April 2019 - March 2021

#### New UK Applications Received April 2019 - March 2021



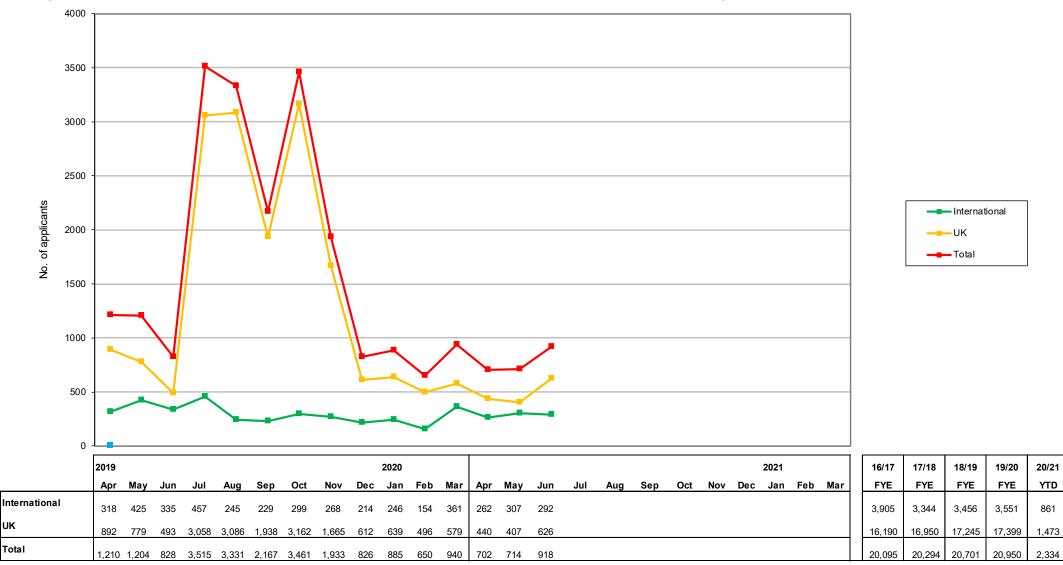


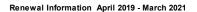
#### 16/17 17/18 18/19 19/20 20/21 Sep May Jul Oct Nov Dec Jan Feb Mar May Jun Oct Nov Dec Jan Feb Mar FYE FYE FYE FYE YTD Apr Jun Aug Apr Jul Aug Sep Arts the rapists Bio. scientists 1,006 Chirops/pods CI Scientists Dietitians Hearing aid disps OTs 1,580 1,611 1,685 1,792 ODPs Orthoptists Paramedics 1,461 1,995 2,267 2,211 Physiotherapists 2,000 2,159 1,798 1,905 Pract psychs 1,091 1,139 1,041 1,074 Prosth/orthotists Radiographers 1,389 1,391 1,391 1,582 Social workers 1,052 4,486 4,898 4,583 4,258 SLTs Total 3,058 3,086 1,938 3,162 1,665 15,569 16,950 17,245 17,399 1,473

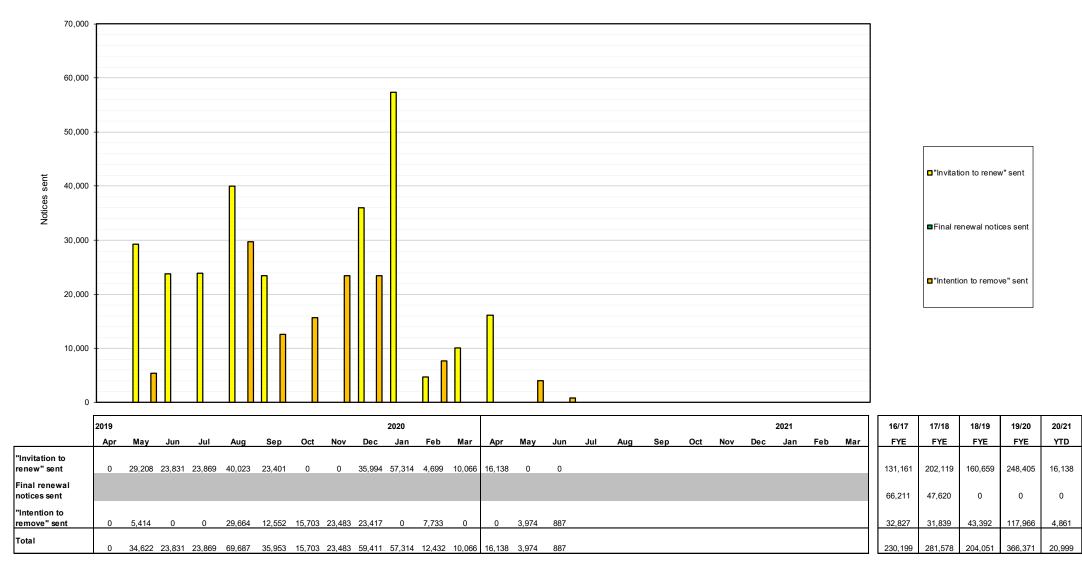


Application Types Received April 2019 - March 2021

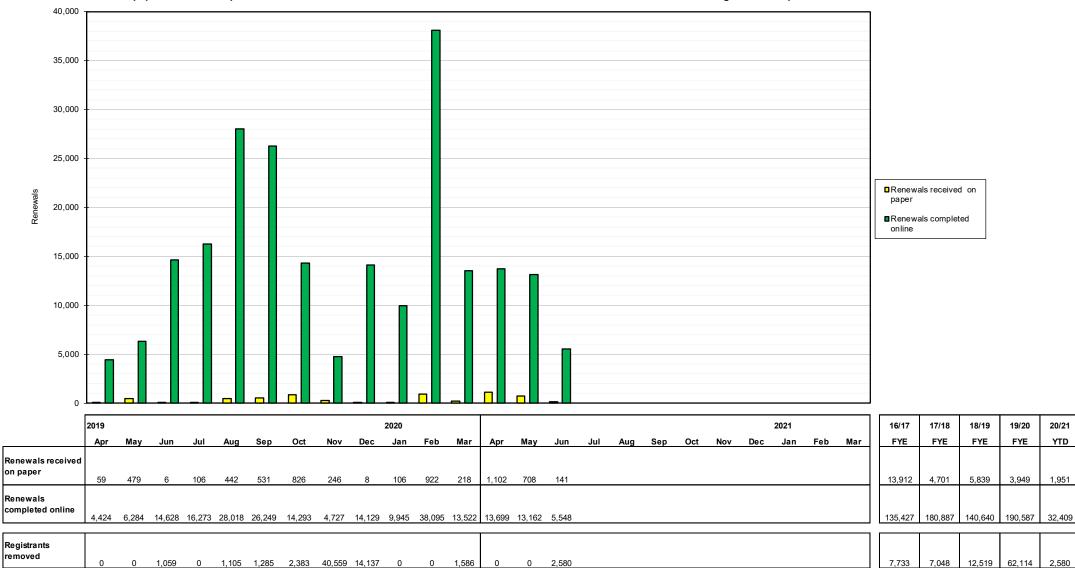




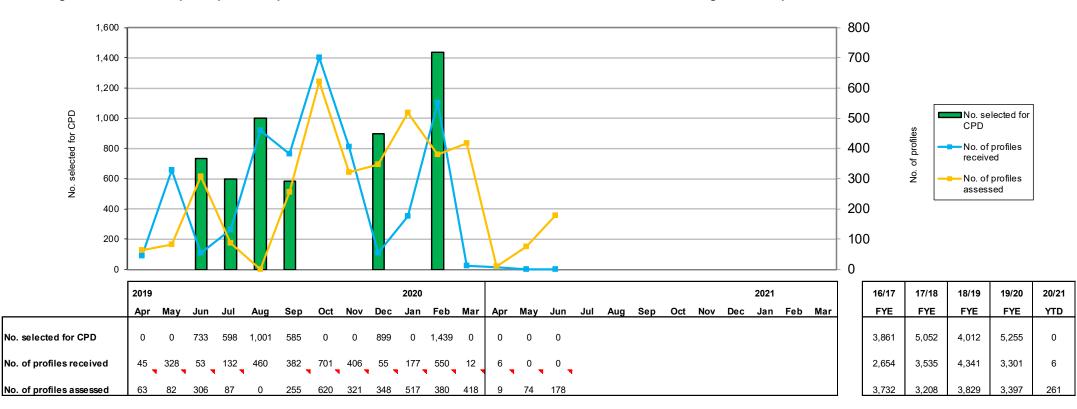




#### Renewal Information - on paper and online April 2019 - March 2021

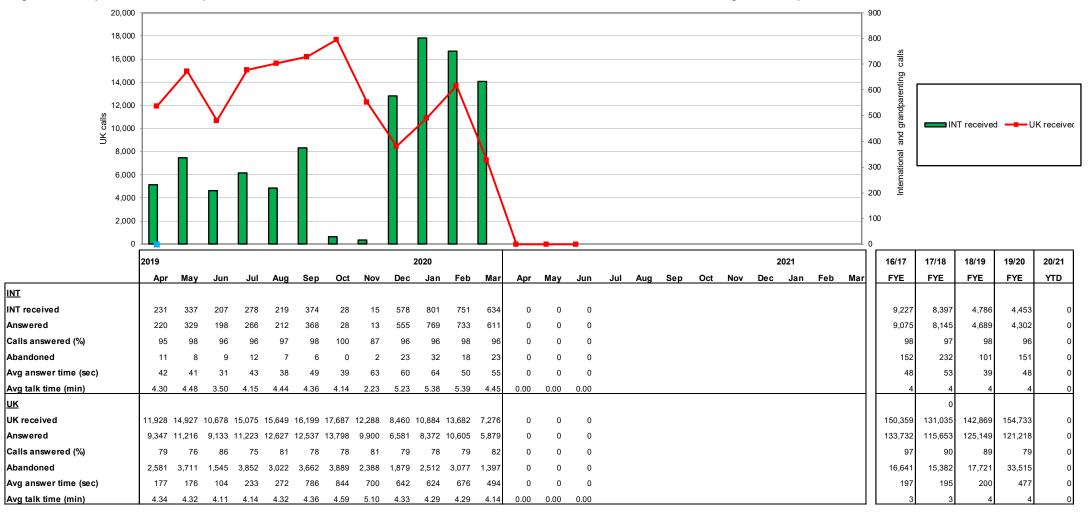


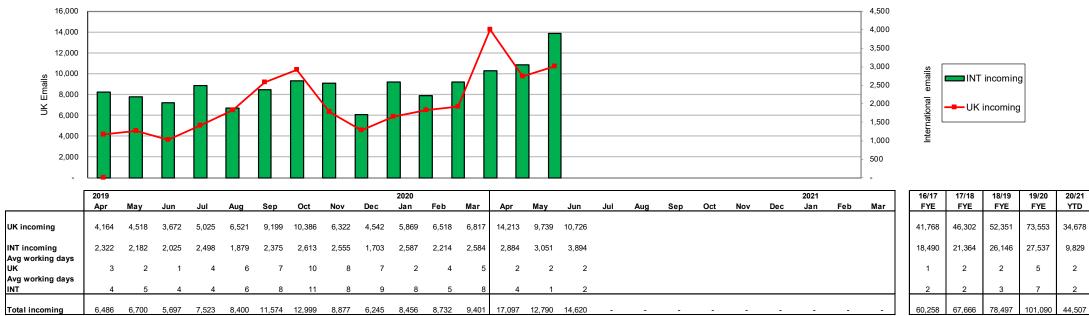
#### Continuing Professional Development process April 2019- March 2021



#### Registration Telephone Information April 2019 - March 2021

**Registration Department** 

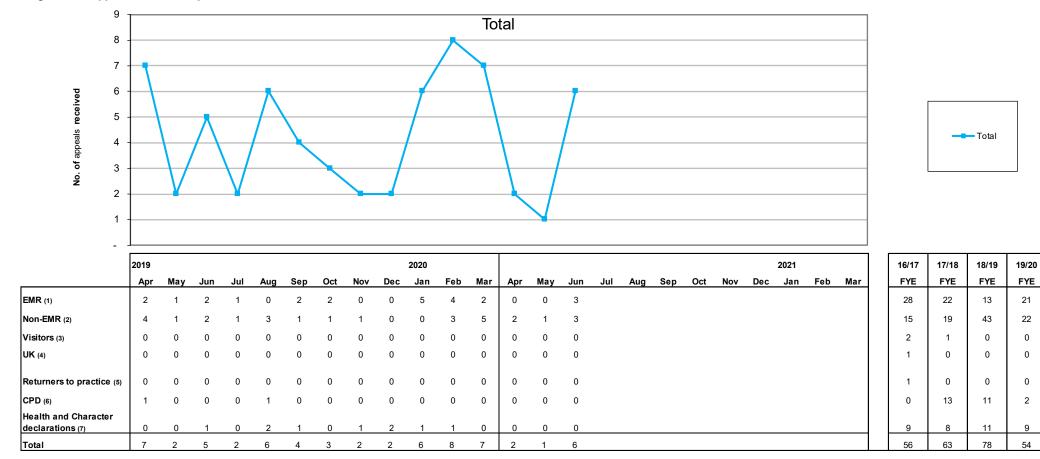




#### UK and international emails received at end of each month April 2019 - March 2021

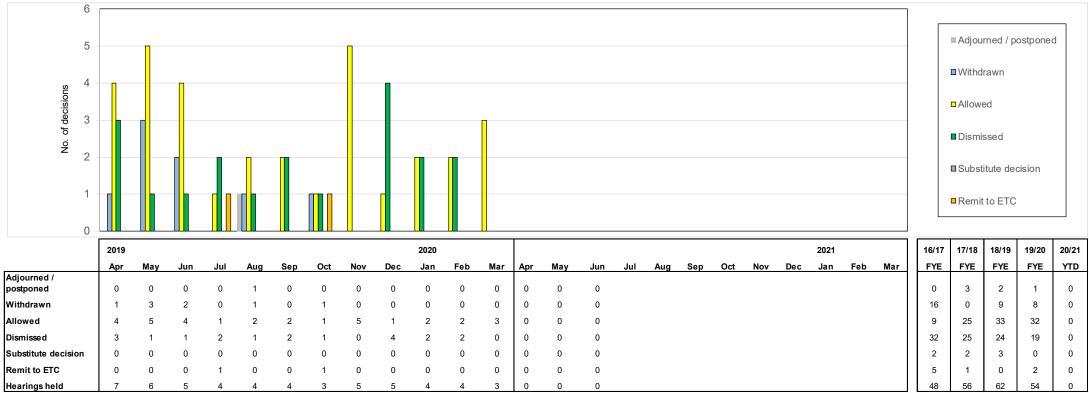
**Registration Department** 

#### Registration Appeals Received April 2019 - March 2021



20/21

YTD



#### Registration Appeal Decisions April 2019 - March 2021

