











- 3.9.1 You must make sure that your conduct justifies the public's trust and confidence in you and your profession.
- 3.9.2 You must be honest about your experience, qualifications and skills.
- 3.9.3 You must make sure that any promotional activities you are involved in are accurate and are not likely to mislead.
- 3.9.4 You must declare issues that might create conflicts of interest and make sure that they do not influence your judgement.
- 3.9.5 You must integrate good teamworking into your clinical practice
- 3.9.6 You must ensure that you maintain confidentiality, apply high standards of information governance, both on and off duty, using social media responsibly

### **3.10 Self-reporting**

- 3.10.1 You must tell us as soon as possible if:
  - you accept a caution from the police or you have been charged with, or found guilty of, a criminal offence;
  - another organisation responsible for regulating a health or social-care profession has taken action or made a finding against you; or
  - you have had any restriction placed on your practice, or been suspended or dismissed by an employer, client or contractor, because of concerns about your conduct or competence.
- 3.10.1 You must co-operate with any investigation into your conduct or competence, the conduct or competence of others, or the care, treatment or other services provided to service users.

### **3.11 Maintaining accurate records**

- 3.11.1 You must keep full, clear, and accurate records for everyone you care for, treat, or provide other services to in accordance with employer's policy.
- 3.11.2 You must complete all records promptly and as soon as possible after providing care, treatment or other services.
- 3.11.3 You must keep records secure by protecting them from loss, damage or inappropriate access.

## **4. Fitness to practice**

Fitness to practice is that the registrant has the skills, knowledge, character and health they need to practice their profession safely and effectively.

We can consider concerns which members of the public, employers, professionals, the police and other people raise about a registrant's fitness to practice.

When we are deciding whether we need to take any action against a registrant to protect the public, we look at whether the registrant has met the standards set by HPAC.

You can find out more information about our fitness to practice process on our website.

## **5. HPAC Core Competencies**

The "core competencies" are the educational standards that we expect from registrants of varying grades. Whilst registrants may be trained in a variety of skills and have knowledge on a range of different subject we expect these core subjects to be maintained and updated regularly.

Failure to maintain the core knowledge base would be failure to meet our essential core standards. The core competencies and skills matrix can be downloaded from the HPAC website.

## 6. Glossary

**Apologising** - Making it clear that you are sorry about what has happened.

The HPAC as with other regulators does not regard an apology in itself as an admission of liability or wrongdoing.

**Carer** - Anyone who looks after, or provides support to, a family member, partner or friend.

**Care, treatment or other services** - A general term to describe the different work that our registrants carry out.

**Colleague** - Other health and care professionals, students and trainees, support workers, professional carers and others involved in providing care, treatment or other services to service users.

**Conduct** - A health and care professional's behaviour.

**Consent** - Permission for a registrant to provide care, treatment or other services, given by a service user, or someone acting on their behalf, after receiving all the information they reasonably need to make that decision.

**Delegate** - To ask someone else to carry out a task on your behalf.

**Disclose** - In these standards, this refers to making a formal decision to share information about a service user with others, such as the police.

**Discriminate** - To unfairly treat a person or group of people differently from other people or groups of people. This includes treating others differently because of your views about their lifestyle, culture or their social or economic status, as well as the characteristics protected by law – age, disability, gender reassignment, race, marriage and civil partnership, pregnancy and maternity, religion or belief, sex and sexual orientation.

**Escalate** - To pass on a concern about a service user's safety or well-being to someone who is better able to act on it, for example, a more senior colleague, a manager or a regulator.

**Ethics** - The values that guide a person's behavior or judgement.

**Practitioner** - A healthcare professional who is currently practicing in their profession.

**Refer** - To ask someone else to provide care, treatment or other services which are beyond your scope of practice or, where relevant, because the service user has asked for a second opinion.

**Scope of practice** - The areas in which a registrant has the knowledge, skills and experience necessary to practice safely and effectively.

**Service user** - Anyone who uses or is affected by the services of registrants, for example, patients or clients.

