



## School of Health, Science and Society Professional Compliance Advisory Panel

### **1. Introduction**

The School of Health, Science and Society has a responsibility to the public, to employers and to the profession thus the role of the Professional Compliance Advisory Panel (PCAP) is to ensure the future safety and care of patients. The PCAP conducts processes intended to support students who are giving cause for concern, and to manage them to successful completion of the programme or, conversely, through referral to other University processes and policies.

### **2. Relevance to students**

The PCAP will apply to all students on pre and post registration health, science and society programme leading to registration or those who hold registration will with professional regulatory and statutory bodies (PRSB).

- All undergraduate and postgraduate nursing, midwifery and health visiting programmes Nursing and Midwifery Council (NMC)
- All Allied health professional and biomedical science programmes Health Care Professions Council (HCPC)
- All health and social care programmes
- Social work Social Work England (SWE)
- Physician Associates, General Medical Council (GMC)
- Advanced Clinical Practice relevant professional regulator i.e NMC or HCPC
- Sports Rehabilitation British Association of Sports Rehabilitators (BASRaT)

### 3. Functions of the School of Professional Compliance Advisory Panel

The overall function of the PCAP is to consider and investigate matters referred to it concerning a student's health and conduct, as directed by:

- i) The University of Bolton's regulations and policies, such as those on attendance, plagiarism, conduct and discipline, and criminal offences (these, for example, may include issues raised by the Disclosure and Barring Service enhanced disclosures and self-disclosures).
- ii) The Greater Manchester Incident in Practice procedure, Behaviours Process and Reasonable adjustments in Practise process

The Advisory Panel may, depending on the circumstances of each case, will recommend which process to be followed to investigate, review and consider the student's health, conduct and discipline issues (including attendance), and then determine the consequences and course of action to be applied in relation to each student with regard to any of the following:

- When a report of unprofessional behaviour or unsatisfactory conduct has been received.
- When a notification of a criminal offence, conviction, caution, warning or reprimand has been received.
- When a report of unsatisfactory attendance has been received.
- When a student's health is of concern.
- When a student has had to take time out of the Programme for health, attendance or conduct reasons. In such cases, the Advisory Panel will consider the most appropriate point at which the student is permitted to re-join the Programme.
- When a student has appeared before a Fitness to Practise Panel and the Panel has required monitoring/review by the PCAP.

This list gives an indication of the most common grounds for referral to the Professional Compliance Advisory Panel, but it is not an exhaustive list.

The PCAP **must** manage and maintain comprehensive records about students giving concern for any reason, in order, if possible, to effect remediation and successful transition to clinical practice, or if not to provide robust evidence for course termination decisions based upon academic failure (as evidenced from a student's e-portfolio and Personal Tutor reports) or issues of Fitness to Practise. Pastoral support of students **must** be kept strictly separate from (but, not in ignorance of) the operation of the PCAP process so that whatever the level of concern and whatever action, disciplinary or otherwise that may need to be taken, the students continue to be supported in a non-judgmental way.

#### **4. Membership of the Professional Compliance Advisory Panel**

The membership of the Advisory Panel will be drawn from University of Greater Manchester staff. The Chair will be a senior member of the school, appointed by the Executive Head of Health Science and Society. The Chair of the Advisory Panel will appoint a Deputy Chair(s) to act in their place if the Chair is unavailable. The Chair will invite members to attend regular meetings throughout the academic year.

At least one member of the Advisory Panel must be a registered health, science or social care practitioner who holds a current licence to practise with the relevant professional regulatory statutory body (PRSB).

In addition, each meeting of the Advisory Panel will normally comprise members constituted as follows:

- The Executive Head of Health, Science and Society
- The Professional Compliance/Fitness to Practise Lead
- The Lead for Allied Health, Clinical Sciences and Society or deputy
- The Lead for Nursing, Midwifery and Health Visiting or deputy

The Chair will remain consistent across all Advisory Panel meetings, where possible. In the Chair's absence, a Deputy Chair will act as Chair of the Advisory Panel.

The Secretary for PCAP will be an individual with appropriate skills and knowledge, drawn from the school administrative team. A Deputy Secretary also drawn from the school administration team to support the Advisory Panel as required.

#### **5. Procedure for Referral to the Professional Compliance Advisory Panel**

- i) Initial notifications will be made by e-mail to the Chair or Secretary to the PCAP. Such initial notifications will be received from, among others:
  - Senior Health, Science and Sports School staff
  - Operational Leads for Placements for Nursing, Midwifery and AHP (Practice Quality Team)
  - University Student Complaints, Quality Transformation Unit Office
  - NHS staff with teaching responsibilities
  - NHS Trust Education Lead staff
  - Student self-declarations
  - Other students
  - Patients/members of the public where appropriate

- ii) The Chair will determine if the initial referral should be considered by the full PCAP. Referrals not taken forward will be recorded and will be available to the Advisory Panel should further, related or unrelated concerns be referred to the Advisory Panel.
- iii) The Chair of the PCAP will decide whether to request additional information and/or a chronology of events to support the initial referral. This information will not be compiled by a member of the PCAP. The report will normally be produced by a member of academic staff. Formal reports to the Chair of the PCAP will be made in writing and a copy of the report will be sent to the student. The Chair will respond in writing to the referrer. The student will receive a copy of this correspondence.
- iv) If the Chair or Deputy Chair decides there is a *prima facie* case to be heard the student will be informed in writing and an Investigation Officer (IO) will be identified and which University procedure is being followed as outlined in section 3.
- v) The Quality Transformation Unit (QTU) will invoke investigations linked to student complaints, non-academic disciplinary and Fitness to Practise procedure
- vi) The Senior Academic Administrators will support and administer any School academic misconduct, non-academic disciplinary and fitness to practise hearings.

## 6.

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