

**HE13C FITNESS TO PRACTISE COMMITTEE  
INVESTIGATION PROCESS**

The core membership of the Fitness to Practise Committee (Chair and Deputy Chair) determines that the student case requires referral to a hearing and the following investigation process is initiated:

The Secretary, Fitness to Practise Committee contacts the members of Fitness to Practise Committee to ascertain availability to act as an Investigating Officer.

Secretary, Fitness to Practise Committee notifies Chair and Deputy Chair of availability and the Investigating Officer is then chosen. (Note: The Investigating Officers appointed should not be the student's Personal Supervisor or have had any previous involvement with the case).

Once identified, the Secretary, Fitness to Practise Committee forwards the Investigation Pack to the named Investigating Officer. This pack contains:

- The Supervisor's Referral Form, together with any supporting evidence received
- A copy of the letter sent to the student regarding the requirement to attend Fitness to Practise Committee
- The Role of the Investigating Officer
- Investigating Officer Checklist
- Investigating Officer Meeting Record

Investigating Officer commences the investigation process by contacting the student and other parties involved in the case to make interview arrangements. The student should be interviewed as part of the LAST stage of the investigation, with appropriate representation as per the Fitness to Practise Policy.

The Investigating Officer interviews all parties involved and within an agreed timescale will:

- Complete Fitness to Practise Investigation Meeting Record(s) ensuring that these are dated and signed by all parties\*
- Provide a summary report and a chronological timeline of activities.
- Submit all documentation to the Secretary, Fitness to Practise Committee.

If it appears that the process may be protracted, the Chair/Deputy Chair, Fitness to Practise Committee must be informed.

The Secretary, Fitness to Practise Committee presents the relevant investigation paperwork to the Chair and/or Deputy Chair for review.

The Chair/Deputy Chair reviews the investigation paperwork and determines the appropriate action in consultation with two members of the Fitness to Practise Committee (Note: normally not from the same field/discipline of practice as the student). The student is then notified in writing within 5 working days of the outcome.

The Chair/Deputy refers the student to attend a Fitness to Practise Hearing

Requirement to attend a meeting with the Chair and/or Deputy Chair Fitness to Practise Committee

Student remains under the review of Fitness to Practise Committee. Review timescale agreed.

No further action is required by Fitness to Practise Committee.