
UKCP Registrant Sample Audit Policy

Introduction

As part of quality assurance processes, UKCP undertakes a yearly audit of 3% of its registrants who are selected at random, and has been conducting an annual audit of our register since 2000. This audit is independent of organisational members, colleges or the re-accreditation processes. The Registrant Sample Audit helps UKCP continue to fulfil its obligation as a charity formed for the purpose of protecting the public, and allows us to maintain the integrity of our register and the high standards of UKCP regulation in order that the public can have confidence in the profession UKCP regulates.

As a requirement of registration all registrants (full clinical members) are required to complete the audit process if they are randomly selected.

Registrants who do not submit the required evidence or complete the audit process may be removed from the UKCP register. In such circumstances UKCP reserves the right to publish the name of the removed registrant along with the reason for removal on its website.

The Audit Process

The process is managed and supported by UKCP's Regulation and Quality Assurance Team on behalf of the UKCP Registrar.

Each year the team selects at random 3% of UKCP's registrants to be audited (i.e. not trainees, students or retired members). Randomly selected registrants will receive an email (or letter if we don't hold a current email address) informing them that they have been selected. They will also receive audit guidance notes which outline what is required and where to send their submission.

Requirements for the Registrant Sample Audit will be recommended by the Regulation and Quality Assurance Team and PRCCF, and approved by the Board of Trustees.

The selected registrants will then send their information to the Regulation and Quality Assurance Team by the deadline date given on the covering email or letter.

The Team will examine the documents in light of UKCP's current standards and policies. They may write to the registrant if further information or clarification is needed, and it may be necessary in certain circumstances to contact the registrant's organisation or college for further information as well.

A response letter will be sent informing the registrant of the outcome upon completion of the process.

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Outcome of the Process

The Regulation and Quality Assurance Team will write to the registrant informing them of the outcome normally within 8 weeks of receipt of the submission.

The process will result in one of the following options:

Approval – where all audit requirements are clearly met.

NB: An approval response may include a ‘feedback’ section which prompts the registrant to refer to (and consider) specific policy documents in the event of a registrant meeting requirements but who perhaps could use additional support in relation to something specific.

Request for further information – if the Team believes that the documents provided are insufficient to conclude the audit, they may ask the registrant or their organisational member or college for more information.

Referral – if the Team identifies a specific issue indicating that criteria for registration has not been met or another problem has been identified, they will refer the information to the Registrar for further review or action.

Where it is clear that an audit submission indicates that a registrant does not meet UKCP registration requirements, the auditor will notify the Registrar who may:

- i. Provide feedback to the registrant and their OM or college.
- ii. Refer the matter to the UKCP Membership Committee for consideration to remove the individual’s registration and require the completion of a full re-registration/re-accreditation process.

In addition the Registrar may carry out further enquiries following information received during the random audit in relation to the assurance of the register.