

Title: Professional Member for Adjudication Panel

Location: Central London

Reimbursement: UKCP provides a set daily fee of £200. Expenses can be claimed in accordance with the UKCP expenses policy (2019).

As part of our commitment to protecting the public, we work to improve standards and to respond effectively to complaints against our members. We are looking for professional UKCP members who have an active interest in ethics and complaints to sit on Adjudication Panel hearing, providing expert knowledge and support when making decisions on members suitability to practice.

About the Adjudication Panel role

The role of the Adjudication Panel is to consider a member's fitness to practice based on evidence provided during a hearing and may apply sanctions where appropriate.

A panel comprises of a Lay Chair and two Professional Members registered with UKCP; one must normally share the same modality as the Registrant. You are appointed for your professional knowledge and expertise, independent from UKCP. Your primary duty is to ensure public protection.

The panel members prepare for the hearing by closely reading the bundle of documents provided by the UKCP Panel Secretary. During the hearing, the panel receive legal advice from a Legal Assessor. Section 7 of the Complaints and Conduct Process explores this in greater detail.

Cases are decided using the civil standard of proof, which means that the Panel will consider, on the balance of probabilities, whether an allegation is proven.

Aim:

- To sit on a range of independent panels to consider allegations of impaired fitness to practise or misconduct;
- To demonstrate fairness and consistent application of the Complaints and Conduct Process and the UKCP code of ethics, alongside high-quality regulation; and,
- To provide clear and consistent public decisions regarding any sanctions applied, or outcomes of any appeals.

Duties and Responsibilities

UKCP requires that all panel members demonstrate their ability to undertake the following responsibilities:

- With sufficient notice, be available for up to 1 week, up to 2-3 times a year to attend an Adjudication Panel hearing.
- Ensure you have an understanding of the Complaints and Conduct Process and UKCP's code of ethics;
- Identify, acknowledge, and set aside your own prejudices and bias and identify how you might be influenced inappropriately by aspects of the case.
- Ensure that you have read and fully understood the hearing bundle sent to you prior to the hearing and ensure there is no potential conflict of interest in a case.
- Act in good faith and do or say nothing that could bring the impartiality of the panel into disrepute. You must use appropriate and non-discriminatory language and must challenge any discriminatory comments made by others.
- Consider relevant information and work with other panel members to make procedurally and legally sound decisions which allow cases to complete and are compliant with the relevant UKCP codes.
- Be supportive and respectful and be able to demonstrate good communication skills that encourage participation in the hearing. This may require you to adapt your communication style to ensure you are being understood and to minimise interpersonal conflict.
- Contribute to the formulation of the panel's written reasons for their decision. You must challenge any bias or prejudice you perceive in the decision-making process and must be able to question the views of colleagues to clarify information, facts, and evidence to ensure a fair decision is reached.
- Take accurate, succinct notes of relevant evidence to assist you and your colleagues in the final decision-making process. You must ask questions to clarify issues and ensure all relevant information is obtained prior to a decision being made.
- Analyse and assess information and evaluate potential outcomes that flow from any decision reached. You must ensure that the considered factors are relevant and that those that could lead to an unfair decision are not taken into account.

Person Specification

Essential Experience (to be addressed in supporting statement)

- A UKCP registered psychotherapist or therapist who is active in the profession and up-to-date in their specific modality or college
- The ability to apply professional knowledge to a situation and be able to effectively demonstrate/communicate this
- Good interpersonal and communication skills
- The ability to participate in hearings and group decision-making during difficult casework
- The ability to assimilate often complex documents in advance of hearings
- Experience of dealing with complaints
- The ability to interpret legal advice and to determine the most appropriate application of UKCP proceedings
- Commitment to equalities and diversity and the ability to put this into practice.

Desirable Experience

- Experience of tribunal or committee work
- Experience of the charitable/voluntary sector

To apply please send your CV and covering letter, explaining how you meet the requirements and why you would like the position, to HR@ukcp.org.uk