



## **RWPN Registration and Professional Standards Committee**

### **Terms of Reference**

#### **The purpose of the committee is to:**

1. Promote and support the wellbeing of people living with sight loss through the oversight and management of the professional register of the RWPN
2. Maintain public confidence in RWPN's publicly accessible register of practitioners who meet the standards of training, professional practice and fitness to practice set by RWPN and ensure that entry to the register is based on these standards
3. Ensure that the standards of professional practice, continuing professional development (CPD), conduct and ethics are met
4. Review, as appropriate, RWPN's CPD policy, its Concerns and Complaints policy and its Code of Ethics and Professional Conduct, taking into account the views of the public, rehabilitation professionals and employers
5. Participate in the functioning, investigations and decision-making of RWPN's Concerns and Complaints procedure and take collective responsibility when imposing sanctions or removing registrants from the professional register if necessary
6. Liaise with, and make recommendations to, RWPN's management committee on matters that relate to the Registration and Professional Standards Committee

#### **Membership of the Committee**

The committee will comprise 9 people, plus RWPN's Membership Secretary. No member of RWPN's management committee can sit on this committee in a decision-making capacity, but they may report and present papers to the committee.

Membership of the committee shall be for a period of three years on a rotating basis of three members stepping down each year over a period of three years. In practice, three different members will step down each year or stand for re-election at the end of their three-year term.

Members can step down within this time, but adequate notice should be given so that a replacement can be found, and in a timely manner that allows concerns and complaints procedures to continue. Membership of the committee may be extended if the committee agrees, particularly where doing so ensures continuity of membership at the end of the three-year period or where a concern or complaint is on-going.

## **Required Knowledge and Skills**

Members will:

1. Ensure that public interest and safety, quality of care and client experience are paramount at all times and are never dominated or unintentionally subverted by professional or other interests
2. Have an understanding of the role of vision rehabilitation and habilitation in supporting and enabling the lives of blind and partially sighted people
3. Have an understanding of the role and working practices of Vision Rehabilitation and Habilitation Specialists; have an understanding of the risks (both positive and negative) inherent in professional practice; have an understanding of the value of continued professional development and of ethics and professional standards for a health and social care workforce
4. Have an understanding of how standards are applied, monitored and held to account
5. Have an understanding of the role of professional registration in upholding public confidence in the standards of the workforce

In addition to members of the committee who are qualified and practicing Vision Rehabilitation Workers or Habilitation Specialists, the committee will need to include members who have:

1. Lived experience of visual impairment and/or losing sight (and will be present on the committee in a lay capacity) or

2. Experience in team management and supervision in a health and social care context either in the statutory or voluntary sector

### **Time Commitment**

The committee will meet twice a year to conduct regular business, which you will be required to attend as part of this voluntary role. Some committee members may also be required to set aside time to participate in resolving concerns and complaints; this will involve reading submissions and joining timetabled phone meetings but may occasionally also involve face-to-face meetings where a Professional Conduct Panel is being arranged. The members are expected to participate in reading the relevant documentation for all aspects of the role.

Committee meetings will be held by video conference. Professional Conduct Panel meetings may take place at a physical location to suit all parties and committee members should be mindful that these meetings would normally be held in public to meet the requirements of open justice.

### **Application for membership**

Application for membership shall be through an application form and interview. Interviews for new members will take place with a member of the Registration and Professional Standards Committee as agreed by the Chair.

### **Role of Chair**

The committee will designate one of its members as Chair for a period of three years. The committee will also designate a vice-chair. In addition to chairing regular meetings (undertaken by the vice-chair in their absence), the Chair will liaise with RWPN's management committee through the Membership Secretary. The chair will designate, with the agreement of committee members, which committee members are able to participate in a concern or complaints process, taking into account the requirements for lay

participation and any Conflict Of Interest. These decisions will be on a case-by-case basis.

### **Role of Membership Secretary**

RWPN's membership secretary will attend and minute the Registration and Professional Standards Committee meetings. They will have no voting rights in any decision of the committee. They will liaise with RWPN's management committee where the Registration and Professional Standards Committee requires information, advice or reports to be presented to them.

### **Conflict of Interest (Col)**

All members of the committee must declare any conflicts of interest at the start of all meetings, based on the agenda items to be discussed.

Any member of the committee must declare any conflict of interest in relation to participating in the Concerns and Complaints procedure. Where the Col is related to being the employer or supervisor of the registrant, or they are known to them in a personal capacity, this will prohibit them from participating in that case. Where there is (or is perceived to be) a lesser Col, it must be demonstrated how this is mitigated.

### **Data Protection**

Members of the committee will be dealing with sensitive information about registrants and about the public in the course of their work on the committee. All members of the committee must comply with RWPN's data protection policy.

### **Remuneration**

This role is undertaken on a voluntary basis but all reasonable travel and accommodation costs will be paid.

This policy was agreed by the RWPB Registration & Professional Standards Committee at a sub meeting on 19<sup>th</sup> May 2021