

Outline of the Procedure

10. If anyone believes that an NRCPD registrant or regulated trainee has breached the NRCPD Code of Conduct they may report that to us in a misconduct report and NRCPD then begins an investigation. NRCPD may also begin an investigation on evidence of misconduct obtained from other sources.
11. All misconduct reports are investigated and if there is relevant evidence of a breach of the NRCPD Code of Conduct, NRCPD will bring a misconduct case against the registrant or regulated trainee. The case is first brought to Case Examiners who will consider the case and if a breach is evident will recommend an appropriate sanction. Where appropriate, Case Examiners will refer the case to a Professional Conduct Committee.
12. Case examiners recommendations may be rejected by the professional and the case also then goes to a Professional Conduct Committee. A professional may appeal a Professional Conduct Committee outcome at an Appeals Committee after which there is no further appeal.
13. Anyone who is unsure about how to produce a misconduct report and what should be in it, can ask for advice from the Professional Conduct team. The procedure is also accessible in BSL for people whose preferred language is BSL. This includes remote meetings with NRCPD staff supported by interpreters, VRS calls, receiving reports in BSL, and translation of statements and reports from or into BSL as required .
14. The investigation of misconduct allegations begins with NRCPD making initial checks on the report. NRCPD will make sure that:
 - a. the professional in question is registered with NRCPD and
 - b. was registered with NRCPD at the time of the alleged breach, and
 - c. the misconduct reported is in scope of the Code of Conduct.

NRCPD will also check the extent to which the Registrant or Regulated Trainee has been approached about what happened. We also have to check the identity of the reporter, that they are a real person and they are correctly stating who they are. These checks are carried

out at the start.

15. The following checks will then be carried out and monitored regularly throughout the investigation as further evidence is gathered:

- a. Communication preferences of participants.
- b. Reasonable adjustments requested and/or required to accommodate illness, capacity or disability.
- c. Whether there is risk to the public from continued practise of the respondent.
- d. That there is relevant evidence.
- e. That there is no malicious intent.
- f. That the report is not vexatious or trivial.
- g. That the allegations fall within scope of the Code of Conduct.

If at any stage the case fails the checks at 15.d to 15.g NRCPD may pause or discontinue the case. The reasons for pausing or discontinuing must be reasonable and recorded.

16. If a case against a professional is upheld, they will receive one or more of the following sanctions:

- a. advice,
- b. warning,
- c. training requirement,
- d. supervision requirement,
- e. practice restriction,
- f. suspension, or
- g. register removal.

The last three may only be awarded by a Professional Conduct Committee or an Appeals Committee.

17. After a case is finally concluded, including any appeal, the result of the case will be published in summary form. The case summary will be anonymised unless the sanction is a practice restriction, suspension or register removal, for which the public must be informed that the Registrant or Regulated Trainee has had limits placed on their registered practice.