

Role	Lay Member of the Register of Clinical Technologists (RCT) Professional Conduct Panellists
Term of office	3 years (members are eligible to serve 3 x 3 year terms providing they can show that they continue to meet the eligibility requirements for this role.
No of Meetings	1 Annual training session (virtual) Fitness to Practice hearings as required in York or London
Appointment starts	As soon as possible
Description of the role	<ul style="list-style-type: none"> • Attend the annual training. • Participate in Investigatory Panels to discuss particular cases, as and when cases occur • Chair health or conduct panels as required • Investigate or hear cases of alleged breach of the RCT Code of Professional and Ethical Conduct, adhering strictly to the Fitness to Practice Procedure and guidance provided to ensure legal and best practice compliance. • Maintain strict confidentiality of all material relating to complaints of breach of the Code, and all subsequent proceedings and records.

Eligibility Requirements

Area	Eligibility Requirements
Experience	<ul style="list-style-type: none"> • Preferably experience in Fitness to Practice Proceedings with a professional register. • Experience of handling disciplinary cases in employment would be an advantage but is not essential • Demonstrable commitment to upholding standards of professional and ethical conduct. • Experience of quickly analysing information to reach reasoned and justifiable decisions. • Experience of promoting equality and diversity.
Skills /attributes	<ul style="list-style-type: none"> • Proven analytical and decision making skills. • Be able to grasp detail and contribute to objective decision-making by exercising sound judgment. • Good oral and written communication skills. • Actively listen to others and have regard for their views. • Ability to make reasoned, unbiased and, on occasion, very challenging decisions affecting other people. • Demonstrable integrity and respect for others. • Understanding of the need to handle sensitive and confidential information appropriately and in line with RCT guidelines.

Creating panels for cases

In putting together Investigatory and health/conduct panels to handle cases, in accordance with the RCT Fitness to practice procedure, it is expected that Lay Members have the skills listed in the table, above.

Lay Members are required to consider allegations of breaches of the Code of Professional and Ethical Conduct, of activity that brings the Register into disrepute, or that a Registrant has failed to act with probity and honesty. Lay Members are asked to Chair health and conduct panels.

Updated November 2024