

### IPEM Professional Conduct Panellists - Member

<b>Term of Office</b>	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).
<b>Meetings</b>	1 training session per year in York or London (sometimes may be virtual). Disciplinary panel hearings as required in York.
<b>Why volunteer?</b>	<ul style="list-style-type: none"> <li>• Demonstrating your commitment to upholding standards of professional and ethical conduct.</li> <li>• The satisfaction of “giving back” your knowledge, expertise and experience.</li> <li>• Sharing your professional knowledge, enthusiasm and personal time means we can work together more effectively on our mission to upholding standards of professional and ethical conduct.</li> </ul>
<b>Who can apply?</b>	Voting members of IPEM (Fellow, Full Member, Associate Member)
<b>Where does this role fit in?</b>	The complaint resolution volunteers play a key role in enabling IPEM to meet its responsibility to maintain professional standards of excellence in accordance with its Code of Conduct.
<b>Examples of work</b>	<ul style="list-style-type: none"> <li>• Attend the annual training.</li> <li>• Participate in investigatory and disciplinary panels as required by the nominated Chair of a panel, when called on to join a panel. The meetings may be held face to face or electronically.</li> <li>• Investigate or hear cases of alleged breach of the IPEM Code of Professional and Ethical Conduct, adhering strictly to the disciplinary procedure and guidance provided to panellists to ensure legal and best practice compliance.</li> <li>• Maintain strict confidentiality of all material relating to complaints of breach of the Code, and all subsequent proceedings and records.</li> </ul>
<b>Time Commitment (Year)</b>	<ul style="list-style-type: none"> <li>• 1 day for the training and possibly up to 2 days to participate in 1 disciplinary hearing, if required, per year.</li> </ul>
<b>Support available</b>	Panellists are supported by the Complaint Resolution Adviser and Panel Chair

#### Eligibility Requirements

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Be a voting member of the Institute with sufficient experience to understand the Institute’s work, values and standards.</li> <li>• Preferably experience in a managerial role with staff management responsibilities.</li> <li>• Experience of handling disciplinary cases in employment would be an advantage but is not essential</li> <li>• Demonstrable commitment to public service and the protection of patients and the public.</li> <li>• Demonstrable commitment to upholding standards of professional and ethical conduct.</li> <li>• Experience of quickly analysing information to reach reasoned and justifiable decisions.</li> <li>• Experience of promoting equality and diversity.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Proven analytical and decision making skills.</li> <li>• Be able to grasp detail and contribute to objective decision-making by exercising sound judgment.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Good oral and written communication skills.</li> <li>• Actively listen to others and have regard for their views.</li> <li>• Ability to make reasoned, unbiased and, on occasion, very challenging decisions affecting other people.</li> <li>• Demonstrable integrity and respect for others. Understanding of the need to handle sensitive and confidential information appropriately and in line with IPEM's Complaint Resolution guidelines.</li> </ul>
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