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**Fitness to Practise Procedures (FTP) Summary Document**

1. **Referral**

Following referral Clinical Director/Deputy or another to establish if there is prima facie case within **5 working days.**

If there is a case Clinical Director appoints appropriate staff member to conduct investigation.

Clinical Director/Deputy also informs student/ Senior Governance Officer.

1. **Investigation**

**In most instances the investigation will be completed within 6 weeks but may be longer.**

Following the completion of the investigation, the Investigating Officer will consult with at least one other FTP trained member of the faculty to determine the outcome.

1. **Investigation Outcome**

The investigating officer produces a written report with three potential outcomes

**No further action/ action plan to be implemented but not FTP/ FTP**

1. **Referral for FTP**

Fitness to Practise panel hearing to be convened **within 40 working days of a referral being made.**

The student will be given **a minimum of 20 working days’ notice of the hearing.**

The evidence available to be presented to the panel will be sent to the student **a minimum of 15 working days prior to the start date of the hearing.**

Trainee submission of documentation must be **5 working days before the start date of the hearing**

1. **Panel Hearing**

The panel hearing is quorate with seven members. The Investigating Officer is also required to attend.

1. **Outcome of Panel Hearing**

Potential outcomes of panel hearing:

No further action/ remain on programme but FTP concerns are noted/ Not FTP at this stage and concerns require implementation of action plan and/or intercalation/ Not FTP so cannot remain on programme

Letter detailing the recommendation of the panel, including the rationale for this recommendation is issued to student **within 15 working days of the formal hearing.**

An audio recording of the hearing can be sent to the student on request.

1. **Examination Board**

If the outcome is not fit to practise, an Examination Board, with at least one external examiner present, is convened **within 11 weeks of the hearing.**

Student given **at least 20 working days’ notice of** Examination Board and can submit further evidence not previously considered.

1. **Outcome of Examination Board**

The outcome of theExamination Board is issued to the student **within 5 working days of the Examination Board being convened.**

The Student can appeal according to regulations set out in Lancaster University’s Manual of Academic Regulations and Procedures (MARP).

If the student appeals on the basis of the consequent termination of their contract of employment with the LSCFT, then this will be dealt with by the relevant procedures within LSCFT.