

Guidance Notes on Implementing the Register of Clinical Technologists (RCT) Fitness to Practise Procedure



Fitness to Practice Guidance Notes

November 2024

1. Full details of the Fitness to Practice can be found in the full procedure [here](#). This document is designed as an accompanying guide not a stand alone document.
2. Anyone can make a complaint against a member of the Register. The complaint must be about someone currently registered at the time of the complaint. However, a complaint may be made about a registrant in relation to conduct relating to a criminal conviction or regulatory discrimination that took place prior to the period of their RCT membership, if these matters were not disclosed in their application.
3. To submit a complaint to the RCT Complaints Manager contact enquires@therct.org.uk
4. The Preliminary Investigation is carried out by an Adjudicator assigned by the RCT Complaints Manager who will take or direct steps in order to make a thorough investigation of the complaint to establish whether there is a realistic prospect. They will also inform the subject member that they are subject to a complaint (though this may occur once the preliminary investigation has been completed).
5. If the complaint is not referred to a panel hearing as a realistic prospect the Adjudicator will inform the subject member of the decision.
6. The Adjudicator may decide that an Interim Suspension Order is considered necessary to protect the public whilst the Fitness to Practice proceedings are completed. This is a temporary suspension of the subject member's registration and a specific period of time will be specified (not exceeding 18 months) if this is implemented.
7. If the Adjudicator concludes that the matter should proceed to a Fitness to Practice Panel hearing they will inform the subject member and inform the RCT Complaints Manager who will appoint the panel.
8. The Panel will consist of at least 3 panel members, one of which must be a lay member, the chair of which will be the lay member.
9. The Fitness to Practice hearings will be held in public unless the Panel is satisfied that, in the interest of justice or for the protection of the private life of the subject member, the complainant or any witness the public should be excluded from all or part of the hearing.

Document Number: 0386
Version Number: 09.00

Responsible Body: RCT
Creation Date: 02-02-2015
Created by Rosemary Cook

Filename: 03-21-02 0386 09.00 Guidance Notes on Implementing the RCT FtP Procedure
Revised by: Katherine Bunting
Issue Date: 14-02-2025

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10. The subject member has the right to submit written representations to the Fitness to Practice hearing not less than 7 days in advance and or may make oral representations at the hearing.
11. Full details of the process on the hearing can be found within section 7 of the Fitness to Practice procedure [here](#).
12. The RCT Complaints Manager will notify the subject member of the Fitness to Practice Panel's decision along with the right to appeal, or appropriate.
13. The following outcomes and sanctions are available from a sustained complaint:
 - No action taken
 - No action taken, save that the complaint noted on the subject member's record for a specified time (not exceeding five years)
 - Subject Member receives a written reprimand and a note on their membership record for a specified time (not exceeding five years)
 - Subject Member subjected to a temporary suspension from the register for a specified period, up to a maximum of 18 months.
 - In the case where any finding is related to the subject member's physical or mental health, they could be subject to a temporary suspensions from the register for a specified period of time up to 18 months with a further review by the Fitness to Practice Panel before the end of the period and a right to an early review at their request.
 - The subject member is removed from the register.
14. The Subject Member may appeal against any decision from the Fitness to practice panel or an interim suspension order. In either case an appeal will need to be made in writing within 14 days of notification.
15. An Appeal Panel will be appointed by the RCT Complaints Manager and will comprise three members including at least one lay member who will act as chair. This acts independently and the Appeal Panel members must not have played any part in the previous decision process.
16. Full details of the Appeals process can be found in section 10 of the Fitness to Practice document [here](#).
17. Once the process has been concluded should the outcome be that the subject member is removed from the register or any other sanction is imposed this decision will be communicated via the RCT website as well as circulated to any other relevant bodies (such as other relevant regulatory bodies).