

Managing concerns about an employee

As an employer or manager, you will manage any concerns about your employees' performance or behaviour

When that employee is a registered healthcare professional (a registrant), you will also need to decide whether to refer them to their regulator.

This information will help you to make an informed decision about whether the concerns should be referred to the HCPC or not.

Making unnecessary, or early, referrals causes additional work for us and you, stress for the registrant (your member of staff) and can cause delays in the progression of other fitness to practise cases.

We encourage you, therefore, to carefully consider whether or not the concern you have about your employee (our registrant) needs to be referred to us as. The information provided here will help you to make your decision.

Dealing with concerns about employees locally

Not every concern that is raised about a member of your team will be a fitness to practise concern

<https://www.hcpc-uk.org/employers/managing-concerns/dealing-with-concerns-locally/>

What, when and how to refer an employee to us

If your concern about your employee raises a question about their fitness to practise, you should refer this to us

<https://www.hcpc-uk.org/employers/managing-concerns/refer-an-employee-to-us/>

Working with us

We will notify you, your chief executive or director of human resources if we commence a fitness to practise investigation about your employee

<https://www.hcpc-uk.org/employers/managing-concerns/working-with-us/>

Supporting your employee through the fitness to practise process

We understand that employers and managers often want to provide guidance and support to employees who are going through the fitness to practise process

<https://www.hcpc-uk.org/employers/managing-concerns/supporting-your-employee-through-ftp/>

Learning from fitness to practise process to support employees

We publish information that helps us and you to learn from our fitness to practise cases

<https://www.hcpc-uk.org/employers/managing-concerns/learning-from-ftp/>

Flowchart: the fitness to practise investigations process

If a concern is raised or referral is made about a HCPC-registered professional, our fitness to practice investigations process will begin. This flowchart summarises the steps.

<https://www.hcpc-uk.org/employers/managing-concerns/the-fitness-to-practise-investigations-process/>

Download our employers' guidance



The fitness to practise process - Information for employers and managers

Adobe PDF Document 340Kb

More information for employers or managers of health and care professionals is available on our Employer hub

Employer hub

<https://www.hcpc-uk.org/employers/>
