



Ag Rialáil Gairmithe Sláinte  
agus Cúraim Shóisialaigh  
Regulating Health +  
Social Care Professionals

Health and Social Care Professionals Council

An Chomhairle um Ghairmithe Sláinte agus Cúraim Shóisialaigh

## **Panels of Assessors**

- **Recruitment & Selection**
- **Roles and Responsibilities**
- **Code of Conduct**

November 2015



## Panel of Assessors

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# Panel of Assessors

## 1. General Principles

- 1.1. CORU aims to have sufficient Panel of Assessors members for each regulated profession, who are suitably trained to perform their role, to assist the registration boards and Council to meet their obligations.
- 1.2. Assessors are normally engaged on the basis of their role as an educator (on a recognised professional programme) or as a practitioner. Both educators and practitioners will be required to have minimum of five years professional experience in their role.

## 2. Purpose

- 2.1. The purpose of this policy is to:
  - 2.1.1. Provide a fair and systematic basis for selecting the most suitable candidates and to ensure all selection procedures are carried out fairly and equitably.
  - 2.1.2. Provide equality of opportunity for all candidates and to avoid unfair discrimination in any ground.
  - 2.1.3. Clearly outline the requirements of assessors in their delivery of assessments as assigned from time to time by registration boards.

## 3. Objectives

- 3.1. CORU is committed to ensuring that selection is undertaken in a professional manner enabling the appointment of a high standard of Assessor.
- 3.2. It is essential that the selection process provides a positive image of CORU to all candidates and that they receive all necessary and appropriate information.
- 3.3. CORU is setting out the roles and responsibilities for all panel of assessor members in order to achieve a high and consistent standard of assessments on behalf of registration boards.

## 4. Equal Opportunities and Diversity

The Selection process will be reviewed regularly to ensure that it fulfils requirements in respect of equal opportunities and diversity.

## 5. Recruitment



## Panel of Assessors

- 5.1. Panel of Assessor vacancies will be advertised on the CORU website; they may also be advertised in the relevant media if considered appropriate and sent to relevant bodies e.g. professional organisations and employers, for circulation to members and staff.

### 6. Selection Criteria

Applications will be reviewed against selection criteria below as set out by Council (general) and Registration Boards (profession specific as applicable).

- 6.1. All members of Panels of Assessors must either be registered (in their jurisdiction) or meet the qualifications requirements for registration.
- 6.2. Assessors should hold membership with the professional body relevant to their profession.
- 6.3. Registered members of the Panel, who retire from the practice of their profession, may remain on the Panel for five years after retirement.
- 6.4. Panel of Assessor Members will be either (a) Practitioners in the profession or (b) Educators in the profession
- 6.5. Each Registration Board may appoint a selection panel to conduct shortlisting and interviews (if required).

### 7. Appointments

- 7.1. Appointments will be subject to Council approval on the request of the Registration Board.
- 7.2. CORU may seek and check references or conduct validation of the information provided by interested parties.

### 8. Terms of Engagement and Confidentiality Agreement

- 8.1. Upon appointment, assessors will be required to sign a terms of agreement and a confidentiality agreement with CORU.

### 9. Induction and Training

- 9.1. All assessors will be provided with appropriate training prior to undertaking any assignments.



## Panel of Assessors

### 10. Roles and Responsibilities

- 10.1.** Normally, assessors will be engaged to work in pairs of one Educator and one Practitioner, to assess and make recommendations to the Board on applications for recognition, aptitude tests and tests of professional competence and other assignments as may be determined by the Registration Board. Assessors may also be engaged in assessing applications through the Returners to Practice route.
- 10.2.** Assessors may also be assigned work individually for the assessment of CPD logs and completed periods of adaptation.
- 10.3.** Members of the Panel may be selected to be part of the Education Panel for conducting approval and monitoring of education programmes assignments.
- 10.4.** Members of the Education Panel may be selected to be part of the Registration Assessors panel for the assessment of qualifications for registration purposes
- 10.5.** Assessors are expected to complete assignments within the timeframe set out by CORU.
- 10.6.** Assessors assigned in pairs will be required to work together and make appropriate arrangements for the completion of an assignment.
- 10.7.** A complete assessment report on every assignment, signed by the assessor(s) (as applicable) with a clear recommendation, will be submitted to CORU for presentation to the board.
- 10.8.** Assessment Report Forms should be completed electronically and ideally submitted to CORU electronically (signed and scanned), or alternatively by post (printed and signed).
- 10.9.** Assessors will be paid the rates laid down by Council (see appendix A – fee schedule). These rates may be amended from time to time on the approval by Council. Assessors will be required to invoice CORU for their fee, on completion of an assignment, on the template Assessor Invoice form provided (see appendix B).
- 10.10.** Assessors are advised that their fees may be subject to Professional Services Withholding Tax (PSWT).
- 10.11.** Assessors will be required to complete periodic feedback forms which will enable CORU to identify ways and means of improving all aspects of the processes involved.



## Panel of Assessors

### 11. General

- 11.1. All applicants are required to declare any potential conflict of interest when applying for assessor roles. Once appointed, if there is a perceived conflict of interest related to an application or assignment this must be declared.
- 11.2. All assessors are required to sign and abide by confidentiality agreements.
- 11.3. All assessors are required to abide by the Code of Conduct for Assessors.
- 11.4. Payments to assessors are subject to the “one person one salary” principle, as recommended by the Review Body on Higher Remuneration in the Public Sector in 1972 and accepted by the Government. Public service employees who undertake assessment assignments outside their normal working week are eligible for payment.
- 11.5. All payments will be made in accordance with Department of Finance circulars.



## Panel of Assessors

### Code of Conduct (approved by Council 27/02/2014)

#### Introduction

CORU appoints a Panel of Assessors for each Registration Board to undertake assignments on behalf of the board and make recommendations on the following matters:

- Return to Practice applications
- Section 91 Applications – sufficiently relevant qualifications
- Recognition of International Qualifications applications
- Completed Period of Adaptation reports
- Assessments of Professional Competence
- Aptitude Tests
- CPD Audits
- Engagement in the practice of the profession
- Such other assessments as may be determined by the Board or Council

(In addition, some Panel members may be selected in line with criteria to assist in the Approval and Monitoring of Education Programmes.)

CORU is an open and transparent organisation. Assessors should be aware that high standards of conduct and personal integrity are essential to maintaining public confidence and for that reason CORU operates this Code of Conduct which will be applicable to Assessors.

#### General Principles

Illegal, dishonest, inappropriate or unethical conduct on the part of Assessors may result in the termination of any contract/ service agreement between the Assessor and CORU.

In carrying out the Services referred to in the within Agreement, Assessors must:

- Act in good faith, with honesty, integrity and probity;
- Be aware of CORU's objective of protecting the public;
- Treat others equally, fairly, and with respect; and
- Take personal responsibility for adhering to this Code of Conduct.

Assessors must not:

- Act in a manner which may bring CORU into disrepute; or
- Misuse their position for personal gain or to promote their own/other interests.



## Panel of Assessors

### Non-Discrimination

Assessors must treat others with dignity and fairness. Assessors must not discriminate against anyone because of their gender, family status, civil status, age, disability, sexual orientation, religion, race, or membership of the Traveller Community as identified under the Equal Status Act as updated from time to time.

### Conflicts of Interests

Assessors must disclose any interest which they may have (or might be seen to have) in the outcome of any decision on a recommendation in which they are asked to participate. Assessors must also disclose any interest that could otherwise prejudice any service they are asked to perform.

Assessors must consider potential conflicts of interest at the earliest stage possible and declare any interest as soon as they realise it is necessary to do so. An Assessor must not participate in any decision on a recommendation or perform any other service until the potential conflict is resolved.

Assessors must recognise that:

- In dealing with conflicts of interest, the test to be applied is not whether an interest would influence their decision on a recommendation, but whether a member of the public, acting reasonably, may think that it might have such an influence;
- Similar considerations apply to the interests of a spouse or close relative, as a member of the public, acting reasonably, may regard those interests as effectively being the interests of the Assessor; and
- The key principle is the need for transparency in respect of any interest which may be regarded by a member of the public, acting reasonably, as potentially affecting the assessors' objectivity.

An Assessor who is unclear about any potential conflict of interest should seek guidance from CORU.

### Confidentiality

Assessors must not disclose or make any other use of confidential information to which they have access other than for a proper purpose relating to the performance of services for CORU or as required by law.

Assessors must take appropriate steps to ensure that confidential papers and information are stored and disposed of securely.

Assessors must promptly notify CORU of any breach in confidentiality of which they become aware. An Assessor who is unclear about the status of any information should seek guidance from CORU.



## Panel of Assessors

### **Performance**

Assessors agree to perform their services within the timescale set by CORU and to a reasonable and appropriate standard.

An Assessor who is unable to provide services which are requested by CORU must notify the relevant CORU employee as soon as possible.

An Assessor who is unable to provide services for a prolonged period should notify CORU.

Assessors must inform CORU and may not be asked to perform services for CORU if they are the subject of any fitness to practice or other investigations that could, inter alia, bring CORU into disrepute.

### **Training**

CORU provides Assessors with access to training courses to enable them to keep up to date with good practice.

In the event that CORU considers that an Assessor is not up to date with good practice it may terminate its contract with the Assessor.

### **Fees and Expenses**

Assessors must comply with CORU's policies and procedures for the payment of fees and expenses.

Fees for services will be paid on receipt of a template invoice provided by CORU for payment from the assessor.

The fees are as approved by Council from time to time and are not negotiable.

### **Breach of the Code**

Compliance with the Code of Conduct is a contractual obligation and any breach may result in the termination of the Assessor's contract for services/engagement.



## Panel of Assessors

### Schedule for Assessor Payments

**TYPE OF ASSIGNMENT:**  
PSWT applies to payments listed (exemptions below)

**Per assessor  
(ex VAT @ 23%)**

|  |      |
|--|------|
| Returners to Practice<br>(Assessor x2)                               | €100 |
| Assessment of Professional Competence<br>(Assessor x2) – PSWT Exempt | €100 |
| Recognition of International Qualifications<br>(Assessor x2)         | €100 |
| Aptitude Test<br>(Assessor x2) – PSWT Exempt                         | €100 |
| Adaptation Report<br>(Assessor x1) – PSWT Exempt                     | €100 |
| Historical Qualifications<br>(Assessor x2)                           | €100 |
| CPD Audit<br>(Assessor x1)   | €100 |
| Registration Application<br>(Assessor x 2)                           | €100 |

### EDUCATION

|   |        |
|---|--------|
| Course Chair: Approval & Monitoring (Assessor x1) | €1,500 |
| Course Approval team members<br>(Assessor x3)     | €1,000 |
| Course Monitoring team members<br>(Assessor x2)   | €100   |

Note: The above fees were set by Council and came into effect on 5 November 2015



# Panel of Assessors

## Assessor Invoice

|                |  |
|----------------|--|
| Assessor name: |  |
| Address:       |  |
| Tel:           |  |
| Email:         |  |
| Profession:    |  |

|                      |                           |                      |
|----------------------|---------------------------|----------------------|
| <b>Invoice Date:</b> | <b>Purchase Order No:</b> | <b>Reference No:</b> |
|----------------------|---------------------------|----------------------|

Please complete a separate form for each assignment and include purchase order number for each assignment. Please include candidate reference number.

|                            |
|----------------------------|
| <b>Registration Board:</b> |
|----------------------------|

|  |
|--|
| <b>Name of partner Assessor (if applicable):</b> |
|--|

|   |                          |
|---|--------------------------|
| Return to Practice application                          | <input type="checkbox"/> |
| Recognition of International Qualifications application | <input type="checkbox"/> |
| Assessments of Professional Competence                  | <input type="checkbox"/> |
| Completed Period of Adaptation report                   | <input type="checkbox"/> |
| Aptitude Test   | <input type="checkbox"/> |
| Other (please provide detail below)                     | <input type="checkbox"/> |

### Assignment Type

Registration

International Recognition

Please ensure that all claims are submitted within one month of completing an assignment and that all necessary documents/notifications/receipts are attached when submitting this invoice.

| Date work undertaken | Detail work carried out                            | Charge (€) |
|----------------------|--|------------|
|                      |  |            |
|                      |  |            |
|                      | Subtotal   |            |
|                      | (note 1) Reimbursable expenses (attach to invoice) |            |
|                      | Total Charges:                                     |            |
|                      | (note 2) VAT @ 23%                                 |            |
|                      | Total:   |            |



## Panel of Assessors

**Claimant Signature:** ..... **Date:**   /   /

**(On completion return to Finance, CORU, 13-15 Beacon Court, Bracken Road, Sandyford, Dublin 18)**



## Panel of Assessors

### Note 1: Reimbursable Expenses

1. Mileage is in accordance with current civil service rates. If claiming please include the following: date of journey, purpose of journey, address traveled to and address traveled from, number of kilometers/ miles, car registration and cc. Please use a separate sheet for travel claims.
2. The following receipted incidentals are allowed: toll charges, car parking and public transport costs.

### Note 2: VAT

In the box that reads VAT @23%, the assessor can simply insert N/A and charge their fee to CORU at no VAT. At the end of the form, please state that you are are not VAT registered. We would also like to remind assessors that the current VAT threshold for services is €37,500 per annum. Therefore if the assessor earns more than €37,500 per annum, he/she is obliged to register for VAT.