

Communications Committee, Thursday 16 October 2008

Publications Update

Executive summary and recommendations

Introduction

This update provides an overview of publications since the last Communications Committee meeting on 21 May 2008. It covers a period when there was a change in Publications Manager and gives an update on some current projects.

Decision

The Committee is requested to note the document. No decision is required.

Background information

Phillippa Richardson left the HPC on Friday 4 April, and Jonathan Jones started as Publications Manager on Monday 2 June. Sarah Giles covered the post for part of the time that the position was vacant.

Since the last report, the following publications have been produced.

- Your guide to our standards for continuing professional development – Your duties as a registrant ('short CPD guide'), republished in revised house style with minor content amends, May 2008.
- Continuing professional development and your registration – Information for registrants ('long CPD guide'), republished in revised house style with minor content amends, May 2008.
- Returning to practice, republished in revised house style, June 2008.
- Council and Committee meeting dates – calendar for 2008–09, published June 2008.
- Revised SCPEs published and mailed to all registrants, 1 July 2008.
- HPC annual report 2007–08, signed and submitted to Privy Council 3 July 2008, and published online and as small hard-copy edition.
- Confidentiality – guidance for registrants, published August 2008.

Consultations

The following consultation documents have been proof-read for house-style.

- Standards of education and training
- Standard of education and training, guidance
- Psychotherapists and counselors – call for ideas

HPC In Focus

The following issues of In Focus have been produced and distributed.

- HPC In Focus 17, distributed Friday 6 June.
- HPC In Focus Special Edition, distributed 1 July (with revised SCPE).
- HPC In Focus 18, distributed Friday 1 August.
- HPC In Focus 19, distributed Friday 3 October.

Public information materials

The Publications Manager is in the process of undertaking a review and update of the public information materials. They have been reviewed by the Plain English Campaign and Connect (the communication disability charity). Both organisations have produced written recommendations. These will be taken into account in refreshing the current leaflet and posters, with a view to having revised materials ready in early 2009.

Other / current projects

- Standards of proficiency for operating department practitioners (launches 1 November 2008)
- Annual monitoring: supplementary information for education providers (published 24 October)
- The HPC approvals process: information for education providers (published 21 November)
- Making a complaint about a training or education programme (forthcoming)
- Fitness to practise annual report 2008 (forthcoming)
- Annual monitoring and approvals annual report 2008 (forthcoming)
- Employee newsletter – Publications Manager developing a house-styled, designed and printed version of the 'departmental update' which accompanies each all employee meeting. Aiming to have this ready for November 4 meeting.
- Visual identity – working with designer to clarify some issues with the revised visual identity issues (PowerPoint template for use by all employees, guidance for advertising materials)
- Photo library – undertaking a scoping exercise with a view to making recommendations for electronic storage and management of images. Includes clarification of permission process and photography guidelines.

Resource implications

None

Financial implications

None

Appendices

None

6 October 2008