

## **Role of HPC Case Manager**

The role of the HPC team at hearings is as follows:

### **Investigating Panels**

The HPC case manager will introduce each case. In introducing each case the case manager will indicate what has been received and with what supporting documentation, the date that the letter requesting observations was dispatched and any response that has been received. They will also indicate whether the HPC has any comment on the matter.

The case manager will also indicate when the case has been at a previous investigating panel and what further information has been requested.

The case manager will also type the finding for the panel

### **Interim Orders and Final Hearings**

The HPC case manager will act as the hearing officer at these hearings. The hearing officer will announce the case – stating the name, profession and allegation against the registrant concerned.

The hearing officer is also responsible for swearing in the witnesses.

The hearing officer can also assist the panel by typing the finding



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