**Ethics Committee Report**

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**2015 Activity and Recommendations**

**General summary of action taken by the Ethics Committee:**

The main aspects of the Committees work over the past twelve months has revolved around commenting and making recommendations upon the complaints procedure and reviewing a complaint made against a member of the BASRaT Executive committee. This complaint was surrounding timings of communication to a prospective member of BASRaT, who believed the delay in communication affected their ability to work and earn money. The complaint was resolved following investigation by members of the Ethics Committee and recommendations were given to BASRaT to help avoid a similar situation in the future.

**BASRaT actions taken in response to Ethics Committee recommendations:**

1. Multiple renewal reminders are already sent out to registrants and this will continue up to the renewal date. Online document submission is currently under development with the new website and will make the process more accessible.
2. The registrar has had time bought out from his employer each week to enable the timely handling of applications. Along with this the registrar role is now supported by the Quality Officer.
3. Further details about organisational complaints are in the process of being written and will be on the website by December 2015.

Please see below for individual’s contributions and their summary of activity within the past year.

**Aleric Boote:**

As part of my role on the Ethics Committee for BASRaT, I undertake to investigate complaints made against the organisation. In 2015, I handled just one complaint made by an aspiring member having difficulty in achieving membership due to administrative issues. Following the investigation, I made recommendations to BASRaT for an approach to dealing with both the original complaint and future applicants whose suitability for membership may be uncertain in the context of accreditation of prior, relevant experience.

I found that the leadership at BASRaT has been most amenable to taking on board recommendations for review of, and improvements to processes and systems as a result of receiving the findings of the investigation.

**Kristen Hollands:**

Nothing to report.

**Professor Richard Jones:**

I have been part of the BASRaT ethics committee for the previous year and have had to action one aspect in regards to the ethical considerations within the committee. The complaint was in regards to a delayed notification of recertification for an individual who felt that this was affecting his job role and pay. The member made contact with the BASRaT office where the matter was referred to me. A reply was sent direct to the member explaining that BASRaT would investigate the matter and provided a detailed reply to the individual with the circumstances around the registration issues. A formal email reply was sent to the member where details of the events were explained and they were happy with the reply. In this reply, I also detailed the following recommendations would be made to the BASRaT office for consideration:

1. Reminder emails are sent out to all registrants informing them that they risk not being able to practice unless a renewal (if supplying documentation by mail) is received within 7 days of the renewal date. This then allows ample time for the registration to occur before the registration has expired.

2. An online system should be investigated whereby registrants are able to electronically submit the documentations required, and payment, which would mean a more efficient process. This would also allow employers and registrants to review the BASRaT register to check the status of their respective registration ensuring timely renewals.

Other than the above, no other activities have been undertaken.

**Helen Miller:**

I joined the BASRaT Ethics Committee in November 2013. I am a registered Mental Health Nurse with a range of experience spanning 16 years.

In the past 12 months I have been asked on one occasion to review a complaint by a prospective member which included concerns which specifically related to a member of the BASRaT team. Another member of the committee made suggestions which I assume resolved the complaint as I was not asked to provide any further input. I provided my feedback relating to the complaints procedure arising from this request. Specifically;

1) The time taken to respond to applications and whether this was practically possible and communicated to applicants.

2) Applications window and exceptions that were made to requests made outside of these as specified on the website.

3) The complaints procedure - the copy that I received related directly to complaints made about members and their fitness to practice but did not cover complaints such as the one that I was asked to review. For example it did not give guidance as to what the process would be if the complaint related to a system and not an individual.

I provided feedback by email directly to the BASRaT administration for consideration.