

**HE13D FITNESS TO PRACTISE COMMITTEE – INVESTIGATOR CHECKLIST**

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| **QUESTION** | **YES/NO** | **RATIONALE** | **COMMENTS** |
| Have you received the Referral Pack? |  |  | If no, **do not** commence investigation. |
| Good practice requires investigation to *normally* be completed within 10 working days – can you achieve this? |  |  | If no, please notify Fitness to Practise Secretary and provide an expected date of completion. |
| Notes of interviews should be contemporaneous and signed by the interviewee at the time of completion. \*It may be necessary to accept official e-mail as identification/confirmation. In this instance emails must be password protected. |  | Unsigned data will not be accepted as evidence. | If no, please identify why not and ensure signatures are obtained as quickly as possible. |
| Do you have copies of any supporting evidence? Has this been signed by the person providing it? |  | Unsigned data will not be accepted as evidence. |  |
| Has the supporting evidence been included as appendices? |  |  | If no, please ensure appendices are attached in the appropriate order. |
| Have you written and signed a report of your investigation? |  | You will present this at the hearing in addition to all parties receiving a copy. |  |
| Have you listed the contents of your report with page numbers if relevant, in chronological order, including all relevant appendices? |  | This is very helpful when collating the evidence for the student and panel. |  |