

The Institute of Trichologists

Complaints Process Registration Council Role

Complaints Policy and Procedure Document

Registration Council Conditions Manual

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Complaints	V1	May 2024

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IOT Conditions

Conditions can be imposed on a Trichologist's registration by the Registration Council (RC) following a finding at a RC hearing. This document sets out wording that the RC panels should use when imposing conditions. It can be adapted as appropriate. It should be read alongside the Sanctions Guidance.

Conditions marked "C" are confidential and information about them will not be disclosed on the online register.

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Registration Council Manual Conditions

IOT Conditions Ref:	IOT Conditions	Confidential (C) Non-confidential (NC)	Notes
C1	At any time while providing trichology services which require you to be IOT registered, you must be under the supervision of a workplace supervisor, who shall be a registered and approved trichologist by the IOT	NC	Council to define the level of supervision
C2	You will cooperate with your workplace supervisor and make available all such information, documentary and oral, that they require in order to fulfil their supervisory role	NC	Applicable in cases where the council has concerns about the trichologist's professional performance
C3	You must allow your workplace supervisor to provide reports to the IOT at intervals of not more than [?] months.	NC	Council to determine the timeframe for reporting
C4	You must keep your professional commitments under review and limit your trichology practice in accordance with your workplace supervisor's advice	NC	
C5	You must advise all current patients that your records and appointments are subject to review by your IOT workplace supervisor	NC	Applicable in cases where the council has concerns about the trichologist's professional performance Appropriate to include in every case where conditions relating to audit or observation by a third party are imposed

C6	You shall work with a workplace supervisor to prepare a Personal Development Plan (PDP) specifically designed to address the deficiencies in the following areas of your practice: (List areas requiring development)	NC	Applicable in cases where the council has concerns about professional performance. To be used in conjunction with conditions regarding the workplace supervisor. Council to list areas which require development
C7	You must forward a copy of your PDP to the IOT within [?] months of the date on which these conditions become effective	NC	Council must specify length of time. Applicable in cases where the committee has concerns about professional performance
C8	You must arrange to meet your workplace supervisor (?) in order to discuss your progress towards achieving the aims set out in your PDP	NC	Applicable in cases where the council has concerns about professional performance. Committee to determine the appropriate interval for such meetings to take place
C9	You must allow the IOT to exchange information about the standard of your professional performance and your progress towards achieving the aims set out in your PDP with your supervisor (and any other person involved in your retraining/supervision)	NC	Applicable in cases where the council has concerns about professional performance
C10	You will be subject to an audit process to be undertaken by an Auditor, who will be an IOT registered trichologist, to audit the following aspects of your practice: (List areas to be audited)	NC	Applicable in cases where the council has concerns about the professional performance Council to list areas to be audited

C11	You will cooperate with the Auditor and make available all such information, documentary and oral, that they require in assessing the standard of your practice	NC	Applicable in cases where the council has concerns about professional performance
C12	At each audit the Auditor will select a random sample of at least (?) records to be audited	NC	Applicable in cases where the council has concerns about professional performance Council to decide on the number of records to be audited
C13	At each audit / at intervals of (?) months the Auditor will observe a minimum of (?) patient appointments to observe and assess the standard of your practice, focusing on but not limited to the following areas: List areas requiring audit by direct observation	NC	Applicable in cases where the committee has concerns about professional performance. Committee to decide on the frequency of audit and the areas to be audited.
C14	The audits will take place at intervals of (?) months from the commencement of this Order	NC	Applicable in cases where the council has concerns about professional performance Council to decide on the appropriate intervals for audits
C15	You must advise all current patients that your records and/or appointments are subject to review and audit by an IOT registered trichologist	NC	Applicable in cases where the council has concerns about professional performance Appropriate to include in every case where conditions relating to audit and/or observation by a third party are imposed
C16	You must restrict your trichology practice to (?) sessions per week	NC	

C17	You must refrain from carrying out (name of procedure)	NC	
C18	You must not carry out (name of procedure) unless directly supervised by another IOT registered trichologist	NC	Applicable in cases where the council has concerns about professional performance
C19	You must not carry out (name of procedure) unless in the presence of a chaperone	NC	Council to decide on the extent to which patient interactions require a chaperone
C20	You must not carry out (name procedure) until you have completed a course or courses on (name area of practice/ relevant procedure) which is/are acceptable to the IOT. You must provide evidence to the committee of your successful completion of such course(s) in advance of the committee's review	NC	Applicable in cases where the council has concerns about professional performance Council to decide on the type of course/courses to be undertaken
C21	Your competence in the following techniques will be tested by an assessor to be appointed by the IOT (List areas to be assessed)	NC	Applicable in cases where the council has concerns about professional performance Council to list areas which require assessment and should restrict practice in these areas until such a time as assessed as competent
C22	You will be responsible for payment of any fees associated with the test of your competence by the IOT appointed assessor	NC	

C23	You must register and remain under the care of a general medical practitioner and inform them that you are subject to these conditions. You must attend appointments and follow their advice	C	Applicable in all cases where the council is imposing conditions following a finding of serious impairment of fitness to practise due to adverse mental or physical health
C24	You must abstain completely from the consumption of alcohol	C	
C25	You must abstain completely from the taking of (drugs)	C	The council may wish to specify which drug(s) depending on the nature of the case
C26	You must limit your alcohol consumption in accordance with medical advice	C	
C27	You must take drugs only as prescribed for you by your general practitioner or any medical or dental professional responsible for your care	C	
C28	You must comply with arrangements made by, or on behalf of the IOT, for the (announced/unannounced) testing of (breath/blood/urine/saliva/hair) for the recent and long term ingestion of alcohol and other drugs	C	
C29	You must remain under the care of a treating psychiatrist and must allow the IOT to exchange information with them about your condition and the treatment you are receiving	C	

C30	You must work with the professionals involved in your care to formulate a PDP specifically designed to assist you in returning to unrestricted practice. You must forward a copy of this PDP to the IOT within 3 months of the date on which these conditions become effective	C	Applicable in health cases
C31	You shall be responsible for paying for the costs of your (supervision / audit / audit reports / drug testing / alcohol testing) and shall pay the relevant invoice within 28 days.	NC C if related to health conditions	Council to amend as appropriate depending on the other conditions imposed.
C32	You shall prepare a reflective piece to address how you have developed personally and as a practitioner, to be submitted to the reviewing committee (?) days before any review hearing.	NC	
C33	You will produce a learning diary to provide evidence to a reviewing committee that you have updated your knowledge and skills to enable you to - (Committee to list relevant areas of practice) Such evidence may take the form of course attendance certificates and/or notes of self-directed learning and any other evidence you consider would assist the Council	NC	