

## Master Checklist for FEP and ACP (draft as at 29 September 2018)

Theme and Standard	Assessed in FEP	Assessed in ACP	Notes
<i>Theme A – Communication and patient partnership</i>			<i>Theme A – Communication and patient partnership should be evidenced thoroughly in both the FEP and the ACP</i>
A1 - You must listen to patients and respect their individuality, concerns and preferences. You must be polite and considerate with patients and treat them with dignity and courtesy	√ (Q3)	√	
A2 - You must work in partnership with patients, adapting your communication approach to take into account their particular needs and supporting patients in expressing to you what is important to them.	√ (Q3)	√	
A3 - You must give patients the information they want or need to know in a way they can understand.	√ (Q3)	√	
A4 - You must receive valid consent for all aspects of examination and treatment and record this as appropriate.	√ (Q3)	√	
A5 - You must support patients in caring for themselves to improve and maintain their own health and wellbeing.		√	Criteria for assessment in FEP Q3 in guidance for assessors
A6 - You must respect your patients' dignity and modesty.		√	Criteria for assessment in FEP Q3 in guidance for assessors (mistake should be A4)
A7 - You must make sure your beliefs and values do not prejudice your patients' care.			GAP – would need to be evidenced as a negative or be assessed

## Annex D to 4

			through a specific question or scenario.
<i>Theme B – Knowledge, skills and performance</i>			<i>Theme B – knowledge, skills and performance will be assessed through the FEPQ</i>
B1 - You must have and be able to apply sufficient and appropriate knowledge and skills to support your work as an osteopath.	√ (Q3 and Q4)	√	Also demonstrated in Q2 on FEP
B2 - You must recognise and work within the limits of your training and competence.	√ (Q1 and Q3)		
B3 - You must keep your professional knowledge and skills up to date.	√ (Q2)		
B4 - You must be able to analyse and reflect upon information related to your practice in order to enhance patient care.	√ (Q1 and Q2)		
<i>Theme C – Safety and quality</i>			
C1 - You must be able to conduct an osteopathic patient evaluation and deliver safe, competent and appropriate osteopathic care to your patients.	√ (Q3 and Q4)	√	
C2 - You must ensure that your patient records are comprehensive, accurate, legible and completed promptly.	√ (Q3)	√	
C3 - You must respond effectively and appropriately to requests for the production of written material and data.	√		This would be demonstrated through completion of the FEP.
C4 - You must take action to keep patients safe from harm.	√		This would be demonstrated to an extent through being aware of the contra-indications of a technique.
C5 - You must ensure that your practice is safe, clean and hygienic, and complies with health and safety legislation.			GAP – will not be assessed.

## Annex D to 4

C6 - You must be aware of your wider role as a healthcare professional to contribute to enhancing the health and wellbeing of your patients.			GAP – will not be assessed
<i>D – Professionalism</i>			
D1 - You must act with honesty and integrity in your professional practice.			GAP – will not be assessed
D2 - You must establish and maintain clear professional boundaries with patients, and must not abuse your professional standing and the position of trust which you have as an osteopath.		√	To an extent this will be assessed within the ACP by establishing and maintaining appropriate boundaries with the patient.
D3 - You must be open and honest with patients, fulfilling your duty of candour.			GAP – will not be assessed
D4 - You must have a policy in place to manage patient complaints, and respond quickly and appropriately to any that arise.			GAP – will not be assessed.
D5 - You must respect your patients' rights to privacy and confidentiality, and maintain and protect patient information effectively.			GAP – will not be assessed.
D6 - You must treat patients fairly and recognise diversity and individual values. You must comply with equality and anti-discrimination law.	√	√	To an extent this will be evidenced through the FEP and perhaps more so through the ACP.
D7 - You must uphold the reputation of the profession at all times through your conduct, in and out of the workplace.			GAP – will not be assessed
D8 - You must be honest and trustworthy in your professional and personal financial dealings.			GAP – will not be assessed
D9 - You must support colleagues and cooperate with them to enhance patient care.			GAP – will not be assessed

## Annex D to 4

D10 - You must consider the contributions of other health and care professionals, to optimise patient care.	√ (Q3)		
D11 - You must ensure that any problems with your own health do not affect your patients. You must not rely on your own assessment of the risk to patients.			GAP – will not be assessed
D12 - You must inform the GOSc as soon as is practicable of any significant information regarding your conduct and competence, cooperate with any requests for information or investigation, and comply with all regulatory requirements.			GAP – will not be assessed.