

Guidance for Applicants: Experienced Practitioner Gateway (EPG) – Walkthrough of the application process

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Table of Content

Introduction	3
Outline of application process	3
Fee and eligibility	3
Preparation for applying	4
Section One: Personal Details	5
Previous Names	6
Section Two: Guidance	6
Section Three: Gateway Documents.....	7
Section Four: Declarations	7
Section Five: Good Character & Health	7
Section Six: Monitoring Information.....	8
Section Seven: Payment.....	9
Section Eight: Complete Application	9
What happens after the gateway application is received by the AHCS?.....	10
Route one: Meets gateway criteria without panel assessment	10
Route two: Panel assessment	10
Next Steps	10

Introduction

The Register for Clinical Research Practitioners (CRP) is part of the Academy for Healthcare Science (AHCS) Accredited Register. The Register for CRPs was launched in April 2021 following a successful application to the Professional Standards Authority (PSA).

The CRP Register is set at level 5 of the Skills for Health Career Framework to reflect the level of experience, knowledge and responsibility required for CRP roles. Practitioners can solve problems creatively in a managed rather than supervised environment, relying on their own judgement, actively contributing to service development, and often holding responsibility for staff supervision and training. Practitioners in the NHS workforce will normally be expected to hold level 6 higher education as defined by the UK government qualifications framework. These qualifications include degree, graduate certificate, and graduate diploma.

A proposal to open a process to widen access to the CRP Register to experienced practitioners without level 6 qualifications on a time-limited, exceptional access basis was agreed by the AHCS in September 2022. A successful application to the gateway will provide the opportunity for experienced CRPs to progress to submit an application to the CRP Register in the normal way. The Registration process is exactly the same for CRPs who have passed through the gateway as it is for their colleagues who have level 6 qualifications.

The gateway is for experienced CRPs who are able to evidence that they have a minimum of three years working at the level of practitioner. All applicants to the gateway will need to discuss their intended application with their line manager and colleagues to ensure that they are working at the right level before submitting their application.

Outline of application process

Before making an application for the Experienced Practitioner Gateway, the applicant would need to have joined the CRP Directory.

CRP Directory Process:

1. Apply to join the Directory through an application process.
2. Application is assessed by CRP admin team.
3. Clinical Research Practitioner is on the Directory.

Experienced Practitioner Gateway:

1. Apply to join the Experienced Practitioner Gateway through an application process.
2. Application is assessed by an administrator.
 - a. Route One: Applicant meets gateway criteria without panel assessment.
 - b. Route Two: Panel Assessment required.
3. Outcome provided to CRP, and they are eligible to make an application to join the Register (For information regarding the Clinical Research Practitioner Register, please refer to the guidance).

Once the applicant has passed through the Gateway, they are eligible to make an application to join the CRP Accredited Register.

Fee and eligibility

Once an application has been made to the Experienced Practitioner Gateway and the application has been approved by the CRP Administration team, a non-refundable fee of £10 will be taken.

As stated above, the applicant will need to have joined the CRP Directory before they can make an application to the Experienced Practitioner Gateway. The Directory serves as a pre-registration space and will provide access to information that is intended to help connect and service the growing community of CRP's.

The Gateway is suitable for those applicants who do not hold a level six undergraduate degree and who have at least three years' experience working at the level of practitioner. In addition, the applicant would need to seek prior approval from their current line manager before submitting their application.

Preparation for applying

Applicants will need to discuss their intention to apply to the CRP Register via the Gateway with their current line manager and confirm their eligibility through engaging with guidance documents. Applicants line managers are required to sign parts of the eligibility forms. Thus, applicants are advised to seek prior approval from their current line manager to support the process process is crucial and could speed the process.

In addition, applicants would need to upload the following documents:

- Eligibility Template (Copy on the AHCS site).
- Current Job description.
- *(Optional)*: UKENIC certificate.
- *(Optional)*: Level 5 degree certificate.
- *(Optional)*: Change of name certificate.

Section One: Personal Details



The applicant must complete the Personal Details section first before moving onto other sections of the application. The applicant will need to provide the following information:

About You:

- Salutation* (Drop Down Menu)
- First Name *
- Last Name *
- Personal Email Address *
- Work Email Address *
- Date of Birth *
- Nationality * (Drop Down Menu)
- Have you been known by another name? * (Drop Down Menu)
- Another drop down box will appear underneath – To write your previous surname.
- Select your Specialism * (Drop Down Menu)
- Telephone Number (+44 format) *
- Select your care setting * (Drop Down Menu)

Home address:

- Address Line 1 *
- Address Line 2 *
- Town / City *
- County / Region * (Drop Down Menu)
- Country * (Drop Down Menu)
- Postcode / Zip

Personal Details ✔

Please provide the following personal details required for your application. Some details have been pre-filled from your profile.

About you

Salutation	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal Email Address	Work Email Address (Optional)
<input type="text"/>	<input type="text"/>

We recommend using a personal email address; if you want to swap your email addresses, go to the core profile page

Date of Birth	Nationality	Have you been known by another name?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select your Specialism	Telephone Number (+44 format)
<input type="text"/>	<input type="text"/>

If an asterisk * is displayed by the section above, this means it is mandatory to provide this information.

When the applicants start the application to join the Experienced Practitioner Gateway, the personal details will not be transferred over from the Directory application to the Gateway application. The details will need to be filled in again.

Please fill out this page, then once this information has been filled out, the applicant clicks 'complete'; then the section will turn green.

Once the application has been completed and the applicant has passed through the Gateway, their account will be locked, if the applicant needs to change any personal details and or place of work, they will need to email 'crpadmin@ahcs.ac.uk' with the change request. For security reasons, the applicant will need to provide their date of birth as well.

It is the applicant's responsibility to keep their personal details up to date, this can be done by contacting the Academy with the email above.

Please contact the Academy if the following changes:

- Email address.
- Address.
- Employment.
- Name.

Previous Names

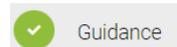
The Academy asks for a proof of name if the documents that the applicant uploads are in different names. An example of this is the applicant's undergraduate degree being in their maiden name and a MSc being in their married name, a marriage certificate is required.

Any previous names the applicant has resided by, needs to be stated below (see screenshot). If the applicant has been known by more than one previous name (maiden name etc), these needs to be included too.

The applicant will need to upload a proof of name change (IE: Marriage Certificate, Deed Poll, Divorce) into the 'Gateway Documents' section of their application. In the case where the applicant has been known by multiple names, they will need to state this on the title of the file.

Have you been known by another name?

No ▼



Section Two: Guidance

In the 'guidance' section, the applicant is presented with the information with how to complete their application. The applicant will need to read the information and if they agree with the information that has been presented, they will need to click on 'complete' before moving onto the next stage.

Guidance ✔

Guidance Read & Confirmed ✔

This document contains important information regarding your application.

General information on completing your application

Please read this guidance before completing your application and confirm you have read it by clicking the button at the end of the page.

The notes are intended to help you understand and complete your application to the Experienced Practitioner Gateway. However, if there is something you do not understand, please contact us by emailing crpadmin@ahcs.ac.uk.

Please also contact us if you experience any difficulty or have any impairment that means you are unable to complete the application.

Further details can be found on the AHCS website.

Incomplete or incorrect applications

Your application can only be assessed based on the information you provide. Every application is checked by a member of the Administration team to ensure the information you have provided is complete, otherwise you will be notified by email and may be asked for further information. Please ensure you resubmit your completed application within the Gateway window, any applications submitted after the Gateway has been closed, will not be considered.

Section Three: Gateway Documents



Within the Gateway Documents section, the applicant will need to upload the following documents:

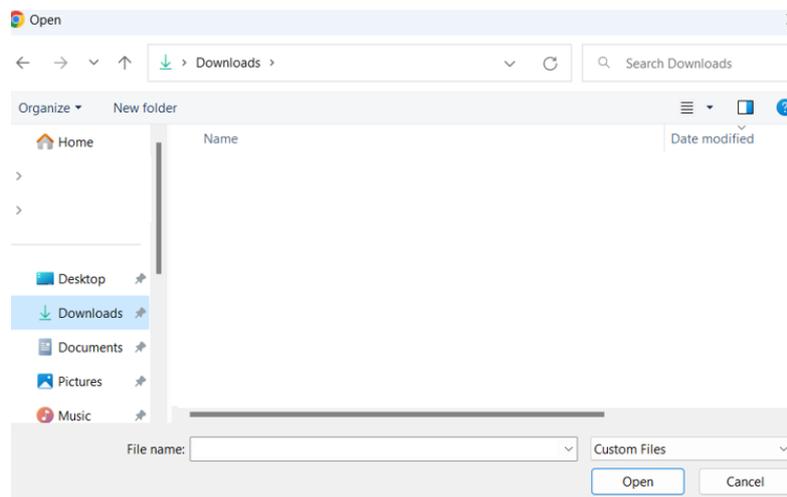
- Eligibility Template.
- Current Job description.
- (Optional): UKENIC certificate.
- (Optional): Level 5 degree certificate.
- (Optional): Change of name certificate.

*** - The UKENIC certificate is only required if the applicant's degree was awarded overseas. The applicant needs to upload the certificate into the Gateway Documents section.**

To upload files, the applicant can either:

1. Drag and drop the files that you want to upload.
2. Press 'browse files', then a pop-up bar will appear, and you can attach the file.

Once the applicant has attached the file, press 'Open'.



When you have completed this section, the applicant will need to press 'complete' on the bottom of the page. Then the 'Gateway Documents' section will be marked complete and thus, turn green.

Section Four: Declarations



The declaration page outlines the Academy's declaration, this needs to be signed before submitting the application for admin review and assessment.

Section Five: Good Character & Health



The Academy for Healthcare Science checks the health and character of everyone who applies to join the register in line with the requirements of the PSA. There are nine questions within the section that needs to be completed, this is mandatory information that needs to be completed.

When the applicant completes this section, they will need to please press 'complete' on the bottom of the page. Then the 'good character and health' section will be marked complete and thus, turn green.

Good Character & Health

We must check the health and character of everyone who applies to join the Experienced Practitioner Gateway. This is to ensure that applicants will be able to practise safely. Please consider the statements outlined below and give your answers truthfully.

If you answer 'yes' to any of these statements, please use the space provided to give further detail. Please note that answering yes may mean that you are unable to have a successful application. Your application will be reviewed by the Registrar who may respond by either accepting your application, refusing your application or defer pending further investigation.

Do you have an unspent conviction or a caution in the UK for a criminal offence, or a conviction elsewhere for an offence which, if committed in England or Wales, would constitute a criminal offence?

YES NO

Are you currently subject to a binding over order given by the Crown Prosecution Service in England and Wales?

YES NO

Have you:

1) Been dismissed with an admonition or discharged under sections 246(1-3) of the Criminal Procedure (Scotland) Act 1995, or
 2) Accepted a conditional offer under section 302 of that Act, or
 3) Accepted a Compensation offer under Section 302A of that Act and/or Section 50 of the Criminal Proceedings etc (Reform) Scotland Act 2007?

YES NO

If you select YES to any questions, please give further information in the comments box below.

Section Six: Monitoring Information

 Monitoring Information

This section is optional and doesn't need to be answered however, this section is about equality and asks a series of questions relating to:

- Age
- Disability
- Gender
- Race
- Religion etc.

Any information the applicant provides will be managed in the strictest confidence according to the AHCS Privacy Policy and will not be used as part of your application assessment.

When the applicant has completed this section, they will need to press 'complete' on the bottom of the page. Then the 'portfolio' section will be marked complete and thus, turn green.

Monitoring Information

The Academy for Healthcare Science is committed to being an inclusive and accessible organisation and to meeting its obligations to avoid discrimination under all relevant legislation.

The Equality Act 2010 is applicable in the United Kingdom except for Northern Ireland where the *Disability Discrimination Acts 1995* and 2005 continue to apply. These Acts protect people from discrimination in the workplace and in wider society, including in respect of the following characteristics:

- age
- disability - including those with long-term health conditions, learning disabilities and hidden disabilities such as dyslexia
- gender reassignment
- pregnancy and maternity
- race, including ethnic or national origins, colour or nationality
- religion or belief, including a lack of any belief
- sex
- sexual orientation

The Equality Act 2010 also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Please consider the following questions, which you are not obliged to answer.

Any information you provide will be managed in the strictest confidence according to the AHCS Privacy Policy and will not be used as part of your application assessment.

Section Seven: Payment

When the application is complete, the applicant will reach the 'payment' section of the application, this is where they input their debit card details. A sum of £10 will be taken out of their account on submission.

*** - The payment is non-refundable, once payment has been taken, it cannot be refunded.**

Section Eight: Complete Application

 Complete Application

In the last section of the application, this is where the applicant submits their application for an administrator review.

*** - If the applicant has a disability, as defined under the Equality Act (2010) that they feel may affect their engagement in the application and assessment process, please contact the AHCS Administrators before submitting your application; crpadmin@ahcs.ac.uk . The Academy can then advise the applicant on reasonable adjustments.**

 Payment

What happens after the gateway application is received by the AHCS?

Applicants will be emailed by the AHCS portal system to confirm receipt of their eligibility application and may be asked to provide further information if the submission is incomplete.

Each application will be reviewed and follow one of two routes:

Route one: Meets gateway criteria without panel assessment

Applicants that are able to provide evidence that they have been working for a minimum of 5 years at the level of practitioner and have achieved level 5 education or equivalent (such as a foundation degree or HND) will receive confirmation by email of eligibility to progress to apply to join the CRP Accredited Register.

Route two: Panel assessment

Applicants with less than 5 years' experience (with a minimum of three years) working at practitioner level and without level 5 education will go for assessment by a panel to determine gateway eligibility. The panel will include a representative from the AHCS and two representatives who have knowledge and experience related to the CRP role and career pathways.

Applicants will be informed of the date of their panel assessment and when they can expect to hear the outcome.

In cases where the panel concludes there is insufficient evidence to meet gateway criteria, applicants will be contacted by the AHCS and provided with information about the decision. Applicants will be able to appeal panel decisions using the published process.

Applicants that meet the gateway criteria will receive an email confirming access to progress with their application to join the Register.

*** - Applicants are not required to declare the Gateway route within their application. The administrator will let the applicant know the route they are on.**

Next Steps

Once a successful application to the Gateway has been made, the applicant can progress to submit an application to the CRP Register in the normal way. The Registration process is exactly the same for CRPs who have passed through the gateway as it is for their colleagues who have level 6 qualifications. Applicants will need to refer to the AHCS site for guidance on how to make an application to join the Register.