

Academy for Healthcare Science
(Registration Council)

Registration Rules 2018

Version 1.1

Review date: 1st March 2021

Document Ref: #005



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Citation and commencement

1. These rules may be cited as the Academy for Healthcare Science (Registration Council) Registration Rules 2018.
2. These rules come into force on 1st March 2018.

Interpretation

In these rules:

‘Academy’ shall mean the Academy for Healthcare Science.

‘Accredited Register’ shall mean a register accredited by the Professional Standards of Authority for Health and Social Care using its powers under s229 of the Health and Social Care Act 2012.

‘Appeal Panel’ shall mean a panel established under rule 5 of the Fitness to Practise Rules.

‘Applicant’ shall mean an individual who has applied for registration on a register or directory maintained by the Academy for Healthcare Science Registration Council.

‘Approved Qualification’ shall mean a qualification that:

- a. meets the threshold qualification for the relevant Register
- b. meets the standards of education and training published from time to time by the Academy, and
- c. meets the standards of proficiency for registration with the Academy published from time to time by the Academy.

‘Chair’ shall mean the chair of an Appeal, Investigating or Fitness to Practise Panel.

‘Council’ shall mean the Academy for Healthcare Science Registration Council.

‘Day(s)’ means any day including weekends, bank holidays and any religious days.

‘Fitness to Practise Panel’ shall mean a panel established under rule 5 of the Fitness to Practise Rules.

‘Fitness to Practise Rules’ shall mean the Academy for Healthcare Science (Registration Council) Fitness to Practise Rules 2018.

‘Formal Allegation’ means an allegation that the registrant’s fitness to practise is impaired by reason of one of the grounds set out in rule 43 of the Fitness to Practise Rules.

‘Interim Order’ means an order made by an Interim Order Panel to limit the practice or suspend the registrant’s registration prior to a Fitness to Practise Panel having disposed of the matter.

‘Interim Order Panel’ shall mean a panel established under rule 5 of the Fitness to Practise Rules.

‘Investigating Panel’ shall mean shall mean a panel established under rule 5 of the Fitness to Practise Rules.

‘Register’ shall mean any register or directory as established by the Council, whether or not it is an Accredited Register.

‘Registrar’ shall mean a person appointed by the Council to manage its Register.

‘Registrant’ shall mean a person whose name is entered onto a Register maintained by the Council.

‘Registration Rules’ shall mean the Academy for Healthcare Science (Registration Council) Registration Rules 2018.

‘Restriction Order’ means an order to restrict the scope of practice of a Registrant made by a Fitness to Practise Panel, made under rule 131(b) and 132(b) of the Fitness to Practise Rules.

‘Removal Order’ means an order for the removal of a Registrant from the Register, made by a Fitness to Practise Panel under rules 131(d) of the Fitness to Practise Rules.

‘Restoration Application’ shall mean an application to restore the name to a Register of an individual whose name was removed for failure to comply with the requirements for continuing professional development, on the instruction of the Investigating Panel or the Fitness to Practise Panel made under the Restoration Rules.

‘Suspension Order’ means an order for suspension of a Registrant’s registration made by a Fitness to Practise Panel, made under rules 131(c) and 132(c) of the Fitness to Practise Rules.

‘Threshold Qualification’ shall mean the minimum level of qualification required for an education, training or qualification programme to be considered as an Approved Qualification.

The Register

3. The Council shall maintain an Accredited Register of the healthcare science workforce to protect the public or otherwise in the public interest.
4. The Council may establish parts to the Register if it believes that doing so is in the public interest.
5. The Registrar shall enter in the Register the information set out in Schedule 1 together with a unique registration number
6. The Council shall publish its Register in such a form as to enable members of the public to:
 - a. identify the name and registration status of each Registrant,
 - b. identify the city/town or county in which the Registrant resides;
 - c. identify, where reasonable and in the public interest to do so, any voluntary agreement entered by the Registrant under rule 54 of the Fitness to Practise Rules following consideration of a complaint against

- the Registrant by an Investigating Panel; and
 - d. identify, where reasonable and in the public interest to do so, any sanction made against the Registrant by the Fitness to Practise Panel and approved by the Council.
7. The home address or email address of a Registrant shall not be included in any published version of a Register without his consent.
8. The Registrar may enter on the unpublished form of the Register any other information which is material to a Registrant’s registration and which the Registrar deems necessary to protect the public.
9. The Registrar shall:
 - a. keep the Register in a form and manner which guards against falsification;
 - b. take all reasonable steps to ensure that only he (and such other persons as have been authorised by him in writing for the purpose) shall:
 - i. be able to amend the Register; or
 - ii. have access to the version of the Register that contains entries which are not included in the published versions of the Register.
10. The entries for Registrants in each Register shall appear in the alphabetical order of their surnames.
11. The Council may publish information on individuals who are removed from its Register.
12. The Academy for Healthcare Science, being a signatory to the Accredited Registers Information Sharing Protocol published on 26 July 2017, has agreed to a Mutual Recognition procedure whereby, to the extent that law, including human rights law and natural

justice, permits, all Accredited Registers will participate in an alerts system by which they will share the information they publish about the disciplinary decisions they make to remove a registrant.

Applications for registration

13. An application for admission to the Register maintained by the Council shall:

- a. be made online through the Academy website in the form prescribed by the Council;
- b. include:
 - i. a declaration as set out in Schedule 1 to these rules of the Applicant's good character;
 - ii. a declaration as set out in Schedule 1 to these rules that the Applicant's physical and mental health do not impair his fitness to practise;
 - iii. other declarations and information as set out in Schedule 1 to these rules;
 - iv. evidence that the Applicant holds the required evidence of training or qualification for the appropriate, as set out in Schedule 3 to these Rules.
- c. be accompanied by payment of the registration application fee as published by the Council from time to time.

14. The Council may request further documents, information or evidence from the Applicant for the purposes of verifying the information in and determining the application.

15. For satisfying itself as to the good character of the Applicant, the Council shall have regard to:

- a. the character declaration provided by the Applicant under rule 13(b)(i);
 - b. any unspent conviction or caution which the Applicant has received in the United Kingdom for a criminal offence or a conviction received elsewhere for an offence which, if committed in the United Kingdom, would constitute a criminal offence;
 - c. whether the Applicant has:
 - i. been bound over to keep the peace by a magistrates' court in England and Wales;
 - ii. been dismissed with an admonition under section 246(1) of the Criminal Procedure (Scotland) Act 1995¹;
 - iii. been discharged under section 246(2) or (3) of that Act;
 - iv. accepted a conditional offer under section 302 of that Act, or
 - v. accepted a compensation offer under section 302A of that Act; and
 - vi. agreed to pay a penalty under section 115A of the Social Security Administration Act 1992¹ (penalty as alternative to prosecution);
 - d. whether his name is on a barred list;
 - e. any determination by a statutory body or Accredited Register responsible for regulating or licensing a health or social care profession (whether in the UK or elsewhere) to the effect that the Applicant's fitness to practise is impaired; and
 - f. any other matters which, in the opinion of the Council, appear to be relevant to the issue.
16. For the purposes of its consideration under rule 15 above, the Council may seek information additional to that provided with the application for

¹ Or any subsequent amendments or replacement thereof.

- registration from any person or source it considers appropriate.
17. For being satisfied as to the physical and mental health of the Applicant, the Council shall have regard to:
 - a. the declaration provided by the Applicant under rule 13(b)(ii);
 - b. such other matters as appear to it to be relevant.
 18. For satisfying itself under rule 17, the Council may seek information:
 - a. additional to that provided with the application for registration from the Applicant;
 - b. and from any other person or source as it considers appropriate;
 - c. and may require the Applicant to be examined or further examined by a doctor nominated by the Council.
 19. Applications for registration shall be determined by the Council within 28 days of submission of a completed application.
 20. The Council shall delegate authority for determining applications to the Registrar.
 21. The Registrar may make the following decisions:
 - a. to register the Applicant;
 - b. to refuse to register the Applicant; or
 - c. to defer registering the Applicant pending completion of:
 - i. a period of supervised practice;
 - ii. continuing professional development;
 - iii. a Practitioner Certificate of Equivalence; or
 - iv. a Practitioner Certificate of Competence.
 22. All decisions of the Registrar with respect to applications for registration, including reasons for decisions, shall be provided in writing to the Applicant.
 23. The Registrar shall, upon entering the name of a person in the Register, issue to that Registrant a certificate, in a form determined by the Council, which includes the Register in which he is registered and the date of registration.
 24. Any certificate issued in accordance with rule 23 shall remain the property of the Council and shall be surrendered to the Registrar by the Registrant if:
 - a. a Suspension Order is made against him;
 - b. a Removal Order is made against him;
 - c. his name is otherwise removed from the Register; or
 - d. for any other reason, the certificate no longer accurately reflects the entry in the Register.
 25. Where any certificate is surrendered by a Registrant in accordance with rule 24 the Registrar may issue a replacement which accurately reflects his entry in the Register.

Amendments to Registers

26. A Registrant shall notify the Registrar in writing within 28 days of any change in the Registrant's name, home address or email address as recorded in the Register.
27. The Registrar shall amend the Register, so far as may be necessary:
 - a. in consequence of any notification under rule 26;
 - b. to give effect to any order made by the Investigating Panel or the Fitness to Practise Panel;
 - c. to give effect to any decision made by the Appeals Panel; or
 - d. to reflect any other information which comes to the attention of the Registrar and which in the Registrar's opinion requires such an amendment to be made to maintain the Register's accuracy.

28. Before making any amendment under rule 27, the Registrar may make such further enquiries or require such further evidence from the Registrant concerned as appears to the Registrar to be appropriate.

Applications for removal from the Register

29. Without prejudice to any other power of the Registrar to remove a Registrant's name from a Register, the Registrar may remove the name of a Registrant from a Register upon written application made by or on behalf of that Registrant.

30. An application for the removal of a name from the Register shall be made in writing and shall be accompanied by a declaration by the Registrant that he is not aware of any matter which could give rise to a Formal Allegation against him under the Fitness to Practise Rules.

31. The Registrar shall not remove the name of a Registrant from a Register under this part of these rules if the Registrant is subject to any complaint, investigation, Formal Allegation, proceedings, sanction or Interim Order made under the Fitness to Practise Rules without the approval of the Council based on the decision of the relevant panel.

Registration renewal

32. Not less than 60 days before a Registrant's registration period ends the Registrar shall send to the Registrant:

- a. a notice for the renewal of his registration which shall include the declaration and information listed in Schedule 1 to these rules;
- b. notice of the renewal fee specified in Schedule 2 to these rules; and
- c. a notice advising the Registrant that unless a completed application accompanied by the renewal fee is

received by the Council on or before the date specified in the notice, the Registrant is liable to be removed from the Register.

33. If a completed application accompanied by the renewal fee is not received by the Registrar by the date specified in the notice sent under rule 32(c), the Registrar shall send a final notice to the Registrant advising that unless his application and fee are received within 14 days (beginning with the day on which the Registrar sent the final notice), the Registrant's name will be removed from the Register.

Continuing Professional Development

34. A Registrant must:

- a. undertake continuing professional development in accordance with the standards specified from time to time by the Council; and
- b. maintain an up-to-date record (including any supporting documents or other evidence) of the continuing professional development he has undertaken.

35. The Registrar may at any time send a notice to a Registrant requiring him, within 21 days of the notice, to:

- a. submit his continuing professional development record to the Council for inspection; and
- b. provide the Registrar with such other evidence as he may reasonably require for determining whether the Registrant has met the requirements of rule 34.

36. Where, from the information supplied by the Registrant in accordance with rule 35, the Registrar is not satisfied that the Registrant has complied with a requirement imposed by rules 34 and

35, the Registrar shall send the Registrant a notice:

- a. providing a statement of the reasons why the Registrar is not satisfied that the Registrant has complied with the requirement(s); and
- b. inviting the Registrant to submit his observations on the matter by the date specified in the notice, which shall be at least 14 days after the date on which the notice was sent.

37. If, after considering any observations, the Registrar is of the view that the Registrant has not complied without reasonable excuse with a requirement imposed by rules 34, 35 and 36, the Registrar may remove the name of the Registrant from the Register.

38. If a Registrant does not respond by the date specified in the notice under rule 35 or the further notice under rule 36, then the Registrar may remove the name of the Registrant from the Register.

39. A decision to remove a Registrant's name from the Register under rule 37 or 38 above shall be deemed to be a decision by the Registrar under rule 21 (and thereby is subject to appeal under rule 3 of the Appeals Rules).

Service

40. Any form, warning, notice, decision or request for information given by the Council, or Academy or Registrar to an Applicant or Registrant under these Rules may be:

- a. sent by post to the home address of the Applicant or Registrant as it appears in the Register and shall be treated as having been sent at the time of its posting; or
- b. sent to the Applicant or Registrant's last known address and shall be

treated as having been sent at the time of its posting; or

- c. served on the Applicant or Registrant by hand at either of the addresses at (a) and (b) above or otherwise delivered personally and shall be treated as having been sent at the time of personal service having been effected; or
- d. sent by email to the email address provided to the Council by the Applicant or Registrant and shall be treated as having been sent at the time of its sending.

Data Protection

41. The Academy for Healthcare Science collects personal information about the people with whom it deals to carry out its business and provide its services. In addition, the Academy may occasionally be required to collect and use certain types of personal information to comply with the requirements of the law.

42. No matter how it is collected, recorded and used all personal information will be dealt with properly to ensure compliance with the Data Protection Act 1998 and any subsequent amendments or replacement thereof.

43. The lawful and proper treatment of personal information by the Academy is extremely important to maintain the confidence of patients, the public, our service users and employees and it ensures such information is treated lawfully and correctly in accordance with the AHCS Data Protection Policy.

44. The Academy for Healthcare Science Limited is registered with the Information Commissioner's Office under registration reference ZA298616.

Schedule 1 – Applications for admission to a Register

1. The following information shall be provided to the Council with respect to any application for admission to a Register maintained by the Council:
 - a. the Applicant's:
 - i. full name;
 - ii. former name (if any);
 - iii. date of birth;
 - iv. nationality;
 - v. home address;
 - vi. work address;
 - vii. telephone number;
 - viii. email address;
 - b. the Register to which the application relates;
 - c. details of education, training, experience and qualifications in reliance upon which the application is made;
 - d. whether he has previously been registered by the Council or another health or social care regulatory body or health and social care registration body, and if he has, details of such registration;
 - e. Confirmation that he:
 - i. does not have an unspent conviction or caution in the UK for a criminal offence, or a conviction elsewhere for an offence, which if committed in England and Wales, would constitute a criminal offence;
 - ii. is not bound over to keep the peace by a magistrates' court in England and Wales;
 - iii. is not on a barred list;and has not:
 - iv. been dismissed with an admonition under section 246(1) of the Criminal Procedure (Scotland) Act 1995²;
 - v. been discharged under section 246(2) or (3) of that Act;
 - vi. accepted a conditional offer under section 302 of that Act, or
 - vii. accepted a compensation offer under section 302A of that Act;
 - viii. agreed to pay a penalty under section 115A of the Social Security Administration Act 1992² (penalty as alternative to prosecution);
 - f. confirmation that they have not been the subject of any determination by a statutory body or Accredited Register responsible for regulating or licensing a health or social care profession (whether in the UK or elsewhere) to the effect that his fitness to practise is impaired;
 - g. a declaration by the Applicant as to their good character;
 - h. a declaration by the Applicant that their physical and mental health do not impair the Applicant's fitness to practise in the profession to which the application relates.
2. In addition, with respect to any application for renewal of registration, a declaration by the Registrant that they continue to meet the standards of continuing professional development required by the Council.

² Or any subsequent amendments or replacement thereof

Schedule 2 – Registration periods and fees

1. The registration period for the Academy for Healthcare Science Register is one calendar year.
2. Renewal of registration will be on the anniversary of an individual's admission to the Register.
3. The following fees shall apply to the Accredited Register(s) maintained by the Council:
 - a. Application for admission to the Register:
 - i A non-refundable Application fee of £10 with respect to administration of the application (Application Fee);
 - ii A non-refundable Registration fee of £50;
 - b. Annual renewal of Registration:
 - i A non-refundable Registration Renewal fee of £50.
4. Should an AHCS registrant be included in more than one register only the single highest annual registration fee will be payable.

Schedule 3 – Threshold and Approved Qualifications for admission to the Register

The Council shall publish from time to time information on education and training programmes that are deemed Approved Qualifications.

1. For Healthcare Science Practitioners:

- a. AHCS Practitioner Training Programme (PTP) Certificate of Equivalence; or
- b. BSc in Healthcare Science. The following links provide up to date details of approved courses:

www.healthcareers.nhs.uk/career-planning/course-finder

<http://www.nshcs.hee.nhs.uk/ptp-join/nhs-practitioner-training-programme/university-providers>

2. For Anatomical Pathology Technologists, Genetic Technologists, Ophthalmic Science Practitioners and Tissue Bank Technologists:

- a. AHCS Certificate of Competence.

3. For Medical Illustrators:

- a. the Institute of Medical Illustrators Certificate of Competence, which may also include some legacy qualifications; or
- b. one of the following:

Establishment	Approved Course
Cardiff University	Postgraduate Certificate in Clinical Photography
University of Dundee	MSc in Medical Art
Glasgow School of Art	MSc in Medical Visualisation and Human Anatomy
Staffordshire University	Graduate or Postgraduate Certificate in Clinical Photography
Staffordshire University	Graduate or Postgraduate Certificate in Graphic Design for Health Care

4. For Clinical Physiologists:

- a. BSc from one of the following courses:

Establishment	Approved Course
Anglia Ruskin	Cardiology
Anglia Ruskin	Respiratory
Aston University	Audiology
Bristol University	Audiology

City of Westminster College Middlesex University	Cardiology
City of Westminster College Middlesex University	Neurophysiology
City of Westminster College Middlesex University	Respiratory
De Montfort University/Castle College	Audiology
De Montfort University/Castle College	Cardiology
De Montfort University/Castle College	GI Physiology
De Montfort University/Castle College	Neurophysiology
De Montfort University/Castle College	Respiratory
Glasgow Caledonian University	Cardiology
Glasgow Caledonian University	Audiology
Glasgow Caledonian University	Neurophysiology
Glasgow Caledonian University	Respiratory
Manchester Metropolitan University	Cardiology
Newcastle College Sunderland University	Audiology
Newcastle College Sunderland University	Cardiology
Newcastle College Sunderland University	Neurophysiology
Newcastle College Sunderland University	Respiratory
Queen Margaret Edinburgh	Audiology
University College London	Audiology
University of Leeds	Audiology
University of Leeds	Cardiology
University of Manchester	Audiology
University of South Wales	Respiratory
University of Southampton	Audiology
University of Swansea	Audiology
University of Swansea	Cardiology
University of Swansea	Respiratory
University of Ulster	Cardiology
University of Ulster	Neurophysiology
University of Ulster	Respiratory
University of Wolverhampton	Cardiology
University of Wolverhampton	Respiratory