



# Registration Rules 2022

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**AHCS**  
Academy for Healthcare Science

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## Citation and commencement

1. Life Science Industry (LSI) National Credentialing Register Registration Rules 2022.
2. These rules come into force on xx xxxx.

## Interpretation

In these rules:

**‘AHCS’** shall mean the Academy for Healthcare Science.

**‘LSI’** shall mean Life Science Industry with specific reference to National Credentialing Register, the Registration Council, documents, website and any other associated materials.

**‘Credentialing Register’** shall mean a voluntary credentialing register accredited by the Professional Standards 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 submitted an application for registration on a register or directory maintained by the LSI Registration Council.

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

**‘Register’** shall mean a register established by the Council, whether or not it is a Credentialing Register.

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

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

**‘Registration Rules’** shall mean the LSI Registration Rules 2022.

**‘Removal Order’** means an order for the removal of a Registrant from the Register, made by a Fitness to Practise Panel under rule 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 LSI Restoration Rules.

**‘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) or 132(b) of the Fitness to Practise 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.

## The Register

3. The Council shall maintain a voluntary Accredited Register of the life science industry 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 for an individual registrant 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 in which the Registrant is employed;
  - c. identify the expiry date of registration;
  - d. identify, where reasonable and in the public interest to do so, any sanction consented to by the Registrant following consideration of a complaint about the Registrant by an Investigating Panel and approved by the Council; and
  - e. 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 details of every Registrant who meets the standards and requirements for registration will be published on the Register unless there are exceptional circumstances which could affect the safety of the Registrant or put the Registrant at risk in some way.
8. The home address or email address of a Registrant shall not be included in any published version of the Register.
9. 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.
10. 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 they (and such other persons as have been authorised 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.
11. The entries for Registrants in each Register shall appear in the alphabetical order of their surnames.
12. The Council may publish information on individuals who are removed from its Register.
13. 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**

14. An application for admission to the Register maintained by the Council shall:
  - a. For MIA members, be made by contacting Medical Industry Ltd on 01732 920900
  - b. For the Register Only route, be made by contacting [lsiadmin@ahcs.ac.uk](mailto:lsiadmin@ahcs.ac.uk)
  - c. include:
    - i. a declaration of the Applicant's good character;

- ii. a declaration that the Applicant's physical and mental health do not impair their 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 meeting the criteria for the Tier applied for, as set out in Schedule 3 to these Rules.
  - v. be accompanied by payment of the registration application fee as published by the Council from time to time.
15. The Council may request further documents, information or evidence from the Applicant for the purposes of verifying the information in and determining the application.
16. 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 15(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(1-3) of the Criminal Procedure (Scotland) Act 1995<sup>1</sup>;
    - iii. accepted a conditional offer under section 302 of that Act, or
    - iv. accepted a compensation offer under section 302A of that Act; and/or section 50 of the Criminal Proceedings (Reform) Scotland Act 2007;
    - v. agreed to pay a penalty under the Welfare Reform Act 2012 as alternative to prosecution;
    - vi. been found Fundamentally Dishonest under Civil Procedure Rule (CPR) 44.16 or Section 57(2) of the Criminal Justice and Courts Act 2015;
    - vii. been the subject of a determination by a statutory body or Accredited Register responsible for regulating or licensing a health or social care profession to the effect that the Registrant's fitness to practise is impaired, or a determination by an equivalent regulator outside the United Kingdom to that effect ("a relevant determination");
    - viii. is included on a barred list.
  - d. any other matters which, in the opinion of the Council, appear to be relevant to the issue.
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 15(b)(ii);
  - b. such other matters as appear to it to be relevant.
18. For the purposes of its consideration under rule 17 and 18 above, the Council may seek information additional to that provided with the application for registration from any person or source it considers appropriate.
19. For satisfying itself under rules 17 and 18, the Council may seek information:

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<sup>1</sup> Or any subsequent amendments or replacement thereof.

- a. additional to that provided with the application for registration from the Applicant; or
  - b. from any other person or source as it considers appropriate; or
  - c. may require the Applicant to be examined or further examined by a doctor nominated by the Council.
20. Applications for registration shall be determined by the Council within 28 days of submission of a completed application.
21. The Council shall delegate authority for determining applications to the Registrar.
22. 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.
23. All decisions of the Registrar with respect to applications for registration, including reasons for decisions, shall be provided in writing to the Applicant.
24. The Registrar shall, upon entering the name of a person in the Register, issue to that Registrant an identification card, in a form determined by the Council, which identifies the Registrant's name, the Register and Tier in which they are registered, the company by which they are employed and the expiry date of their registration.
25. Any identification card issued in accordance with rule 25 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 them;
  - b. a Removal Order is made against them;
  - c. their name is otherwise removed from the Register; or
  - d. for any other reason, the card no longer accurately reflects their registration status.
26. Where any identification card is surrendered by a Registrant in accordance with rule 26 the Registrar may issue a replacement which accurately reflects their registration status.

### **Amendments to Registers**

27. 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.
28. The Registrar shall amend the Register, so far as may be necessary:
- a. in consequence of any notification under rule 28;
  - b. to give effect to any order made by an 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.
29. Before making any amendment under rule 29, 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**

30. 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 application made by or on behalf of that Registrant.

31. An application for the removal of a Registrant from the Register shall be made in writing and shall be accompanied by a declaration by the Registrant that they are not aware of any matter which could give rise to a Formal Allegation against them under the Fitness to Practise Rules.
32. 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**

33. 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 their 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 renewal date specified in the notice, the Registrant is liable to be removed from the Register.
34. 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 34(c), the Registrar shall send a final notice to the Registrant advising that unless their 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**

35. 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 they have undertaken.
36. The Registrar may at any time send a notice to a Registrant requiring them, within 21 days of the notice, to:
  - a. submit their continuing professional development record to the Council for inspection; and
  - b. provide the Registrar with such other evidence as may reasonably be required for determining whether the Registrant has met the requirements of rule 36.
37. Where, from the information supplied by the Registrant in accordance with rule 36, the Registrar is not satisfied that the Registrant has complied with a requirement imposed by rules 36 and 37, 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 their 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.
38. 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 36, 37 and 38, the Registrar may remove the name of the Registrant from the Register.

39. If a Registrant does not respond by the date specified in the notice under rule 37 or the further notice under rule 38, then the Registrar may remove the name of the Registrant from the Register.
40. A decision to remove a Registrant's name from the Register under rules 39 or 40 above shall be deemed to be a decision by the Registrar under rule 23 (and thereby is subject to appeal under rule 3 of the Appeals Rules).

## Service

41. Any form, warning, notice, decision or request for information given by the Council 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 Security & Protection

42. The Academy for Healthcare Science collects personal information about the people with whom it deals to carry out its business and provide its services. The Academy may also occasionally be required to collect and use certain types of personal information to comply with the requirements of the law.
43. 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 2018, any subsequent amendments or replacement thereof.
44. 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. Information is treated lawfully and correctly in accordance with the LSI Data Protection Policy and the AHCS Privacy Policy.
45. Should a person's registration lapse or be cancelled, their information will be retained securely and confidentially by the Academy for a period of seven years as a means of safeguarding patients and the public.
46. The Academy for Healthcare Science Limited is registered with the Information Commissioner's Office under registration reference ZA298616.



## Schedule 1 – Applications for admission to the Register

1. The following information shall be provided to the Council with respect to any application for admission to the Register maintained by the Council:
  - a. the Applicant's:
    - i. title;
    - ii. full name;
    - iii. email address;
    - iv. former name (if any);
    - v. date of birth;
    - vi. nationality;
    - vii. a recent, passport-quality photograph;
    - viii. current employer details;
    - v. home address;
    - vi. telephone number;
  - b. the Tier of the Register to which the application relates;
  - c. details of the training undertaken in respect of the application;
  - d. evidence of professional indemnity insurance;
  - e. equality and diversity monitoring information (optional);
  - f. details of current recommended immunisations appropriate to the Tier applied for, as set out in Schedule 3 below;
  - g. Confirmation with evidence (Tier 2 & 3 only) that they:
    - i. do 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. are not bound over to keep the peace by a magistrates' court in England and Wales;
    - iii. are not on a barred list;and have not:
    - iv. been dismissed with an admonition under section 246(1-3) of the Criminal Procedure (Scotland) Act 1995<sup>1</sup>;
    - v. accepted a conditional offer under section 302 of that Act, or
    - vi. accepted a compensation offer under section 302A of that Act and/or section 50 of the Criminal Proceedings (Reform) Scotland Act 2007;
    - vii. been found Fundamentally Dishonest under Civil Procedure Rule (CPR) 44.16 or Section 57(2) of the Criminal Justice and Courts Act 2015;
    - viii. agreed to pay a penalty under the Welfare Reform Act 2012 as alternative to prosecution;
    - ix. been the subject of any determination by a statutory body or Accredited Register responsible for regulating or licensing a health or social care to the effect that their fitness to practise is impaired, or a determination by an equivalent regulator outside the United Kingdom to that effect ("a relevant determination");
  - h. a declaration by the Applicant as to their good character;
  - i. a declaration by the Applicant that their physical and mental health do not impair their fitness to practise in the profession to which the application relates.

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<sup>1</sup> Or any subsequent amendments or replacement thereof

## Schedule 2 – Registration periods and fees

1. The period of registration for the LSI National Credentialing 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 inclusion in LSI National Credentialing Register:
  - a. Application for admission to the Register:  
**Medical Industry Members:**
    - i. A non-refundable Registration application fee of £20;**Register Only Route:**
    - ii. A non-refundable Registration application fee of £50
  - b. For annual renewal of Registration  
**Medical Industry Members:**
    - i. A non-refundable Registration Renewal fee of £20.**Register Only Route:**
    - ii. A non-refundable Registration Renewal fee of £50
4. Fees shall be payable to the Academy for Healthcare Science via company invoice

### Schedule 3 – Criteria for admission to the Register

	Tier 1	Tier 2	Tier 3
<b>Role</b>	Interaction with Healthcare Professionals but no contact with patients or public other than incidentally in areas open to the general public	Interaction with Healthcare Professionals and with patients or public in areas where no invasive procedures are taking place	Interaction with Healthcare Professionals and with patients or public in areas where invasive procedures are taking place
<b>DBS Check<sup>1</sup></b>	None	Standard	Standard
<b>Health status<sup>2</sup></b>	<u>For t</u> <ul style="list-style-type: none"> <li>Seasonal influenza.</li> </ul>	<u>Recommended</u> immunisations: <ul style="list-style-type: none"> <li>Seasonal influenza;</li> <li>Tuberculosis;</li> <li>Tetanus;</li> <li>Polio;</li> <li>MMR.</li> </ul>	<u>Recommended</u> immunisations: <ul style="list-style-type: none"> <li>Seasonal influenza;</li> <li>Tuberculosis;</li> <li>Tetanus;</li> <li>Polio;</li> <li>MMR;</li> <li>Hepatitis B (mandatory in certain circumstances).</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Product(s)</li> <li>NHS values and behaviours</li> <li>Code of business practice</li> <li>Information governance</li> <li>Competition and procurement</li> <li>Infection prevention and control (non-clinical)</li> </ul>	<ul style="list-style-type: none"> <li>Product(s)</li> <li>NHS values and behaviours</li> <li>Code of business practice</li> <li>Information governance</li> <li>Competition and procurement</li> <li>Environmental Health &amp; Safety</li> <li>Adverse Event Management</li> <li>Infection Prevention &amp; Control (clinical)</li> </ul>	<ul style="list-style-type: none"> <li>Product(s)</li> <li>NHS values and behaviours</li> <li>Code of business practice</li> <li>Information governance</li> <li>Competition and procurement</li> <li>Environmental Health &amp; Safety</li> <li>Adverse Event Management</li> <li>Infection Prevention &amp; Control (clinical)</li> <li>Training for high-risk settings</li> </ul>

<sup>1</sup> The LSI DBS levels have been set on the basis of what seems to be appropriate for each of the three Tiers. However, registrants should be aware that this is based on broad categories and in the context of a ‘standard’ general hospital. There may be cases where registrants are faced with demands for higher level checks by hospitals on the basis of the type of unit and/or categories of patients. Registrants and their companies will need to deal with any such demands directly with the facility concerned. The LSI National Credentialing Register has no powers to intervene in the event of a dispute between health-care providers and life science companies.

<sup>2</sup> Immunisations are those recommended though the Register cannot insist on them. Registrants are asked to state whether or not they have received the immunisations and their responses are recorded; however, an answer in the negative does not prevent an applicant from completing their registration.