

# Frequently Asked Questions Healthcare Science Associate Register

<b>Version:</b>	<b>1.0</b>
<b>Date:</b>	<b>July 2023</b>
<b>Doc Ref:</b>	<b>#122</b>
<b>Review date:</b>	<b>July 2026</b>

<b>Version number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
<b>1.0</b>	Final Document for publication	Elaine Jenkins	July 2023

## Frequently asked questions

Position

### ***Am I eligible to join the register***

Yes, if you:

- have successfully completed the level 4 Healthcare Science Associate apprenticeship
- can provide:
  - a copy of your ESFA Certificate of Completion
  - Two forms of identification: one photographic ID and one address ID.
  - A Disclosure and Barring Services (DBS) Certificate, or equivalent, dated within the last 3 years, or evidence that your employer has checked your DBS status and confirmed no change has occurred since the certificate was issued
- Can complete the online application form
- Pay the relevant fee – currently there is no fee until 1 September 2023

### ***How much does it cost to join the Healthcare Science Assistant or Associate register?***

There will be no charge if a practitioner joins the register before 31<sup>st</sup> August 2023. From 1st September to 31<sup>st</sup> December 2023 there will be a fee of £15. After the 1<sup>st</sup> January 2024 there will be an annual registration fee of £30.

### ***What does 'successful completion of the relevant apprenticeship mean?***

You must have passed either the Level 2 Diploma in Healthcare Science or Level 4 Diploma in Healthcare Science and the relevant end point assessment. Once you have completed the end-point assessment, the National School of Healthcare Science as the end point assessment organisation will apply for Certificate of Completion on your behalf. The Certificate will be sent to you by the Government's Education and Skills Funding Agency (ESFA).

### ***How do I apply for registration?***

To join the register please go to the relevant register link below to set up your AHCS registration account and complete your application details. You will need to upload a copy of your Apprenticeship Completion certificate sent to you by the Government's ESFA.

Healthcare Science Assistant's Register - <https://hsassis.ahcs.ac.uk/>

Healthcare Science Associate's Register - <https://hsassoc.ahcs.ac.uk/>

### **Why should you join the register?**

Joining the our register demonstrates your commitment to maintaining competency and high standards of conduct, providing assurance for employers, patients and the public. Being on the Register also helps to strengthen the profession as a whole, helping us to raise the profile of all healthcare science professionals and their significant contribution to patient care, clinical excellence and healthcare advances. As a registrant you will access to several benefits including the Registrants' Newsletter and the our Leadership Journal which aims to encourage an interest in leadership amongst the healthcare science workforce, by showcasing examples of how leadership can influence and support excellence in innovation and benefitting patient care. Though you may not be at that stage in your career, the journal makes for an interesting read and could offer a different perspective and inspire ideas for the future.

All of our registrants must work to the standards set out in our Good Scientific Practice document and our Standards of Proficiency, and we have developed standards specifically for the Assistant and the Associate levels. These standards have been designed to guide you in your practice and give confidence to your employers and the public that you are working to the highest of standards and are part of a well-trained, caring and professional workforce. The standards are available at: <https://www.ahcs.ac.uk/education-training/apprenticeships/>

### **What information appears on the register?**

Our register will show your title, name, specialism and geographic location. Please get in touch with our administrative team if this is going to be problematic for you.

### **Can my application be rejected?**

Yes, but only after we have completed our administrative check and confirmed that do not meet the eligibility criteria or that you do not meet our standards of proficiency, or our health and character requirements, or that you cannot complete the process.

If your application is incomplete or incorrect, a member of our administration team will notify you via email and ask you to resubmit your amended application. Please ensure you resubmit your complete application, including all supporting documents.

If your application is rejected, one of our administration team will contact you via email with an explanation. You can appeal against the assessment decision within 28 days of the date on the rejection email.

If your appeal is accepted, you may reapply by submitting a new form, supporting documents and registration fee. You will need to provide the grounds for your appeal (that is, why you believe that the decision taken is wrong) and follow the [Appeals Procedure](#) .

### **What happens if some of the information I provide is not true?**

If you falsify information about your identity or any other aspect of your application, we will suspend your application pending an investigation. If such information becomes known to us after you have been registered, an investigation will be launched and your registration may be suspended or terminated.

You may be committing a criminal offence if you supply false information or attempt to gain entry to our register by fraud and you may be prosecuted.

### **Why do I have to complete the declarations on the system**

We can only process your application if you have completed the declaration. The date given must be within six months of the date you send us your application form.

You should make sure that you fully understand the declaration before completing and submitting it. You may be committing a criminal offence if you provide false information in your application or attempt to procure registration by deception.

### **What do you do with my data?**

We process your personal data (as defined by the Data Protection Act 1998; see [www.ico.org.uk](http://www.ico.org.uk) for further information) and the [AHCS Data Protection Policy](#) ) for the following purposes:

- administering your application to register with us and any subsequent renewals;
- maintaining and publishing the Register;
- ensuring that you comply with our standards;
- monitoring equality and diversity information.

We will use the information you provide for a number of purposes which may include contacting organisations and individuals named in your application, including professional bodies, education providers, places of work and referees. We may require further documents, information or evidence for the purpose of verifying the information in and determining the application.

We collect personal information from you when you communicate with us by any media. We may also collect personal data which relate to you from third parties. We may contact you by means of electronic communication, including but not limited to email or SMS for the purposes set out above.

We will only undertake activities considered to be electronic marketing if permitted to do so by the Privacy and Electronic Communications (EC Directive) Regulations 2003.