

AHCS incorporating RCCP Registration Rules

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3.4	Final Document for publication	Fiona Fiorentino	October 2023
3.5	Amend fees and list of accredited courses	Fiona Fiorentino	November 2023

Citation and commencement

1. These rules may be cited as the Academy for Healthcare Science Registration Rules.
2. These rules came into force on 01/10/2023.

Interpretation

In these rules:

'Academy' shall mean the Academy for Healthcare Science.

'Accredited Register' shall mean a 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.

'Allegation' means an allegation that the registrant's fitness to practise is impaired by reason of one of the grounds set out in the Fitness to Practise Procedure.

'Appeal Panel' shall mean a panel established under the Fitness to Practise Procedure or Registration Appeal Rules.

'Applicant' shall mean an individual who has submitted an application for registration on a register maintained by the Academy for Healthcare Science.

'Approved Qualification' shall mean a qualification that:

- a. meets the threshold qualification for the relevant part of the 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.

'Board' shall mean the AHCS Regulation Board that oversees the relevant part(s) of the Register.

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

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

'Fitness to Practise Panel' shall mean a panel established under the Fitness to Practise Procedure.

'Fitness to Practise Procedure' shall mean the Academy for Healthcare Science Fitness to Practise Procedure.

'Interim Order' means an order made by an Interim Order Panel to 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 the Fitness to Practise Procedure.

'Register' shall mean a register established by the Board, whether or not it is an Accredited Register.

‘Registrant’ shall mean a person whose name is entered onto a Register maintained by the Academy for Healthcare Science.

‘Registrar’ shall mean a person appointed by the Board to manage its Registers.

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

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

‘Restoration Application’ shall mean an application under the Fitness to Practise Procedure to restore the name to a Register of an individual whose name was removed as a result of fitness to practise proceedings.

‘Suspension Order’ means an order for suspension of a Registrant’s registration made by a Fitness to Practise Panel under the Fitness to Practise Procedure.

‘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 Academy shall maintain Accredited Registers to protect the public or otherwise in the public interest.
4. The Academy may establish parts to the Registers 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 Academy 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 a Registrant under the Fitness to Practise Procedure; and
 - e. identify, where reasonable and in the public interest to do so, any sanction made against the Registrant by a Fitness to Practise Panel.
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 published Register shall appear in the alphabetical order of their surnames.
12. The Academy may publish information on individuals who are suspended or removed from its Registers.
13. The Academy for Healthcare Science, being a signatory to the Accredited Registers Information Sharing Protocol, 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 a Register maintained by the Academy shall:
- a. be made in the manner prescribed by the Academy;
 - b. 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 has undertaken the required training or holds the relevant qualification for the appropriate Register or part of the Register as set out in Schedule 3 or Schedule 4 to these Rules.
 - c. be accompanied by payment of the registration application fee as published by the Academy from time to time.
15. The Academy 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 Academy shall have regard to:
- a. the character declaration provided by the Applicant under rule 14(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 1995¹;
 - 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 Academy, appear to be relevant to the issue.
17. For being satisfied as to the physical and mental health of the Applicant, the Academy shall have regard to:
- a. the declaration provided by the Applicant under rule 14(b)(ii);
 - b. such other matters as appear to it to be relevant.
18. For satisfying itself under rules 16 and 17, the Academy may seek information:
- 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 Academy.
19. Applications for registration shall be determined by the Academy within 28 days of submission of a completed application.
20. The Board 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 the following, as appropriate to the Register or part of the Register:
 - i. a period of supervised practice;
 - ii. continuing professional development;
 - iii. a practitioner Certificate of Equivalence; or
 - iv. a practitioner Certificate of Competence.

¹ Or any subsequent amendments or replacement thereof.

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. For registrants entered into the Life Science Industry Register, an identification card, in a form determined by the Academy, 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;
 - b. For all other registrants, a certificate, in a form determined by the Academy, which includes the part of the Register in which they are registered and the expiry date of their registration.
24. Any certificate or identification card issued in accordance with rule 23 shall remain the property of the Academy 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 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 their 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 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.
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 application made by or on behalf of that Registrant.

30. 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.
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 Procedure without a 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 their registration which shall include a request to confirm the information held about the Registrant and to complete the Declaration and the Good Character and Health sections;
 - 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 Academy on or before the renewal 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 their application and fee are received within 30 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 Academy; and
 - b. maintain an up-to-date record (including any supporting documents or other evidence) of the continuing professional development they have undertaken.
35. 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 Academy 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 34.

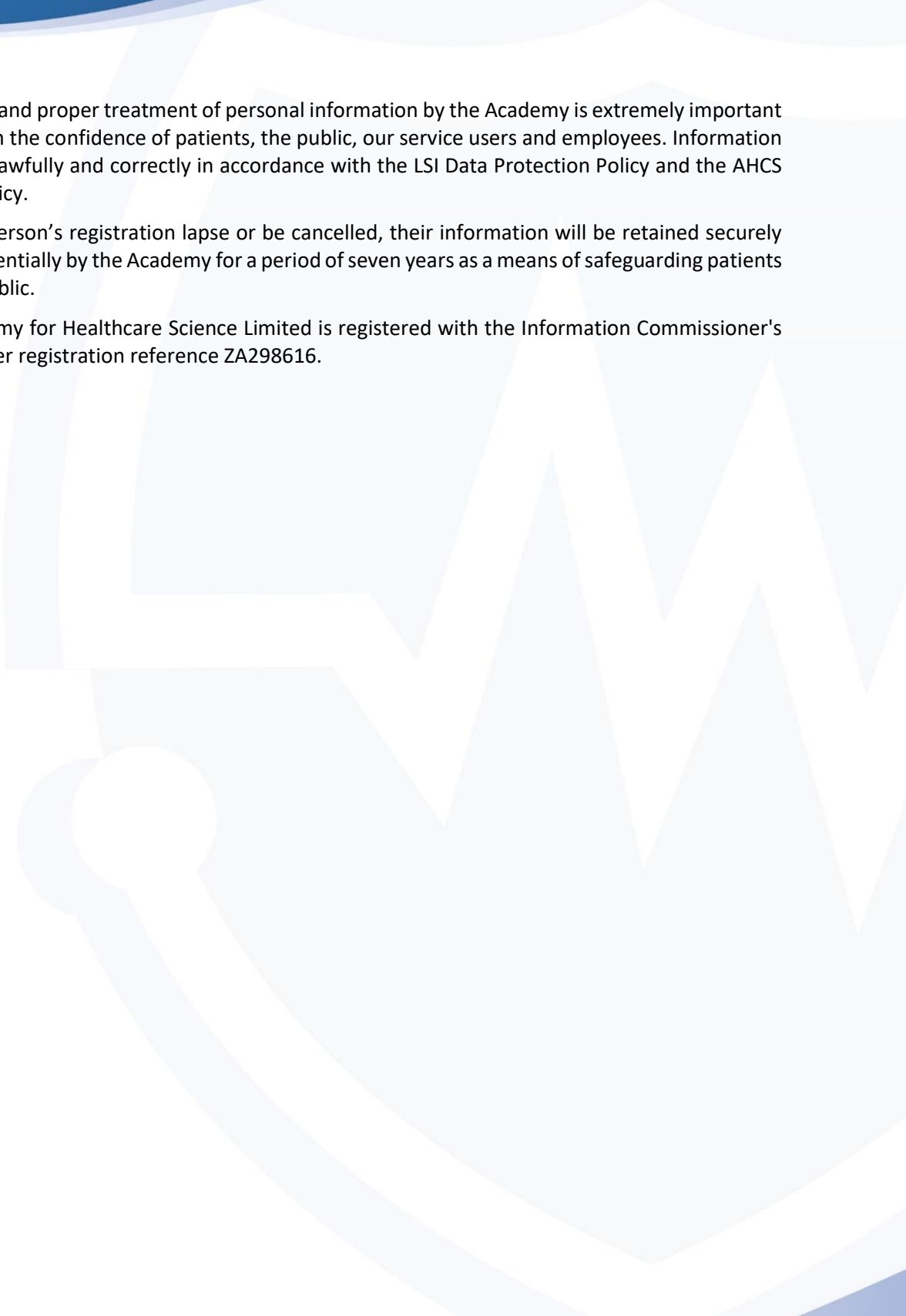
36. Where, from the information supplied by the Registrant in accordance with rule 35, the Registrar is not satisfied that the Registrant has complied with a requirement imposed by rules 34 and 35, the Registrar shall send the Registrant a notice:
 - a. providing a statement of the reasons why the Registrar is not satisfied that the Registrant has complied with the requirement(s); and
 - b. inviting the Registrant to submit 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.
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 therefore is subject to appeal under the Registration Appeals Rules).

Service

40. Any form, warning, notice, decision or request for information given by the 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 Academy by the Applicant or Registrant and shall be treated as having been sent at the time of its sending.

Data Security & 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. The Academy may also 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 2018, any subsequent amendments or replacement thereof.

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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. Information is treated lawfully and correctly in accordance with the LSI Data Protection Policy and the AHCS Privacy Policy.
 44. 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.
 45. 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

Life Science Industry Register

The following applies to applications for admission to the Life Sciences Industry Register:

1. The following information shall be provided to the Academy with respect to any application for admission to the Register:
 - a. the Applicant's:
 - i. full name;
 - ii. former name (if any);
 - iii. date of birth;
 - iv. nationality;
 - v. home address;
 - vi. employer's name and address;
 - vii. telephone number;
 - viii. email address;
 - 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. information about recommended immunisations appropriate to the Tier applied for, as set out in Schedule 4 below;
 - g. Confirmation with evidence (Tier 2 & 3 only) that they satisfy the requirements for good character as set out in Rule 16;
 - 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.

All other registers

The following applies to all other Registers:

1. The following information shall be provided to the Academy with respect to any application for admission to the Register maintained by the Academy:
 - b. the Applicant's:
 - i. full name;

- ii. former name (if any);
 - iii. date of birth;
 - iv. nationality;
 - v. home address;
 - vi. employer's name and address;
 - vii. telephone number;
 - viii. email address;
 - c. the part of the Register to which the application relates;
 - d. details of education, training, experience and qualifications in reliance upon which the application is made;
 - e. whether they have previously been registered by the Academy or another health or social care regulatory body or health and social care registration body, and if so, details of such registration;
 - f. confirmation that they satisfy the requirements of good character as set out in Rule 16;
 - 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 their 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 Academy.

Schedule 2 – Registration periods and fees

1. The period of registration for the Register is one calendar year.
2. Renewal of registration will be due on the anniversary of an individual's admission to the Register.
3. The following fees shall apply to the respective parts of the Accredited Register maintained by the Academy:

Life Sciences Industry Register

Application for admission to the Register:

- A non-refundable Registration application fee of £20

Annual renewal of Registration:

- A non-refundable Registration Renewal fee of £20

Higher Specialist Scientists Register

Application for admission to the Register

- A non-refundable registration application fee of £50

Annual renewal of Registration

- A non-refundable Registration Renewal fee of £50

Healthcare Science (HCS) Practitioners Register: Clinical Physiologists, Medical Illustrators and Clinical Research Practitioners

Application for admission to the Register

- A non-refundable registration application fee of £40

Annual renewal of Registration

- A non-refundable Registration Renewal fee of £40.

Genetic counsellors register

Application for admission to the Register

- Paid directly to the Genetic Counsellor Registration Board (GCRB) - £120

Annual renewal of Registration

- A non-refundable Registration Renewal Fee of £120 (includes a GCRB membership fee).

4. If an applicant is accepted in more than one part of the register, only the single highest annual registration fee will be payable.

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

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

1. For Higher Specialist Scientists

The Doctorate in Clinical Science (DClinSci), provided by the Manchester Academy for Healthcare Scientist Education (MAHSE), is the academic component of the Higher Specialist Scientist Training programme.

The following link provides up to date details for the delivery and award of the DClinSci: <https://nshcs.hee.nhs.uk/services/accreditation/hsst-academic-programmes/>

2. For Healthcare Science (HCS) Practitioners:

- a. AHCS Practitioner Training Programme (PTP) Certificate of Equivalence; or
- b. BSc (Hons) in Healthcare Science. The following link provides details of current accredited programmes: <https://nshcs.hee.nhs.uk/services/accreditation/ptp-academic-programmes/>
- c. For a list of historic programmes please refer to the table for HCS Practitioners in the [UK Approved Degree Programmes](#) document

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

- a. AHCS Certificate of Competence.

4. For Medical Illustrators:

- a. the Institute of Medical Illustrators (IMI) Certificate of Competence, which may also cover some legacy qualifications; or
- b. one of the qualifications from the list in the [UK Approved Degree Programmes](#) document for Medical Illustrators

5. For Clinical Physiologists:

- a. BSc (Hons) degree, RCCP Accredited Higher Education Provider List for Clinical Physiology Degrees or RCCP Accredited Higher Education Provider List of Post-Graduate Programmes as listed in the [UK Approved Degree Programmes](#) document for Clinical Physiologists

6. For Genetic Counsellors:

The Genetic Counsellor Registration Board (GCRB) accredits courses which provide students with the necessary skills and qualifications to become a Registered Genetic Counsellor.

The following link provides details of the UK MSc in Genetic & Genomic Counselling courses which are GCRB accredited: <https://www.gcrb.org.uk/accreditation-of-courses/>

The GCRB undertakes the assessment of Genetic Counsellors annually on behalf of the AHCS and provides details of individuals able to join the register.

7. For Clinical Research Practitioners

The Accredited Register is for experienced CRPs who can demonstrate that they are working at practitioner level defined as level 5 and above of the 9 level Skills for Health Career Framework.

Applicants must have at least one year of experience working at practitioner level in addition to the educational requirements and any experience working at an entry/assistant level research delivery role.

Current education requirements require applicants to provide evidence that they have a minimum of level 6 education (degree or equivalent) as defined by the UK qualifications framework.

Applicants who gained their educational qualification overseas will need to provide a statement of comparability in line with UK ENIC requirements.

Experienced practitioners without level 6 qualifications can apply to the Experienced Practitioner Gateway. 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.

Schedule 4 – Life Science Industry Register - Criteria for admission to the Register

	Tier 1	Tier 2	Tier 3
Role	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
DBS Check²	None	Basic	Basic
Health status³	<u>Recommended</u> immunisations: <ul style="list-style-type: none"> Seasonal influenza. 	<u>Recommended</u> immunisations: <ul style="list-style-type: none"> Seasonal influenza; Tuberculosis; Tetanus; Polio; MMR. 	Recommended immunisations: <ul style="list-style-type: none"> Seasonal influenza; Tuberculosis; Tetanus; Polio; MMR; Hepatitis B (mandatory in certain circumstances).
Training	<ul style="list-style-type: none"> Product(s) NHS values and behaviours Code of business practice Information governance Competition and procurement Infection prevention and control (non-clinical) 	<ul style="list-style-type: none"> Product(s) NHS values and behaviours Code of business practice Information governance Competition and procurement Environmental Health & Safety Adverse Event Management Infection Prevention & Control (clinical) 	<ul style="list-style-type: none"> Product(s) NHS values and behaviours Code of business practice Information governance Competition and procurement Environmental Health & Safety Adverse Event Management Infection Prevention & Control (clinical) Training for high-risk settings

² 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.

³ 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.