

Practitioner Register

Guidance for

Applicants

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Introduction

These guidance notes aim to support applicants that wish to apply to the Academy for Healthcare Science Register (Practitioner Register). They are intended to help you complete the application process. They will also help you understand the application process. However, if after reading the guidance notes there is something you do not understand, please contact us by emailing: registration@ahcs.ac.uk or by telephone: 01543 442152.

Approved Routes to Registration

Application is open for individuals who have completed a UK approved education programme. These include:

1. Accredited Practitioner Training Programmes - a list is available at <http://www.networks.nhs.uk/nhs-networks/msc-framework-curricula/ptp-1/accredited-bsc-hons-healthcare-science-programmes>
2. An AHCS PTP Certificate of Equivalence or
3. An AHCS Certificate of Competence.

Other applicants should contact the Registrar of the Academy of Healthcare Science before submitting an application for registration.

Why should I Register?

Registration with the Academy for Healthcare Science shows you meet the standards expected of you as a Healthcare Science Practitioner. Registration shows the public that you are fit to practise. When we say someone is 'fit to practise', we mean they have the skills, knowledge, character and health to practise their profession safely and effectively.

Completing an approved course does not guarantee that someone is fit to practise or will be accepted for registration. The approved routes do show us that the applicant meets our professional standards and is eligible to apply for registration.

Additional information requested

As well as evidence that you have successfully completed one of the approved programmes, we need additional information in order to be able to register you. We require two references and you will be asked to self-certify your good character and health. We must check the health and character of everyone that applies to join our Register to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and character raises concerns about their ability to practise safely and effectively.

When we talk about 'health' we mean health conditions which may affect an applicant's fitness to practise. We are not asking whether an applicant is 'healthy'. This is because someone may be unwell or may have a health condition which they manage appropriately but they may still be able to practise their profession safely. We do not need information about any health condition unless it affects your fitness to practise. We recognise that a disability may not be seen as a health condition, so we only need information about a disability or health condition if it affects your fitness to practise. Having a disability should not be seen as a barrier to becoming a registered healthcare science practitioner.

We ask for certified copies of documentation and upload in PDF format.

A certified copy must be certified as a true copy of the original by a person of professional standing in the community. This means that the person you ask to certify your document(s) must write on it 'I certify that this is a true copy of the original document' and must sign it and print their name and professional title. A professional person (e.g. a regulated professional such as a Doctor or nurse or Clinical Scientist, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community. Other individuals, such your bank manager; a Justice of the Peace or other judicial official; a Minister of the Church, Rabbi, Imam or other recognised religious official; a Member of Parliament, Member of Scottish Parliament, Member of the Northern Ireland Assembly, Member of the Welsh Assembly; or an Officer in HM Armed Forces may also be a person of standing in the community.

Incomplete or incorrect applications

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

Successful applications

If your application is successful, we will:

- publish your name, specialty and location on the publicly available Register of Healthcare Science Practitioners;
- send you a letter attached via email on the day we register you; and
- send you a digital registration certificate.

Rejected applications

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected one of our administration team will be in touch via email with an explanation. You can appeal against the 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.

Fraudulent applications

If you falsify information about your identity or any other aspect of your application, the Academy for Healthcare Science 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.

Your declarations

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

Data Protection

The Academy of Healthcare Science processes your personal data (as defined by the Data Protection Act 1998 (the 1998 Act) and the AHCS Data Protection Policy) for the following purposes:

- administering your application to register with the Academy of Healthcare Science and any subsequent renewals
- maintaining and publishing the Register of Healthcare Science Practitioners
- ensuring that you comply with our standards
- monitoring equality and diversity information.

We will use the information you provide for a number of purposes. This can 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.