

AHCS

Terms of Reference

Regulation Board

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4.0	Final Document for publication	Regulation Board Chair	March 2022

Regulation Board Terms of Reference

The Academy for Healthcare Science (AHCS) is a not-for-profit organisation that aims to:

- establish and maintain a PSA-accredited register for the healthcare science workforce at assistant, associate, practitioner, and higher specialist levels.
- establish and maintain an approved equivalence route to registration on the statutory HCPC register at clinical scientist (Master's) level.
- establish and maintain an accredited credentialing register for the Life Science Industry.
- establish and maintain directories and other non-accredited registers.

Purpose of the Regulation Board

The Regulation Board's core objective is to:

- Protect the public by mitigating the risks posed to service users and the public by the healthcare workforce that is regulated by and via the AHCS.

Key Responsibilities

The Regulation Board functions are:

1. Strategy

- approve, implement, and monitor the AHCS's Regulation Framework. The Framework sets out the overarching standards, principles, and generic policies, practices and Rules for the Registers and the licensing arrangements for the Councils.
- responsibility and accountability for the establishment and maintenance of the Registers (and their constituent Parts where relevant) of suitably qualified members.
- responsibility and accountability for the establishment and maintenance of Directories.
- approve the terms of reference for each Registration Council, and set out the Key Performance Indicators (KPIs) for each Council.
- receive current Minutes and reports from Chairs of each Registration Council.
- produce additional guidance for the Councils where necessary.
- have authority and responsibility for all Professional Standards Authority (PSA) accreditation, liaising with and reporting on PSA accredited Registers to the PSA via the Registrar.

- establish and maintain an approved route (equivalence) to registration on the HCPC Registers. The Chair has delegated power to review and ratify outcomes on behalf of the Regulation Board and in line with the Equivalence ratification policy.
- have authority and responsibility for AHCS equivalence routes to healthcare science statutory registration by HCPC, liaising with and reporting on relevant routes to eligibility to register with HCPC Registers to the HCPC via the Registrar/Head of Standards
- approve the membership, frequency and remit of the education standing panel to ensure that there is relevant and appropriate expertise to consider the matters in hand.
- receive and discuss reports and recommendations from the education standing panel.
- approve all reports sent to the HCPC.

2. Planning and reporting

- Oversee any budgets, including those of the Councils, including setting the upper limits on all registrants' fees.
- Hold the right to require a Council to implement an agreed improvement plan. Failure to complete an improvement plan to the timescales agreed may lead to discharge from the Framework (NB registrants will be reassured that their membership of the AHCS Register with associated rights and responsibilities will be maintained but offered through a different AHCS Council).
- Monitor the changing political will in relation to statutory and other professional regulation and advise the AHCS Management Board (however fitness to practise decisions cannot be overturned or challenged by the AHCS Management Board but can be challenged or overturned by the Regulation Board).
- The outcome of all Fitness to Practise cases will be reported to Regulation Board by the Councils.

3. Governance

- Provide advice on equality, diversity and inclusion in relation to the AHCS' regulatory functions.
- Consider new public protection opportunities, advised, and informed by the AHCS Chief Executive Officer (CEO)/ Registrar.
- Liaise where appropriate with the Health and Care Professions Council (HCPC) and other regulators.
- Leadership of the ethos of a learning organisation, including regular Cross-Council workshops sharing good practice and lessons learned.
- The promotion and promulgation of national and international research into the impact and effectiveness of regulation, from patient and professional perspectives.

- The Regulation Board Chair will report to the Board on the work of the Accredited Registers (AR) Collaborative. LSI Registration Council Chair will attend AR Collaborative if the Regulation Board Chair not available.
- Receive and manage all appeals to fitness to practise decisions and agree the membership and protocols of the appeals panels.
- Oversee all appeals to equivalence decisions and confirm outcomes of equivalence appeals where the outcome of the equivalence process leads to statutory registration.
- Receive and manage complaints where these are relevant to and unresolved by the Registration Councils.

Other responsibilities

- Develops, issues, and communicates to members, co-regulators and to the public at large appropriate codes and standards relating to professional conduct and competence.
- Make changes, issue, and promote an appropriate CPD scheme including requirements in relation to professionalism, and promotes and reviews compliance.
- Ensures effective enforcement arrangements in the event of non-compliance with CPD schemes.
- Maintains productive and effective working relationships with all stakeholders.
- Develops and maintains effective relationships as required with associations based outside of the UK.

Membership

- Lay Chair
- Representative of the AHCS Healthcare Science Registration Council
- Representative of the Healthcare Science profession
- Lay members - 2
- Chair of the LSI Registration Council
- Representative of the Clinical Research Practitioner Register /Directory
- The AHCS CEO

In attendance:

- The Registrar as Responsible Officer
- The Head of Standards, or their nominated Deputy

In exceptional circumstances, a Registration Council's nominated member or Vice Chair can attend the Regulation Board on behalf of its Chair.

Members are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this (following the Nolan Principles of Public life 1995), and the Fit and proper persons' test.

Appointments to the Board will be made giving due consideration to maximising diversity of Board composition and promoting a culture of mutual respect and inclusiveness.

Frequency of Meetings

The Board will meet 3 times a year to agree the strategic direction and to undertake the functions as identified above.

Specific Procedural Rules

- a. The Board shall not be quorate unless the Chair and at least one lay member are present for the duration of the meeting.
- b. Professional input will be ensured by the membership of each Council.

Appendix 1

Membership 2023-24

- Chair (lay) – Joy Tweed
- Lay member – Barry Hirst, Chair of Education, Training & Standards Committee
- Lay member – Helen Hughes
- Lay member – Michael Guthrie
- Professional Member (Representative of the HCS profession) – Rob Farley
- Professional Member - Janice Paterson
- Professional Member – Caroline Kirwan
- Professional Member - Lucy Tinniswood
- Chair of the LSI Registration Council – Nicki Dill
- The AHCS CEO & Registrar - Janet Monkman