

GUIDANCE FROM THE RCCP ON SUBMITTING AN APPLICATION FOR VOLUNTARY REGISTRATION

VERSION 9 February 2008

As the process of voluntary registration evolves, it is necessary to modify these guidance notes, which should be read to ensure that your application fulfils the requirements.

The numbers in brackets below correspond to the superscript numbers, which appear on the application form.

Personal Details

Insert the **title**⁽¹⁾ by which you are normally addressed (i.e. Dr, Mrs, Miss, Ms etc)

The **address for correspondence**⁽²⁾ will be the one published in the Voluntary Register and should, where possible, be your work address as the information will be in the public domain. Please ensure that you inform the Council of any change of address.

Any of the following **modalities**⁽³⁾ may be indicated:

- Audiology
- Hearing Therapy
- Cardiology
- Gastrointestinal Physiology
- Neurophysiology
- Respiratory Physiology (including Sleep)

Joint Modalities

Following consultation with the Health Professions Council (HPC) it is clear that, when the voluntary register is transferred to the HPC, registrants will be listed under a generic protected title, which will not specify any modality/discipline. However, whatever clinical procedures you perform, your attention is drawn to the HPC Code of Conduct which states that "it is every registrants duty, as set out in the Statement of Good Conduct, Character and Health, to practise only within their professional competence". At present 'Clinical Physiologist' is the proposed protected title, however this title will have to be approved by the DoH in conjunction with the HPC and other interested parties.

When applying for voluntary registration an applicant should therefore enter their principal area of work as their modality even though it is recognised that they may work in other areas of clinical physiology. The declared modality will determine which RCCP representative will assess the application.

The professional representative assessing the application must be satisfied that the individual's training and experience is adequate for registration in respect of the clinical work that they undertake. If a substantial part of the applicant's work is in another modality the representative may ask a representative from the other discipline(s) involved to make a secondary assessment. This may introduce a slight delay in processing the application. There will therefore no longer be any need to apply for dual modality registration.

To aid the assessment process, if you perform tasks in different modalities, please give supporting evidence of the number of procedures and/or relative time spent performing those tasks within your application.

Where possible your **proposers**⁽⁴⁾ should be members of the Register who know you and can vouch for the veracity of all the information you have given on the application form. They may be approached for references. If the person to whom you are directly responsible has not been named as a proposer, then he/she should be named as an additional referee. You may name a further referee of your own choice if you wish.

The first register was published in September 2002. Applicants now need to provide the names of proposers from the register. The first register was circulated to all registrants and all hospital Human Resources departments. The latest version of the register is published on the RCCP website. If you cannot find proposers contact one of your modality representatives for advice.

Relevant educational qualifications⁽⁵⁾ – (See also Appendix 1 & 2) Documentary proof in the form of photocopies of certificates should be provided. If these cannot be supplied an explanation (or evidence of why they are not available) should be submitted.

If you have no other relevant educational qualifications (eg HNC, HND, ONC, OND, BSc etc) you need to state qualifications obtained at school/sixth form college (eg. O levels, GCSE's, A levels, GNVQ etc).

The 'subject' refers to the overall award eg

<u>Qualifications</u>	<u>Subject</u>	<u>Class/Award</u>	<u>Educational Institute</u>	<u>Year</u>
BTEC HNC	Science (MPPM)	Distinction	St Elsewhere FE College	1996
BSc	Clinical Science (Cardiology)	2:1	Oxford University	1998

Management and Teaching qualifications can also be included.

Relevant professional examinations with dates⁽⁶⁾ These relate to examinations and assessments conducted by a recognised professional body within the discipline: eg ECNE part I, ASCT, ARTP/BTS National Assessment, BAAT part 1 and 2.

Membership of Professional Bodies⁽⁷⁾ is not mandatory and does not need to be completed. It will however, provide information on how many registrants are not members of a recognised professional body and may be useful for future communication strategies.

Prizes, Honours and Awards with Dates⁽⁸⁾ may include prizes and awards achieved during your academic education but should not include individual unit awards. These may also be prizes or awards given by your professional body or your employer. Honours does not relate to first degrees but to those honours bestowed by professional bodies or the government. **(Standard form only)**

Articles and Publications⁽⁹⁾ Complete this section on a separate sheet and include any articles written for professional body journals or other scientific journals, as well as published abstracts, from poster or oral presentations at scientific meetings. It would be preferable if the Vancouver style of referencing was adapted, (Title, Journal, Authors, Date of Publication). **(Standard form only)**

You may include **any other information⁽¹⁰⁾** that you wish to draw to the attention of the Council. This may include involvement with your Professional Body or Society, activities undertaken within a health region/area or within your hospital, training/teaching experience (within the hospital or for colleges, universities or manufacturers) or research and development activity. **(Standard form only)**

Please indicate any periods of employment and career breaks or other periods of absence greater than one month in the **previous positions⁽¹¹⁾** section. Continue on a separate sheet of paper if you need more room. **(Standard form only)**

Content of the Application

The application and report is a record of training and experience gained to demonstrate the attainment of personal competence across a range of activities which relate to the sections of the written report (see below for detail under written report). It in no way refers to the activities of an individual department.

The written report (Standard form only) should be written using the stated headings to establish your competence in each of the areas listed on the application form ie:

- a) Performing a range of diagnostic and therapeutic techniques including calibration and quality control
- b) Communication with clinical and paramedical staff
- c) The interpretation of results and/or development of treatment plans
- d) Managing and planning your work activity
- e) Presentation of work at professional meetings⁽¹²⁾
- f) Teaching and Training⁽¹³⁾

The written report is only a requirement with the standard form and not for the shorter graduates form.

You are asked to provide evidence of presentation of work at **professional meetings**⁽¹²⁾. This may include local, regional, national or international meetings. (**Standard form only**)

Teaching and training⁽¹³⁾ can be discipline specific or the teaching and training of other health care professionals or lay public. (**Standard form only**)

Routes to Registration

The process of registration (whether voluntary or state) is designed to protect the public such that registered practitioners have relevant academic qualifications and have attained a recognised level of competence. Currently with RCCP there are 3 main routes for entry to the voluntary register:

Four Year A relevant academic qualification plus 2 years of a formal training post and a further 2 years of practical experience and the successful attainment of professional body exams.*

Direct Entry The criteria for the 4 year route are satisfied but not within a 4 year period*

If you do not conform to either of the above you will be assessed under the following:

Grandparenting A minimum of 6 years training and experience with evidence provided to support competent practice which is assessed by the professional representatives of each individual modality. This may or may not include the attainment of academic qualifications and/or professional body exams.

Once the State Register has been established under the Health Professions Council, the 'Direct Entry' route will no longer exist and applications to the Register will only be via one of the other two routes.

From 1st September 2009 the expected route of entry to the register will be with the BSc (Hons) Clinical Physiology and accredited degree (which will include the professional body's exams). Effectively this means that from 2005 new trainees would need to commence on the degree programme in order to meet the requirements for voluntary registration with the exception of trainee audiologists where September 2005 will be the last intake via a non-degree route.

* See Appendix 2 for qualification details

Career Breaks & Return to Practice

If you have been working for less than 2 years following a career break of greater than 5 years you will need to supply evidence of re-training and subsequent re-assessment. It is not necessary to send copies of in-house documentation (eg log books). Details should be included in your report (see page 6 of the application form) that describes training and experience as a Clinical Physiologist. Further, your referee(s) should confirm re-training and competence to practice after return to work from a break in service.

References

Your 'current Head of Service or Lead Clinician' and the service relationship eg current Head of Service of Lead Clinician, should provide a written reference. However, if you are applying via the 'Grandparenting' route, it is also required that at least one reference should be from a person who is already bound by statutory regulation of practice. So please be aware that if your current Head of Service or Lead Clinician is not a registered practitioner you should supply a second reference from someone who has good knowledge of your training and experience and who is either already on the RCCP voluntary register, or another state register (eg a medical practitioner or a clinical scientist).

If you have recently changed posts, it may be more appropriate for you to supply a reference from your previous post.

If you are perform clinical work in multiple modalities your references should include individuals who are qualified to vouch for your training and experience in each modality.

References must be presented on original official (eg NHS) headed paper, signed and currently dated. Photocopies will not be acceptable.

There is an administration fee levied to applicants for submitting incomplete applications.

A reference is also required for those completing the shorter Application Form for Registration for Graduates from BSc (Hons) Clinical Physiology and Audiology Degrees. This must be a character reference from their workplace wherever possible but if this is not available, from their work based assessor/clinical tutor/Internal verifier. The character reference should evidence the applicant's fitness to practice and **must** be presented on original official (eg NHS) headed paper, signed and currently dated. Photocopies will not be acceptable.

Applications

All applications must be made on a recognised RCCP form, which is available in 3 formats:

Paper You can obtain a paper copy of the Registration Form by sending a large A4 stamped, addressed envelope to the RCCP Administrator.

PDF (Portable Document Format) You may download and print a blank form from the RCCP website.

Electronic Form You may download the eForm from the RCCP website and fill it in on screen. Please note however, that you still need to print out the eForm for submission by post.

Applications can be written or typed. Handwritten forms should be completed in black ink.

When you have completed your 'Application for Registration' form submit **two copies** with a **cheque made payable to RCCP**, for the non-refundable **registration fee** by post. The following charges will apply ...

For the year 1 May 2006 – 30 April 2008

Description	Amount
Renewal Fee	£20
New Applications	£50
Replacement Certificates	£5
Incomplete New applications	£20
Incomplete Renewal Forms	£5
Late Renewals	£50
Registration Reactivation	£50

The new applicants fee includes a £20.00 administration/processing fee and a £30.00 registration fee. **(Please note that the Registration Fee is an annual fee due for renewal on 1 May each year).**

Any application forms sent incomplete that require the RCCP Administration to contact you to request further information will incur a charge of £20.00

Submissions by Email will not be accepted (and will also contravene the software license for the eForm).

It is recommended that you keep a copy of the form for your own records and in case your submission is lost in the post.

Notes specific to the Paper Form

With use it has been found necessary to request some extra information so if you are using the paper form please note the following extra information that you should supply:

- Page 1 Maiden or previous surnames should appear in brackets after the surname
- Page 8 If a post is part-time, please specify the WTE (whole time equivalent)

(These amendments have been made to the eForm and PDF versions)

Presentation

Please **DO NOT** bind your application or submit in a folder.

Submission

Check that all additional information is present when sending the form:

- 2 complete copies of the application form**
- Reference(s) (signed, currently dated and presented on official headed paper)**
- Report (for the standard form only)**
- Cheque (made payable to RCCP)**
- Copies of educational and professional certificates**

If you do have any queries contact your discipline representative (contact details available on the website or from your professional body) or the RCCP Administrator on 0845 226 3064

Processing

It is currently taking at between 2 months up to 6 months to process a form. We regret that due to the numbers of applications being received, it is not possible to acknowledge receipt of applications unless a SAE is provided. Please contact the Administrator if you have not heard anything 3 months after submission.

Deadline

It is in your best interests to make sure you are on the Voluntary Register prior to the establishment of the State Register. After this time it will be both more difficult and more expensive to become a registered practitioner particularly if applying under the Grandparent provision.

All general enquiries should be directed to:

RCCP Administration
Executive Business Support Ltd
Suite 4, Sovereign House
22 Gate Lane, Boldmere
Sutton Coldfield, B73 5TT
Tel: 0845 226 3064 **Fax:** 0121 355 2420
Email: rccpadmin@rccp.co.uk

Any enquiries that are specific to your modality should be directed to council representative from the modality in which you wish to register.

Contact names and numbers are available from the website
<http://www.rccp.co.uk>

Appendix 1

CRITERIA FOR ENTRY TO THE REGISTER

An appropriate first degree whose major component being physiological measurement and instrumentation awarded by a university in the United Kingdom, or other equivalent academic qualification approved by the Registration Council, followed by:

- 1 Evidence of a satisfactory assessment of competence, which will normally be carried out by an appropriate professional body acceptable to the Registration Council, to a level determined by the Registration Council.

and

- 2 Satisfactory completion of training in a trainee post or equivalent appointment approved by the Registration Council and relevant experience in an appropriate post (eg MTO) which, added to the training period, amounts to not less than four years

or

Six or more years experience relevant to the work of a clinical physiologist as shall satisfy the Council.

and

- 3 Assessment of suitability for registration (the Register is not intended for anyone already registered or eligible for registration on a statutory register)

and

- 4 Provision of a written undertaking to observe a high standard of professional conduct

and

- 5 A declaration of support for the Registration Council which is responsible for the Register of Clinical Physiologists

Those individuals who are practising as Clinical Physiologists but who do not fully meet the entry conditions for Registration can be considered by the Council under grand-parenting arrangements. These individuals may be required to provide further information/evidence and/or to attend for an interview.

Note: The recognised academic qualifications and professional assessments of competence for application to the voluntary Registration Council for Clinical Physiologists are detailed on the following page or appendix 2

Appendix 2

RECOGNISED ACADEMIC QUALIFICATIONS AND ASSESSMENT OF COMPETENCE FOR APPLICATION TO THE VOLUNTARY REGISTRATION COUNCIL FOR CLINICAL PHYSIOLOGISTS

<u>ACADEMIC QUALIFICATION</u>	ASSESSMENT OF COMPETENCE CARRIED OUT BY RELEVANT PROFESSIONAL BODY (PROFESSIONAL EXAMINATIONS) <i>Required in addition to other academic qualifications</i> <u>NB these competencies are now part of the accredited qualifications</u>
<p>1ST DEGREE ACCREDITED BY RCCP - FOR EXAMPLE, BSc in CLINICAL PHYSIOLOGY, PG IN AUDIOLOGY, OR MSc IN AUDIOLOGY.</p> <p><u>For those who entered training before 2005, other qualifications which will be considered until 1st September 2009 will be:</u></p> <ul style="list-style-type: none"> • BTEC/SCOTVEC ONC/OTEC/NC/HNC/HND OR DIP HE IN SCIENCE (MPPM OPTION) <i>NB new trainees entering service from 2001 see Annex a.</i> • CERT/DIP HE IN HEARING THERAPY <i>NB new trainees entering service from 2001 see Annex b.</i> • BSc/BA/ POSTGRADUATE DIPLOMA OR EQUIVALENT QUALIFICATION IN HEALTH RELATED SCIENCE SUBJECT • MPhil/MSc/MA – AUDIOLOGY, EPILEPTOLOGY, HEALTH SCIENCES • RGN OR NURSING DEGREE • PhD IN HEALTH RELATED SCIENCE SUBJECT • FOR NEW ENTRANTS INTO TRAINING FROM 2001 SEE ANNEX A AND B. <p>NOTE: These criteria will be subject to change</p>	<p><u>AUDIOLOGY</u> PART 1 AND PART II BAAT or its predecessor</p> <p><u>CARDIOLOGY</u> <i>Before 1st OCTOBER 2000 – ASCST OR MSCST</i> <i>From 2000 – ASCST I AND II</i></p> <p><u>GASTROINTESTINAL PHYSIOLOGY</u> <i>From 2001 – AGIP PART I PLUS FINAL ASSESSMENT OF COMPETANCY</i> <i>From 2006 - AGIP PARTS I & II PLUS FINAL ASSESSMENT OF COMPETANCY</i></p> <p><u>HEARING THERAPY</u> <i>Before 2001 - A MINIMUM OF 210 HOURS CLINICAL PLACEMENTS & LOG BOOK, OR PLACEMENT RECORD, AND EXIT ACADEMIC EQUIVALENT</i> <i>After 2001 - A DIPLOMA IN HEARING THERAPY</i> NB. From September 2001 until 2006 OR until the first cohort exit from their proposed specialist degree a minimum 2035 clinical hours must be achieved which may include such clinical placements undertaken during a recognised training programme. These clinical hours should be accrued whilst in a recognised hearing therapy post/role which, added to the clinical placements hours should be carried out over a minimum of 3 years duration.</p> <p><u>NEUROPHYSIOLOGY</u> ECNE PART I <i>From 2006 – ECNE PART I & II</i></p> <p><u>RESPIRATORY PHYSIOLOGY</u> <i>After 1986 and before 2006 –</i> ARTP/BTS NATIONAL ASSESSMENT <i>After 2006 – ARTP/BTS EXAMINATION PART 1 & PART II</i></p> <hr/> <p>NB. Level 3 NVQ's in Physiological Measurement can also be used as evidence of competence.</p>

Annex A

Audiology, Cardiology, Neurophysiology, Respiratory Physiology and GI Physiology

- Those who entered training in 2001 and due to complete in 2005, and before the opening of the statutory register, with a minimum of ONC/D plus professional body examinations, some of which may only be available through modules in the degree programme.
- For those entering training between 2002-4 and completing training no later than 2006, 2007, and 2008 respectively, a minimum requirement of HNC/D plus professional body examinations, some of which may only be available through modules in the degree programme, together with a total of 4 years supervised training.
- For those entering training from 2005 onwards the only approved qualification it will be the BSc in audiology or clinical physiology or equivalent.

Hearing Therapists

Cohort 1

* Students on cohort 1 were given a 24 month traineeship contract with the employing Trust, some starting as early as November 01, others in early 02 who finish the course no later than 5th March 2004 and with the equivalent 2 years post qualification clinical practice, completing no later than three years from the date of the opening of the relevant part of the register.

Cohort 2

* Students on cohort 2 were given a 27 month contract with the employing Trust, generally commencing April 02, although some contracts were not confirmed until May / June 02, completing their course no later than 25th June 2004 and with 2 years post qualification clinical practice completing no later than than three years from the date of the opening of the relevant part of the register.

Cohort 3

* Students on cohort 3 also have a 27 month contract with the employing Trust, start dates varying from November 02 to January 03 completing their course no later than 28th January 05 and with 2 years post qualification clinical practice completing no later than than three years from the date of the opening of the relevant part of the register.