



# Life Science Industry Registration Council

# Registration Rules 2020

Date: 19<sup>th</sup> May 2020

Version 1.2

Review date: 1<sup>st</sup> November 2021

Document Ref: #LSI001

This document is one of a suite of policies and procedures which are part of the Academy for Healthcare Science



**AHCS**  
Academy for Healthcare Science

# Contents

Citation and commencement .....	3
Interpretation .....	3
The Register .....	4
Applications for registration .....	5
Amendments to Registers .....	6
Applications for removal from the Register .....	7
Registration renewal.....	7
Continuing Professional Development .....	7
Service.....	8
Data Security & Protection .....	8
Schedule 1 – Applications for admission to the Register .....	10
Schedule 2 – Registration periods and fees.....	11
Schedule 3 – Threshold and Approved Qualifications for admission to the Register .....	12

This document is specific to the LSI Credentialing Register and is adapted from the Academy for Healthcare Science Registration Rules.

## Citation and commencement

1. Life Science Industry (LSI) Credentialing Register Registration Rules 2018.
2. These rules come into force on 16th February.

## Interpretation

In these rules:

**‘LSI’** shall mean the Life Science Industry

**‘Credentialing Register’** shall mean a voluntary credentialing register accredited by the Professional Standards of Authority for Health and Social Care using its powers under s229 of the Health and Social Care Act 2012.

**‘Appeal Panel’** shall mean a panel established under rule 5 of the Fitness to Practise Rules.

**‘Applicant’** shall mean an individual who has submitted an application for registration on a register or directory maintained by the Life Science Industry (LSI) Registration Council.

**‘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.

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

**‘Council’** shall mean the Life Science Industry (LSI) Registration Council.

**‘Day(s)’** means any day including weekends,

bank holidays and any religious days.

**‘Fitness to Practise Panel’** shall mean a panel established under rule 5 of the Fitness to Practise Rules.

**‘Fitness to Practise Rules’** shall mean the Life Science Industry (LSI) (Registration Council) Fitness to Practise Rules 2018.

**‘Formal Allegation’** means an allegation that the registrant’s fitness to practise is impaired by reason of one of the grounds set out in rule 43 of the Fitness to Practise Rules.

**‘Interim Order’** means an order made by an Interim Order Panel to limit the practice or 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 rule 5 of the Fitness to Practise Rules.

**‘Investigating Panel’** shall mean a panel established under rule 5 of the Fitness to Practise Rules.

**‘Register’** shall mean a register established by the Council, whether or not it is an Credentialing Register.

**‘Registrant’** shall mean a person whose name is entered onto a Register maintained by the Council.

**‘Registrar’** shall mean a person appointed by the Council to manage its Register.

**‘Registration Rules’** shall mean the Life Science Industry (LSI) Registration Rules 2018.

**‘Removal Order’** means an order for the removal of a Registrant from the Register, made by a Fitness to Practise Panel under rules 131(d) of the Fitness to Practise Rules.

**‘Restoration Application’** shall mean an application to restore the name to a Register of an individual whose name was removed for failure to comply with the requirements

for continuing professional development, on the instruction of the Investigating Panel or the Fitness to Practise Panel made under the LSI (Registration Council) Restoration Rules.

**‘Restriction Order’** means an order to restrict the scope of practice of a Registrant made by a Fitness to Practise Panel, made under rule 131(b) and 132(b) of the Fitness to Practise Rules.

**‘Suspension Order’** means an order for suspension of a Registrant’s registration made by a Fitness to Practise Panel, made under rules 131(c) and 132(c) of the Fitness to Practise Rules.

**‘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 Council shall maintain a voluntary Accredited Register of the LSI workforce to protect the public or otherwise in the public interest.
4. The Council may establish parts to the Register if it believes that doing so is in the public interest.
5. The Council 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 or county in which the Registrant is employed;
  - c. identify, where reasonable and in the public interest to do so, any voluntary agreement entered by the Registrant under rule 54 of the Fitness to Practise Rules following consideration of a complaint against the Registrant by an Investigating Panel; and
- d. identify, where reasonable and in the public interest to do so, any sanction made against the Registrant by the Fitness to Practise Panel and approved by the Council.
6. The Registrar shall enter in the Register the information for an individual Registrant set out in Schedule 1 together with a unique registration number
7. The home address or email address of a Registrant shall not be included in any published version of the Register.
8. A Registrant’s details may be omitted from the public register upon application to and at the discretion of the Registrar.
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 Register shall appear in the alphabetical order of their surnames.

12. The Council may publish information on individuals who are removed from its Register.
13. The Academy for Healthcare Science, being a signatory to the Accredited Registers Information Sharing Protocol published on 26 July 2017, 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.
15. The Council 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 Council 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) of the Criminal Procedure (Scotland) Act 1995<sup>1</sup>;
    - iii. been discharged under section 246(2) or (3) of that Act;
    - iv. accepted a conditional offer under section 302 of that Act, or
    - v. accepted a compensation offer under section 302A of that Act; and
    - vi. agreed to pay a penalty under section 115A of the Social Security Administration Act 1992<sup>1</sup> (penalty as alternative to prosecution);
  - d. whether the Applicant's name is on a barred list;
  - e. any determination by a statutory body or Accredited Register responsible for regulating or licensing a health or social care

### Applications for registration

14. An application for admission to the Register maintained by the Council shall:
  - a. be made online through the LSI website in the form prescribed by the Council;
  - b. include:
    - i. a declaration as set out in Schedule 1 to these rules of the Applicant's good character;
    - ii. a declaration as set out in Schedule 1 to these rules that the Applicant's physical and mental health do not impair his fitness to practise;
    - iii. other declarations and information as set out in Schedule 1 to these rules; evidence that the Applicant holds the required evidence of training for the appropriate registered Tier, as set out in Schedule 3 to these Rules.
    - iv. be accompanied by payment of the registration application fee.

---

<sup>1</sup> Or any subsequent amendments or replacement thereof.

- profession (whether in the UK or elsewhere) to the effect that the Applicant's fitness to practise is impaired; and
- f. any other matters which, in the opinion of the Council, appear to be relevant to the issue.
17. For the purposes of its consideration under rule 15 above, the Council may seek information additional to that provided with the application for registration from any person or source it considers appropriate.
18. For being satisfied as to the physical and mental health of the Applicant, the Council 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.
19. For satisfying itself under rule 17, the Council may seek information:
- a. additional to that provided with the application for registration from the Applicant;
- b. and 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 Council.
20. Applications for registration shall be determined by the Council within 28 days of submission of a completed application.
21. The Council shall delegate authority for determining applications to the Registrar.
22. 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:
- i. a period of supervised practice;
- ii. continuing professional development;
23. All decisions of the Registrar with respect to applications for registration, including reasons for decisions, shall be provided in writing to the Applicant.
24. The Registrar shall, upon entering the name of a person in the Register, issue to that Registrant an identification card, in a form determined by the Council, which identifies the registrant's name, the Register and Tier in which he is registered, the company by which he is employed and the expiry date of his registration.
25. Any identification card issued in accordance with rule 23 shall remain the property of the Council and shall be surrendered to the Registrar by the Registrant if:
- a. a Suspension Order is made against him;
- b. a Removal Order is made against him;
- 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.
26. Where any identification card is surrendered by a Registrant in accordance with rule 24 the Registrar may issue a replacement which accurately reflects his entry in the Register.

## **Amendments to Registers**

27. 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.

28. 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.
29. 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**

30. 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.
31. An application for the removal of a name 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.
32. 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 Rules without the approval of the Council based on the decision of the relevant panel.

### **Registration renewal**

33. 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 his registration which shall include the declaration and information listed in Schedule 1 to these rules;
  - 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 Council on or before the renewal date specified in the notice, the Registrant is liable to be removed from the Register.
34. 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 14 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**

35. A Registrant must:
- a. undertake continuing professional development in accordance with the standards specified from time to time by the Council; and
  - b. maintain an up-to-date record (including any supporting documents or other evidence) of the

- continuing professional development they have undertaken.
36. 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 Council 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.
37. 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 his 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.
38. 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.
39. 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.
40. 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 thereby is subject to appeal under rule 3 of the Appeals Rules).

## **Service**

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

## **Data Security & Protection**

42. 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.
43. 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, and with the General Data Protection Regulation (GDPR) EU 2016/679.

44. 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 AHCS Data Protection and Privacy Policies.
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

1. The following information shall be provided to the Council with respect to any application for admission to the Register maintained by the Council:
    - a. the Applicant's:
      - i. title;
      - ii. full name;
      - iii. email address;
      - iv. former name (if any);
      - v. date of birth;
      - vi. nationality;
      - vii. national insurance number;
      - viii. a recent, passport-sized photograph;
      - ix. current employer details;
      - v. home address;
      - vi. telephone number;
    - 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 continuing professional development;
    - e. evidence of professional indemnity insurance;
    - f. equality and diversity monitoring information (optional);
    - g. confirmation of current immunisations required for the Tier applied for, as set out in Schedule 3 below;
    - h. Confirmation with evidence (Tier 2 & 3 only) that they:
      - i. do not have an unspent conviction or caution in the UK for a criminal offence, or a conviction elsewhere for an offence, which if committed in England and Wales, would constitute a criminal offence;
      - ii. are not bound over to keep the peace by a magistrates' court in England and Wales;
      - iii. are not on a barred list;
  - and have not:
    - iv. been dismissed with an admonition under section 246(1) of the Criminal Procedure (Scotland) Act 1995<sup>2</sup>;
    - v. been discharged under section 246(2) or (3) of that Act;
    - vi. accepted a conditional offer under section 302 of that Act, or
    - vii. accepted a compensation offer under section 302A of that Act;
    - viii. agreed to pay a penalty under section 115A of the Social Security Administration Act 1992<sup>2</sup> (penalty as alternative to prosecution);
  - i. confirmation that they have not been the subject of any determination by a statutory body or Accredited Register responsible for regulating or licensing a health or social care profession (whether in the UK or elsewhere) to the effect that their fitness to practise is impaired;
  - j. a declaration by the Applicant as to their good character;
  - k. 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. 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 Council.

---

<sup>2</sup> Or any subsequent amendments or replacement thereof

## Schedule 2 – Registration periods and fees

1. The period of registration for the LSI Credentialing Register is one calendar year.
2. Renewal of registration will be on the anniversary of admission to the Register.
3. The following fees shall apply to the inclusion in LSI Credentialing Register:
  - a. Application for admission to the Register:
    - i. A non-refundable Registration application fee of £30;
    - ii. A maximum fee of £8 for the identification card.  
(Replacement cards will cost £15).
  - b. For annual renewal of Registration
    - (i) A non-refundable Registration Renewal fee of £30.
4. Fees shall be payable to the Academy for Healthcare Science by a direct debit set up during the application process.

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

	Tier 1	Tier 2	Tier 3
<b>DBS Check</b>	None	Standard	Standard
<b>Health status</b>	Recommended immunisations: <ul style="list-style-type: none"> <li>• Seasonal influenza.</li> </ul>	Recommended immunisations: <ul style="list-style-type: none"> <li>• Seasonal influenza;</li> <li>• Tuberculosis;</li> <li>• Tetanus;</li> <li>• Polio;</li> <li>• MMR.</li> </ul>	Recommended immunisations: <ul style="list-style-type: none"> <li>• Seasonal influenza;</li> <li>• Tuberculosis;</li> <li>• Tetanus;</li> <li>• Polio;</li> <li>• MMR;</li> <li>• Hepatitis B (mandatory in certain circumstances),</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Product(s)</li> <li>• NHS values and behaviours</li> <li>• Code of business practice</li> <li>• Information governance</li> <li>• Competition and procurement</li> <li>• Self, public and patient safety</li> </ul>	<ul style="list-style-type: none"> <li>• Product(s)</li> <li>• NHS values and behaviours</li> <li>• Code of business practice</li> <li>• Information governance</li> <li>• Competition and procurement</li> <li>• Self, public and patient safety (enhanced)</li> </ul>	<ul style="list-style-type: none"> <li>• Product(s)</li> <li>• NHS values and behaviours</li> <li>• Code of business practice</li> <li>• Information governance</li> <li>• Competition and procurement</li> <li>• Self, public and patient safety (enhanced)</li> <li>• Training for high-risk settings</li> </ul>

The Council will provide signposting information to assist registrants and employers. It will not endorse any particular group.