

## Guidance Notes for Applicants and Information for Registrants

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### **THE REGISTER OF CLINICAL TECHNOLOGISTS**

The Register of Clinical Technologists (the RCT) – formerly the Voluntary Register of Clinical Technologists (VRCT) – was formed in 2000 with the aim of protecting the public by advocating statutory, professional regulation for Clinical Technologists.

The register now holds the details of almost 3000 healthcare professionals who have achieved the standards set out by the RCT through education or equivalence. They abide by a regularly reviewed Code of Professional Conduct and take part in continuing professional development (CPD) to maintain their professional status for the protection of the public at all times.

The register has been accredited by the [Professional Standards Authority \(PSA\)](#) under its Accredited Registers Programme since September 2015. Accredited registers are a new approach to regulation established by government in preference to statutory registers. In order to obtain accreditation an organisation must show they have met the PSA's specific, demanding standards relating to governance, standards for registrants (including education and training) and management of the register, by way of a rigorous application process. Organisations are then re-accredited each year provided they can show they are still meeting the PSA standards.

The register, which can be searched [here](#), contains the following details:

- Registrant's name
- Registrant's registration number
- Registrant's approximate geographical location
- Registrant's year of entry to the register
- Registrant's [Scope of Practice](#)
- Registrant's [registration status](#)

If a registrant does not pay their annual renewal fee, their registration status will be changed to 'lapsed' to reflect non-payment of registration fees and this will remain for a period of one year. Upon expiry of the specified period the registrant will be removed from the register.

If a registrant has a sanction imposed following action taken under the [Fitness to Practise Procedure](#), the reason for this will be recorded against their registration status. Details of hearings held can be viewed here: [Fitness to Practise – Hearings](#) and findings can be viewed here: [Fitness to Practise – Findings](#).

For registrants who have a sanction of 'deregistered suspension' imposed due to either a health reason or a conduct reason, their registration status will reflect this sanction until the expiry thereof (which will be specified in the Fitness to Practise ruling). For registrants who have a sanction of 'deregistered' imposed for any reason, their registration status will reflect this sanction indefinitely.

There may be exceptional circumstances recognised under which names will be withheld from the register, e.g. on request from the police because a registrant is entering a witness protection scheme, or if there was evidence that including the name in the online register would put the registrant at risk in some way.

If, when searching the RCT register, the person sought does not appear, check whether they are registered with the Health and Care Professions Council [here](#).

## **CRITERIA FOR ENTRY TO THE REGISTER**

The RCT is open to all UK-based persons employed, or seeking employment, in a technical role in the field of medical physics, clinical engineering, medical equipment maintenance or medical equipment manufacturing. Individuals who wish to join the register are likely to come from the following settings:

1. Those employed in the public or private healthcare sectors and who work in medical physics, clinical engineering, medical equipment maintenance, medical equipment design or manufacturing. Job titles may vary significantly but may include:

Clinical Technologist, Medical Technologist, Nuclear Medicine Technician, Medical Engineer, Biomedical Repair Technician, Medical Physics Technician, Medical Electronics Technician, Dosimetrist, Mould Room Technician, X-ray Engineer, Rehabilitation Engineer, Medical Equipment Technician, Service Engineer, Renal Technologist.

This list is not exhaustive.

2. Those working in academic organisations dealing with medical physics, clinical engineering or related subjects who are involved in providing a technical or educational service to healthcare.

### **Primary criterion**

The primary criterion for entry onto the register is the successful completion of an approved training scheme, or an approved PTP academic programme. Approved training schemes currently available are:

The Training Scheme for Clinical Technologists specialising in Physics and Engineering in Healthcare organised by the Institute of Physics and Engineering in Medicine. This is demonstrated by the award of the IPEM Diploma in Clinical Technology.

The Training Scheme for Clinical Technologists specialising in Renal Technology organised by the Association of Renal Technologists. This is demonstrated by the award of the ART Diploma in Clinical Technology.

The Training Scheme for Bone Densitometrists organised by Royal Osteoporosis Society. This is demonstrated by the award of the ROS Certification in Bone Densitometry.

Details of approved PTP academic programmes can be found [here](#)

### **Equivalence**

The equivalence route was designed to enable technologists to achieve registration by demonstrating that their levels of knowledge and skills are at least equivalent to those offered by the relevant Scope of Practice and Equivalence Standards – Engineering or Physics. The equivalence route became available from May 2015.

More information on the primary criterion and the equivalence route can be found [here](#).

## **THE APPLICATION PROCESS**

All applications for the Primary and Equivalence routes must be submitted electronically (i.e. USB, zipped file sent by email, or secure file transfer) and must include a completed Direct Debit form. The application fee can be paid online; however subsequent renewal fees **MUST** be paid via direct debit. Each application must contain the following documents:

1. A direct debit mandate.
2. A copy of the application form.

3. Copies of the applicant's educational and training certificates (these **must** be initialled by both of the applicant's proposers). (Note: do not include certificates relating to short duration courses lasting one week or less).
4. A copy of the applicant's detailed curriculum vitae (CV) describing his/her education and work experience. This should list all posts held including dates, job title, grade (if appropriate) and brief details of the duties of each post. It should also include all educational and other achievements and details of any training undertaken.
5. A copy of the applicant's departmental organisation chart showing the position of his/her current post within his/her current place of employment (this **must** be initialled by both of the applicant's proposers).

For applications via the equivalence route, applicants must also submit the following documents in addition to those listed above:

1. A copy of the applicant's current job description (this **must** be initialled on each page by both of the applicant's proposers).
2. A completed copy of the RCT evidence criteria matrix.
3. The applicant's portfolio of evidence (the portfolio must be submitted as one complete document, with an index and page numbers). It is expected that the equivalence portfolio will be a substantial piece of work and not something which can be written overnight. Applicants will be required to provide evidence, maybe going back several years, to demonstrate that they meet the criteria. As a benchmark, a PTP student will undergo a 3-year academic degree which incorporates 50 weeks of work experience placement, and this is the minimum requirement for registration. If an applicant has not been in employment for at least this length of time, then it is highly unlikely that they will be able to demonstrate to the assessors that they are competent enough to be registered. If the assessors are not satisfied with the submission then they may, amongst other things, invite an applicant for professional review.

If an application does not include all the information described above it will not be processed. Paper applications will not be processed or returned.

Each application to join the register will be judged on its own merits.

A non-refundable application fee is payable but will, in the case of applicants admitted to the register, also serve as the registration fee for the initial period. Applications must include a completed Direct Debit form. The application fee can be paid online or by direct debit; however subsequent renewal fees **MUST** be paid via direct debit. If you wish to pay the application fee online, you must stipulate this on the Direct Debit application form and an invoice for payment will be issued once we have received your application, we no longer accept cheques. Please see the RCT website for current [fees](#).

We will endeavour to deal with applications within 45 days from the date of receipt.

All successful applicants will receive a certificate, signed by the Registrar, which will indicate membership of the register. This certificate remains the property of the RCT and, when requested, should be returned to the RCT. Certificates are not replaced annually but a registrant's status can be checked at any time, by anyone, by accessing the [searchable register](#) on the RCT website. Duplicate certificates may be requested and are subject to a fee. Please refer to the RCT website for current fees. The fee must be paid before a replacement is issued.

### **APPLICATION FORM GUIDANCE**

To assist in the completion of the application form please see below:

1. **Title:** Insert the title by which you are normally addressed (Mr, Mrs, Ms, Miss, etc.).
2. **Addresses:** The selected address will be the one used for correspondence. Please note you are required to provide both your home and your work address (if currently employed). It is a requirement of registration that you that you inform the Registrar of any change of addresses.
3. **Qualifications:** A copy of academic qualification and training certificates must be enclosed with the application form and **must** be initialled by both of the applicant's proposers.

For primary applications the requirement is to hold an approved degree or have completed one of the approved training schemes. Equivalence applicants must hold a degree in a relevant subject or be working at degree level. When applying via equivalence, if you do not hold a degree but are working at degree level then you must be able to satisfy the minimum educational criteria of a level 4 qualification or above in a relevant subject area. A level 4 qualification is typically a certificate of higher education (CertHE), higher apprenticeship, higher national certificate (HNC), level 4 award, level 4 certificate, level 4 diploma, level 4 NVQ. This will usually only apply to those who have been in post for a long period of time, during which the education requirements for the post will have risen to degree level.

4. **Specialist Area:** The Clinical Technologist Scope of Practice has been divided into seven specialist areas or disciplines, listed below. The RCT Scope of Practice document has been published and details can be found [here](#), however, a brief explanation of each is presented below. You should select the discipline closest to your main area of activity and insert that discipline on the application form under the heading 'Specialist Area'. If you practice in more than one discipline, please select the main discipline that you practice. If you still cannot choose, select the discipline in which you were initially trained.
  - **Medical Engineering:** For those who undertake mechanical, electronic or electrical engineering activities in areas variously described as equipment management, EBME, medical electronics, or, for those involved in clinical measurement, medical device design, or, equipment evaluation.
  - **Radiation Engineering:** For those who undertake mechanical, electronic or electrical engineering activities involving radiotherapy, imaging or radiology equipment.
  - **Rehabilitation Engineering:** For those who undertake mechanical, electronic or electrical engineering activities involving wheelchairs, assistive technology, communication devices, or telecare.
  - **Renal Technology:** For those who undertake mechanical, electronic or electrical engineering involving renal technology equipment.
  - **Nuclear Medicine:** For those who undertake clinical physics activities in the field of Nuclear Medicine. These are undertaken in the radiopharmacy, radionuclide imaging or non-imaging environment.
  - **Radiotherapy Physics:** For those who undertake clinical physics activities in the field of Radiotherapy. These are undertaken in the mould room, dose planning, brachytherapy, dosimetry, computing, or quality control environment.
  - **Radiation Physics:** For those who undertake clinical physics activities in the field of Radiation Physics. These are undertaken in the areas of ionising and non-ionising radiation protection, or, ionising and non-ionising diagnostic radiology, including ultrasound, photomedicine or lasers.
  - **DXA:** For those who undertake clinical activities in the field of Bone Densitometry.
5. **Professional Body:** Enter the details of each professional body of which you are a member. Registrants are not required to be members of a professional body although it is strongly

recommended that you are in order to demonstrate the requirements for continued inclusion on the register. Continue on a separate sheet if necessary.

6. **Proposers:** One of your proposers must be your line manager or head of department, who should include a short statement of support on the application form. Your proposers should be RCT registered Clinical Technologists. Alternatively, they may be:

- HCPC registered Clinical Scientists; or
- Other appropriate registered Healthcare Professionals such as Occupational Therapists, Physiotherapists or Radiographers; or
- Chartered or Incorporated Engineers working in healthcare; or
- Members of the Institute of Physics and Engineering in Medicine; or
  
- Members of the Association of Renal Technologists; or
- Members of the Institute of Healthcare Engineering and Estate Management; or
- Any other appropriate professional body.

Your proposers should know you well and should be able to vouch for the accuracy of all, or most, of the information you have given on the form. They may be approached for references.

### **RENEWAL OF REGISTRATION**

Registration is renewable on an annual basis on 1 January of each year subject to:

1. The registrant continuing to work, or seeking work, as a Clinical Technologist in healthcare or related to healthcare within an academic institution.
2. The registrant maintaining competence through continuing professional development (this includes registrants having a recognised career break). As part of the renewal process the Registrar may request evidence of such activity.
3. The registrant adhering to the [Code of Professional Conduct](#) for Clinical Technologists issued to each registrant.
4. The registrant paying the annual registration fee by the specified deadline by direct debit (unless based outside of the UK).

We will write to you, before the renewal date of 1 January, advising you that the renewal fee is due. Your payment will be processed via direct debit; however it is your responsibility to ensure that due payment is made on time. If you have not set up a direct debit, again, it is your responsibility to ensure that you set this up in time. Payment by other banking methods such as payment online or by card, by cheque or bank transfer are not acceptable. Registrants based outside of the UK should contact the RCT to make separate arrangements for payments.

You have until 31 January each year to pay your renewal fee. If you do not wish to renew your registration because of retirement, career change or any other reason, please write to the RCT [enquiries@therct.org.uk](mailto:enquiries@therct.org.uk) (telephone calls are not acceptable). If you have difficulty in renewing, please let us know as soon as possible.

### **Failure to renew your registration**

If you fail to pay your renewal fee with the Register of Clinical Technologists by 31 January, your registration will be cancelled and your registration status on the register will be marked as 'lapsed' for a period of one year after which you will be removed from the register.

Individuals wishing to renew registration after 31 January are required to complete a re-admission form – meeting all the current criteria for registration and producing all the evidence required as if they were a



first-time applicant. Individuals will be required to pay the full re-application fee and their application will be assessed in the usual way.

### **RCT POLICY ON CAREER BREAK AND CAREER CHANGE**

The RCT has a policy for those registrants on a career break or undertaking a career change:

- A **career break** involves a registrant taking an extended period of unpaid time away from their work and returning to work in the same Scope of Practice.
- A **career change** involves a registrant taking time away from their current Scope of Practice to undertake further training and development (which may be paid or unpaid) before returning to work in a different Scope of Practice.

Registrants wishing to notify the RCT of their intention to take a career break, extend a career break, or undertake a career change should read the separate policy for full details.

### **RE-APPLYING TO THE REGISTER**

If you have previously been a member of the register and have withdrawn or not renewed your registration for any reason, you may re-apply providing that you are employed or seeking employment as a Clinical Technologist and that you left the register in good standing. You must be able to meet the current criteria. In order to re-apply you should use the re-admission form. If known, you should state your previous registration number on the form. An application to re-join must be supported by two referees of the standing described earlier in these guidance notes. Please refer to the RCT website for the current readmission fee. If you are not in good standing with the register, that is, you left the Register without explanation, you may also be asked to pay any outstanding fees due.

Each application to re-join the register will be judged on its own merits.

### **OVERSEAS APPLICATIONS**

All qualifications gained outside the UK, which are submitted to the RCT as evidence of educational attainment, must be accredited by UK NARIC, unless you are applying via the Equivalence Route, in which case UK NARIC accreditation is not required. This must be done at the applicant's own expense. UK NARIC is the National Agency for the Department for Education and Skills. It is the only official information provider in the UK on the comparability of international qualifications.

Contact details for UK NARIC are:

Qualifications & Skills Division

UK NARIC

Oriel House

Oriel Road

Cheltenham

GL50 1XP

Tel: +44 (0)870 990 4088

Fax: +44 (0)870 990 1560

Email: [info@naric.org.uk](mailto:info@naric.org.uk)

Website: [www.naric.org.uk](http://www.naric.org.uk)

### **MOVING OVERSEAS**

Registrants who move out of the UK and wish to maintain their registration can do so, providing that they continue to abide by the RCT Code of Professional Conduct, continue to work in a relevant field under their original scope of practice and keep up with their CPD. Participation in the annual CPD audit is also required. On returning to the UK a 'Return from overseas practice' notification form must be completed and submitted to the RCT within six months of commencing a new post in the UK.

**NAME CHANGE**

If you change your name you should write to the Registrar at [enquiries@therct.org.uk](mailto:enquiries@therct.org.uk) (telephone calls are not acceptable). You must send us a certified photocopy of the relevant document (for example, a marriage certificate). This should be certified by one of your original proposers or a healthcare professional who is not related to you. No fee will be charged.

**APPEALS**

If you wish to appeal against a decision made by the RCT in relation to an application, you should write to the Registrar at [enquiries@therct.org.uk](mailto:enquiries@therct.org.uk) (telephone calls are not acceptable). This should be done within 30 days of the disputed decision. You should explain, in detail, the reasons for your appeal. Please note that only applicants can appeal against a decision made by the RCT. No one can appeal on your behalf. We will endeavour to deal with your appeal within a period of 30 days from receipt.

**DATA PROTECTION**

When you apply to the RCT you give personal details on the application form such as your address, qualifications, date of birth, email address, home address, work address, etc. This information is very important to you and to us, thus, we keep it securely and will not reveal it to any third parties. In addition, all members of the RCT Assessors' Panel and those that work on behalf of the RCT are bound by the Data Protection Act and are fully aware of their obligations to keep the data confidential and secure.

The RCT has not, and will not, sell or make the RCT lists available to any third party. The RCT receives requests for statistics about the number of health professionals by, for example, age, area, or gender. We do release these statistics, but we make sure that no individual can be identified. The RCT Management Board must approve any such action. The only information that we publish about you on the searchable RCT register is your name, registration number, approximate geographical area of practice, year of entry, scope of practice and registration status. It is essential that you keep the RCT informed of any changes to your personal details so that we are able to keep in touch with you. To view more information on how the RCT deals with your personal data click [here](#).

**CONTACT US**

Telephone us on: 01904 550500

Email us at: [enquiries@therct.org.uk](mailto:enquiries@therct.org.uk)

Write to us at: The Register of Clinical Technologists, Fairmount House, 230 Tadcaster Road, York, YO24 1ES.

The Register of Clinical Technologists is registered with the Information Commissioner's Office, Registration Number Z6395648.