

RCCP MANAGEMENT OF THE REGISTER

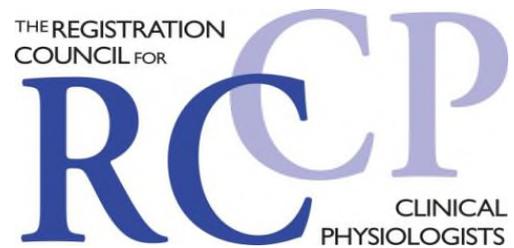
The Registration Council for Clinical Physiologists Management of the Register details the management of the RCCP Register using the following mechanisms:

1. The Register is publicly available via the RCCP website and indicates clearly the status of Registrants.
2. The original paper applications to the Register and hard copies of direct debit details are retained in a locked and secure warehouse in Worcester. These are only accessible to RCCP management.
3. The Register is updated automatically.
4. Data from the Register is available on request from Board.
5. The Registrar of RCCP is responsible for monitoring maintenance and oversight of the Register.
6. The Registrar is responsible for ensuring the accuracy of the Register.

NOTE: There is also an obligation from the Registrant to ensure they update their profile which is also a requirement as part of the annual self-declaration. They can also update certain details as required throughout the registration year.

7. The process for entry to the Register includes:

- Applicants complete an application form and submit to RCCP.
- The application form is checked by administrative staff at the RCCP. Copy certificates are uploaded with the application form, as requested as per the Guidance Notes. If missing, RCCP contacts registrant. A tick against the listed qualifications confirms sighting of the copy certificate for that qualification.
- Standards and equivalent applications are allocated to a modality specific scrutineer.
- The scrutineer completes the online assessment.
- If approved, an acceptance letter is posted to the new registrant. If deferred, a copy of the application is sent to RCCP Registrar for further assessment and the Registrant is notified of this decision in writing. Copies are sent to the RCCP Administrator for filing and to update the database. Application appeals are made in writing to the Registrar. Independent assessors review the appeal and inform the Registrar. The Registrar decision is **final** and the applicant is informed.



8. A registrant who no longer requires RCCP registration due to cessation of clinical practice has their status changed from 'ACTIVE' to 'INACTIVE' with a note made on their file after completing the voluntary de-registration form. When the next update is carried out, they no longer show on the online Register. An email is sent to confirm cancellation.

Registrants who are currently being investigated by the Assessment Conduct Committee remain visible on the online Register. Registrants who have Interim Measures Orders or Investigation Determination Outcomes against their status will have this information against their online profile for a specified period of time in keeping with the Complaints Procedure Rules (2020). Registrant names are not removed from the Register whilst currently under investigation.