



GUIDANCE NOTES

FOR CRITICAL CARE TECHNOLOGISTS
ON SUBMITTING AN APPLICATION FOR VOLUNTARY REGISTRATION

APPLICATIONS

All applications must be made on the recognised VRC form. Applications can be hand written or typed. Hand-written forms should be completed in black ink and must be legible.

Once you have completed your application form send one copy with a cheque for the non-refundable registration fee by post. The following charges will apply:

From: April 2006

New applicants - £45

Re-registration – £20

Additional charges for incomplete applications will be made therefore please ensure that you check your completed application carefully before sending it to VRC. A table of charges is available on the VRC website.

Submissions by email will not be accepted.

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.

CONTENT OF THE APPLICATION

The application and report is a record of training gained to demonstrate the attainment of personal competence across a range of activities which relate to the sections of the written report (see below). It does NOT refer to the activities of an individual section, department or organisation.

PROCESSING

The VRC meets monthly. The time it takes to process each application is dependent upon the number of applications received. It is not possible to acknowledge receipt of applications.

All general enquiries should be directed to the VRC Registrar.

Voluntary Registration Council

Executive Business Support
Suite 4, Sovereign House
22, Gate Lane
Boldmere
Sutton Coldfield
B73 5TT

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

1. PERSONAL DETAILS

Insert the title by which you are normally addressed (i.e. Mr, Mrs., Miss, and Ms etc). Insert a previous surname if your professional qualification certificates are under a different name.

The address for correspondence will be the one published in the Voluntary Register and should, where possible, be your work address as information will be in the public domain. The Council must be informed of any change of address.

Modality applied for - Critical Care Technologists (This is a generic application form for many professions)

2. ACADEMIC AND PROFESSIONAL QUALIFICATIONS RECORD

Relevant educational qualifications

Relevant educational qualifications at the highest level obtained. Relevant educational qualifications including, HND and BSc etc. If you have no such qualifications you will need to record qualifications obtained at school/sixth form college e.g. O levels, GCSE, A levels etc. Documentary proof in the form of photocopies of certificates must be provided. If these cannot be supplied evidence of why they are not available should be submitted e.g. written statement from an examination awarding body, professional body or employer.

Relevant professional qualifications

Currently there is no single recognised qualification for Critical Care Technologists. However a Physiological Degree will become the preferred professional qualification. Until this qualification is established those who have worked as a Critical Care Technologist for more than 6 years may apply with evidence to support competent practice and/or has other relevant qualifications in Medicine, Operating Department Practice, Nursing, Engineering, Electronics, Medical Physics or another science or healthcare qualification deemed appropriate by the Registrar.

A photocopy as proof of attainment should be provided. If not available please give full details of the training institution and date taken.

3. MEMBERSHIP OF PROFESSIONAL BODIES

It is not mandatory requirement to belong to a professional body but for voluntary registration to be accepted by the Health Professions Council at least 25% of the profession must belong to the Society of Critical Care Technologists. You can apply through the society's web site:

www.criticalcaretech.org.uk.

The society is the professional governing body for Critical Care Technologists and is responsible for raising the profile of technologists nationally.

4. ARTICALS AND PUBLICATIONS

Complete this section on a separate sheet and include any articles written for a professional body journal or other journals, as well as published abstracts, from poster or oral presentations at meetings from the last 5 years.

OTHER INFORMATION

You may include any other information that you may wish to draw attention of the council. This may include involvement with your professional body, activities undertaken within a health region or within your hospital, for example training or teaching. Only include relevant information from the last 5 years.

5. PROFESSIONAL RECORD

PREVIOUS POSITIONS

Please indicate any periods of employment and career breaks or other periods of absence greater than one month in this section of the application. Continue on another sheet if necessary.

If you have been working for less than two years following a career break of greater than five years you will need to supply evidence of re-training and subsequent re-assessment. Details should be included in your report in the section that describes your training and experience as a Critical Care Technologist. Your referee(s) should confirm re-training and competence to practice after a return to work after a break in service.

6. THE WRITTEN REPORT

It should be written using the stated headings to establish your competence in each of the areas listed on the application form.

- a) **Technical:** performing a range of duties to administer the technical process and/or manage such processes. This would include analytical
- b) **Clinical:** demonstrate a basic understanding of equipment and procedures performed within Critical Care
- c) **Communication:** include all forms of communication i.e. verbal, written, electronic
- d) **Managing and planning:** your work activity and/or the work activity of others
- e) **Teaching and training:** may be at a local level i.e. with trainee CCT's or include teaching/training on formal or informal courses or qualifications
- f) **Research and development:** include any involvement in any research and development programme over the last two years

Teaching and training can be discipline specific or the teaching and training of other health care professionals or lay public.

7. DETAILS OF TRAINING RECIEVED

Professional Meetings attended and CPD activity undertaken

8. PROFESSIONAL MEETINGS ATTENDED AND CPD ACTYIVITY UNDERTAKEN

Document your attendance/participation at professional conferences, staff meetings, seminars, committees and activities that acquire Continuing Professional Development (CPD) credits.

9. CONFIRMATION OF EXPERIENCE (Reference)

Your head of Department should provide a written reference. However, if you are applying via the Grand-parenting route, it is also required that at least one reference should be from a person who is already bound by statutory regulation of practice. Please be aware if you head of department is not a registered practitioner you should supply a second reference from someone who has a good knowledge of your training and experience and who is either already on the SCCT voluntary register, or another state register.

If you have recently changed posts you will be required to supply a reference from your previous employer.

References **must** be on official headed paper (i.e. NHS, local Authority, etc), currently dated and signed. **Please Note: Only references dated within 6 months of the date the application has been received by VRC Administration will be accepted.**

10. DECLARTION

Please read the declaration and sign.

Checklist (please tick)

- Reference(s)
- Report
- Cheque
- Copies of professional certificates