

	Registration Renewal Policy			
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Student and Affiliate Registration Policy

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Related Documents:

These documents will provide additional information.

Ref no	Doc Reference Number	Title	Version

Glossary of Terms:

List any new terms created in this document.

Term	Acronym	Definition

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1 About this Document

1.1 Purpose

This document sets out a clear policy for UKCHIP student and affiliate registration, which intends to allow limited registration for those who do not meet the full requirements but wish to signal the intention to register.

1.2 Audience

This policy should be communicated to all UKCHIP registrants and applicants to the register. It will also be available for public inspection.

1.3 Review

This policy will be reviewed annually

2 Student / Affiliate Registration Policy

2.1 Introduction

The UK Council for Health Informatics Professions (UKCHIP) was formed in 2002 to promote professionalism in Health Informatics (HI). It operates a voluntary register of HI professionals who agree to work to clearly defined standards. The aim is to provide individuals and employers with a recognised framework for professional recognition and development, and to protect the public from the harm that can result from lack of professionalism in HI.

A Student / Affiliate Registration Scheme has been developed for those who do not yet meet all the minimum requirements for entry to the UKCHIP register at any level but are working towards registration and wish to demonstrate their commitment to employers or potential employers..

2.2 Who Can Join the Student or Affiliate Registers

There will be two registers; one called the UKCHIP Student Register and the other called the UKCHIP Affiliate Register.

These registers are for those who are just commencing a career in Health Informatics. They may be students, trainees or those just moving into Health Informatics, who have not yet gained the requisite experience for the relevant level of registration. They should either be working in, or aspiring to work in, Health Informatics or studying a relevant qualification.

The Student Register will include those currently studying a health informatics or related qualification but who do not yet have the health informatics experience to be accepted onto the full register.

The Affiliate Register will include those who have not yet gained the full amount of experience in health informatics but are working towards full registration.

2.3 Application Process

An application should be made to UKCHIP by sending the appropriate completed application form and a copy of the applicant's CV to the UKCHIP Registrar. The fee for joining the Student or Affiliate Registers will be £20. This is a one-off fee regardless of how long the applicant is on the pre-registration list.

Applicants will be required to explain how they intend to progress towards becoming a registered Health Informatics Professional. This may include development in a number of areas including; working in the domain, training and experience at work, full time study, short training courses, attendance at conferences and meetings, personal study and research.

Applicants must agree to work to the UKCHIP Code of Conduct and to abide by the rules of the Council (both of which can be seen on the UKCHIP website).

Alternately, applicants for full registration who are declined may be offered either Student or Affiliate Registration directly from that application. They would not be required to reapply as a student / affiliate or pay an additional fee.

2.4 Assessment

The application will be assessed by one assessor who will ensure that the applicant meets the criteria for either the Student or Affiliate Register. The applicant will be required to provide the name of one sponsor who may be contacted if confirmation or clarification is required.

2.5 Public Register

The Student and Affiliate Registers will be published as two separate registers on the UKCHIP website. Registrants on these registers will have the option of whether or not to appear on the public register.

2.6 Terms of Registration

Once an applicant has applied and been accepted onto either the Student or Affiliate Register, they can remain on it for up to four years, without having to make a renewal application.

At any point, when they can meet the registration criteria, the pre-registrant can apply for full registration at the appropriate level and will be required to complete the full registration application and pay the registration fee for the level they are applying for.

2.7 Applying for Extension of the Student or Affiliate Registration

If an individual on the Student or Affiliate Register does not meet the criteria for full registration after four years they may apply for an extension to their term on that register by submitting a new application form and updated CV. They will be required to pay a further £20 fee. Extension of Student or Affiliate Registration will be at the discretion of the UKCHIP Registrar. If accepted, the extension will last for a maximum of a further four years.