

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:** Two copies of academic qualifications and training certificates must be enclosed with the application form and **must be** initialled by both proposers.
4. **Specialist Area:** The Clinical Technologist Scope of Practice has been divided into seven specialist areas or disciplines, listed below. The VRCT Scope of Practice document has been published, details can be found on the [Voluntary Register of Clinical Technologists website](#); however, a brief resume 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". In the event that you are unable to choose one of these disciplines, against the word "Other" please insert your own description of your specialty, however, choosing this category may mean that you are not eligible to join the Register. 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.
 - I. **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.
 - II. **Radiation Engineering:** For those who undertake mechanical, electronic or electrical engineering activities involving radiotherapy, imaging or radiology equipment.
 - III. **Rehabilitation Engineering:** For those who undertake mechanical, electronic or electrical engineering activities involving wheelchairs, assistive technology, communication devices, or telecare.
 - IV. **Renal Technology:** For those who undertake mechanical, electronic or electrical engineering involving renal technology equipment.
 - V. **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.
 - VI. **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.
 - VII. **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.

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; however 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:** Your supporters should be registered Clinical Technologists. Alternatively, they may be 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, Fellows, Corporate or Incorporated Members of the Institute of Physics and Engineering in Medicine, the Institution of Engineering and Technology, the Association of Renal Technologists, or, 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. It is preferable that the person to whom you are directly responsible is named as one of your proposers.

CRITERIA FOR ENTRY TO THE REGISTER

The Voluntary Register of Clinical Technologists is open to all 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 or 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 educational programme, or, an approved training scheme. A list of approved educational programmes can be found [here](#). 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.

Grandparenting:

All Grandparenting routes closed on 31st December 2011. The Primary Criterion is now the only available entry route.

Applications:

All applications to join the Voluntary Register of Clinical Technologists must be made via the appropriate application form and be accompanied by the application fee. The candidate should submit the original application form and one copy. In addition the candidate must also provide: -

1. Two copies of all educational and training certificates (each copy **must be** initialled by both of the candidate's supporters). (Note: Do not include certificates relating to short duration courses lasting one week or less).
2. Two copies of a detailed curriculum vitae that describes the candidate's 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.
3. Two copies of an organisation chart showing the position of the candidate's current post within their current place of employment (each copy **must be** initialled by the candidate's supporters).

If you do not provide all of the information described above your application will be returned to you unprocessed.

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

A £30, 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. Cheques should be made payable to the Institute of Physics and Engineering in Medicine. Registration is renewable on an annual basis (on 1st 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. Maintaining competence through continuing professional development (this includes candidates having a recognised career break). As part of the renewal process the Registrar may request evidence of such activity.
3. Adherence to the Code of Professional Conduct for Clinical Technologists issued to each registrant.
4. The payment of the annual registration fee.

We will endeavour to deal with your application within 45 days from the date of its receipt.

All successful candidates will receive a certificate, signed by the Registrar, which will indicate membership of the Register. This certificate will be renewed on an annual basis.

Overseas Applications:

Only candidates who have qualified via the Primary Criterion described above will be eligible to join the Register. All qualifications gained outside the UK, which are submitted to the VRCT as evidence of educational attainment, must be accredited by UK NARIC. This must be done at the candidates 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](http://www.naric.org.uk) (www.naric.org.uk):

Write, telephone, fax or email:

Qualifications & Skills Division

UK NARIC

Oriel House

Oriel Road

Cheltenham

Glos GL50 1XP

Tel: +44 (0)870 990 4088

Fax: +44 (0)870 990 1560

Email: info@naric.org.uk

Application and Renewal Fees:

The application or re-application fee is £30.00. The yearly renewal fee is £10.00 per year. All applications should be sent to:

The Registrar

Voluntary Register of Clinical Technologists

Fairmount House

230 Tadcaster Road

YORK YO24 1ES

Tel: 01904 610821

Fax: 01904 612279

E-mail: enquiries@vrct.org.uk

Appeals:

If you wish to appeal against a decision made by the VRCT, in relation to an application, you should write to the Registrar at the address above (telephone calls are not acceptable). This should be done within thirty days of the disputed decision. You should explain, in detail, the reasons for your appeal. Please note that only candidates can appeal against a decision made by the VRCT. No one can appeal on your behalf. We will endeavour to deal with your appeal within a period of thirty days from receipt.

Registration Renewal:

As indicated, your registration will be due for renewal on the 1st January each year. We will write to you before that time asking you to pay the due fee. If you have set-up a direct debit your payment will be processed through the arrangement set up with your bank, 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 your due payment is made on time. Payment by other banking methods is acceptable such as payment by cheque. Please do not send cash.

You have until 31st March each year to pay your registration renewal fee. If you do not wish to renew your registration because of retirement, career change or any other reason, please write to the VRCT Registrar (telephone calls are not acceptable).

Failure to Renew your Registration:

If you fail to renew your registration with the Voluntary Register of Clinical Technologists by the 31st March each year the following will occur:

1. The renewal fee will increase to £30.00 and a further payment window of 1st April to 31st May will be instigated.
2. If you fail to pay during this further payment window your VRCT registration will be cancelled and you will be required to re-apply to join the Register. At this

stage we will write to your employer indicating that you have been removed from the Register for non-payment of your registration fee.

3. If you fail to renew your registration by 31st May and re-apply at a later date you will be asked to pay the re-application fee plus all outstanding fees owed to the VRCT. Thus some one who fails to renew on or before the 31st May in any year; who then re-applies later in the year or the next year, **may be required to pay the re-application fee plus any outstanding renewal fees.**

Re-applying to the Register:

If you have previously been a member of the Register and have withdrawn or not renewed your membership 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. In order to re-apply you should use the standard application form. If known, you should state your previous registration number on the form. An application to re-join must be supported by two Proposers of the standing described earlier in these Guidelines. The re-application fee is £30.00. If you are not in good standing with the Register, that is, if you failed to pay the due renewal fee or 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.

Name Change:

If you change your name you should write to the Registrar at the address above (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.

Data Protection:

When you apply to the VRCT 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 VRCT Assessors' Panel and those that work on behalf of the VRCT are bound by the Data Protection Act and are fully aware of their obligations to keep the data confidential and secure.

The VRCT have not and will not sell or make the VRCT lists available to any third party. The VRCT receive 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 health professional can be identified. The VRCT Assessors' Panel must approve any such action. The only information that we publish about you is your name, registration number, approximate geographical area of practice and the date your registration started. It is essential that you keep the VRCT informed of any changes to your personal details, so that we are able to keep in touch with you. If you would like to view more information on how the VRCT deals with your personal data go to <http://www.vrct.org.uk/Registrants.shtml>.

The Voluntary Register of Clinical Technologists is registered with the Information Commissioner's Office, Registration Number Z1257480.

