

Accredited Registers

Notification of change guide

July 2021

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1. Introduction

About this guide

- 1.1 This guidance is for Accredited Registers who need to tell us about a significant change during the period of their accreditation.

2. Notification of change

- 2.1 Once accreditation has been granted, a register must tell us of any significant changes it has made or plans to make that may affect whether it meets our *Standards for Accredited Registers*. We have set out below some examples of the sorts of change you should tell us about. If you are unsure, please contact us for advice.
- 2.2 We recognise that Accredited Registers will regularly update and make changes to improve their work and to adapt to internal and external influences. Accredited Registers may implement such changes in advance of assessment and approval at their own discretion.
- 2.3 Not all changes will require a notification of change and in some cases, it will be sufficient to tell us about them at either at the annual check, or full renewal assessment.

Changes that must be notified to the Authority

- 2.4 The following are examples of changes that are likely to require a notification:
- The addition of a new occupation to a register
 - Substantial changes to a key policy or procedure, for example complaints handling
 - Substantial changes to education and training requirements for entry onto the register
 - The introduction of a new entry route to the register
 - Changes to staff or governance structures that leave roles critical to the functioning of the register vacant or significantly altered
 - Transfer of the register to a new organisation, including to another Accredited Register
 - A serious incident which might affect the running of the register.

Changes that the Authority should be notified of at annual review

- 2.5 The following are examples of changes that are likely to require a notification of change in the accredited year, but details should be provided as part of the annual review:
- Changes to senior staff (Chief Executive, Chair, Registrar) and Board or Committee composition
 - Updates to policies and processes that do not affect their fundamental nature

- Changes to funding sources
- Significant changes to the website, especially aspects aimed at the public.

Changes that do not need to be reported

- 2.6 Below are examples of changes that are outside the remit of the Accredited Registers programme and as such the Authority does not need to be notified:
- Changes in areas of the organisation not involved with or directly affecting the running of the register, for example, changes to research staff
 - Changes to partnerships with organisations that do not affect the register.

Criteria for assessing notifications

- 2.7 When a register informs the Accreditation team of a change, the team will consider whether it needs to be assessed against the Standards, taking into account:
- The Standard(s) potentially affected
 - If there is a potential public protection issue
 - If the changes would affect public confidence in the register
 - If the changes would impact on good governance of the register.

3. Application

- 3.1 If the team considers that the change should be assessed earlier than the next annual check or full renewal assessment, they will ask that a notification of change form is completed and submitted to the Accreditation team with any supporting documents to accreditationteam@professionalstandards.org.uk.

Filling in the form – hints and tips

- 3.2 The notification of change form can be requested from the Accreditation team. The form should be completed electronically; we ask that the form be completed in Arial, font size 12. Each of the boxes is designed to be expandable to fit the length of the answer.
- 3.3 Please ensure that all abbreviations and terminology (including roles and positions) familiar to the organisation but not to the layperson are clearly defined at the first instance.
- 3.4 If part of the explanation includes policies that are still under development or future plans, then please provide timelines for key milestones within their development.
- 3.5 If there is any uncertainty about what the question is asking for, please contact the Accreditation team for their advice.

4. Assessment process

- 4.1 We will invite stakeholders to share their experience. We will seek and take account of feedback about the applying Register from third parties including

- patients, service users, professional and representative organisations. The Accreditation team will prepare a summary of the changes and share with the Register for factual accuracy checking before it is published on our website 'current work' page for 28 working days. In addition, we will invite stakeholders, by email, to share their experience about the organisation related to the proposed changes within the timescale above.
- 4.2 The Accreditation team will assess the responses and seek consent from respondents before sharing any information with the organisation. Where consent has been given, the Accreditation team will send the responses to the applying organisation, giving it the opportunity to respond to issues raised by respondents. Timescales will be discussed, but typically the Register will be asked to provide a response within 10 working days. If consent to share is not given, the team will review the information to identify any themes and may present the themes to the applying organisation. The Register will be asked to respond to these themes.
- 4.3 The Accreditation team will carry out a documentary review related to the change. It will decide whether a site visit or interviews are required to assess the proposed change. The team may clarify information or follow up any issues that are identified with the Register.
- 4.4 The team will assess all information received and prepare a report which will be shared with the Register to check for factual accuracy. The Accreditation team will submit a summary report for a Panel with its recommendation on whether to accept the change and arrange a meeting with the Register to discuss the report.
- 4.5 The panel will decide whether to accept the change or not. The options available to the Panel are:
- Accept the change
 - Accept the change, with Conditions and/or Recommendations
 - Not accept the change at this time, with reasons specified
 - Adjourn to request further information from the Register.

5. After the Panel's decision

- 5.1 The team will produce a written summary of the Panel discussion which will be published on our website for 12 months, in line with our *Publications Policy*.
- 5.2 If you are unhappy with the decision we have made or the level of service we have provided we will be happy to discuss it with you. You can contact the team by email at accreditationteam@professionalstandards.org.uk, or by telephone on 020 7389 8037.
- 5.3 If the team is unable to resolve your concern, or you would it to be considered by someone outside of the Accreditation Team, there is further information about how to submit a complaint on the '[Make a complaint](#)' section of our website.
- 5.4 Registers can also appeal the outcome of a Notification of Change. Appeals must be submitted within ten working days of formal notification of a decision. More information about how to do this can be found in our *Appeals Policy*.

Document Control

Version Control

Printed documents are uncontrolled. This document is only valid on the day it was printed.

Version	Description of Version	Date Completed
1.0	New Guidance	5 July 2018
1.1	Revised guidance	29 July 2021