

**Agenda Item 6**

**Enclosure 4**

**Paper RC 4 / 03**

# **REGISTRATION COMMITTEE**

**International Registration Department**

**Moving to a single mechanism for  
International Registrations**

**From : the Executive**

**FOR DISCUSSION**

**REGISTRATION COMMITTEE**  
**Update on International Registrations**

**HEALTH PROFESSIONS COUNCIL**  
**Moving to a single mechanism for International Registrations.**

**Roy Dunn, Interim International Registration Manager**

1. The International Registration process currently employs 12 slightly different sets of documentation and workflows, reflecting the inherited "Boards" processes from CPSM days.

The current arrangement requires specialised Registration Officer knowledge for each profession, making fast turn around of applications difficult. We are also reliant on postal systems, and suffer significant delays awaiting documentation from training institutions and referees. The current system is dependant on significant volumes of paper flowing through the department, potentially causing loss of applicants details, and creating significant storage problems.

2. Moving to common sets of documentation and workflows, putting the process online, plus rationalising idiosyncrasies in the application requirements can yield time savings of 6 working days. Future professions could be adopted into the International department more rapidly.

If reference and training course submissions were to accompany applications at the time of initial application, many weeks or months could be saved on the end to end process. Mechanisms to alleviate the obvious potential for fraud will be implemented to ensure we are as rigorous as at present.

3. Online workflows and modifications to the training provided to registration staff will enable faster turn around of applications with in the department, and increased customer service to applicants. A significant volume of interaction with applicants is on progress of applications, rather than submission of details in respect of the application. This is likely to grow.

4. The changes to International application workflow require IT investment to use cutting edge (not bleeding edge) technologies to best advantage. Registrant & Applicant databases could be shared with the UK process. Workflow and assessor functionality require new robust online processing not required for UK applications. Technology similar to online shared manuscript editing already facilitates the type of workflow we envisage.

5. The (2 page) diagram below reflects the desired workflow for International (and potentially Grandparenting) applications. Interim stages may use e-mail delivery of applications to assessors saving 4 days in the HPC process.



