

## Registration Requirements

### Introduction

- 1.1 The Policies and Principles section of Health Technical Memorandum 00, Best Practice Guidance for Healthcare Engineering, describes the structure and the core suite of nine subject areas for guidance. HTM 06 sets out guidance for the management and control of electrical systems.

- 1.2 Chapter 2 and 3 of HTM 00 summarises the professional support, roles and management structures required to implement the HTMs for the role of Authorising Engineer (Electrical) (AE(E)).

NB The Devolved Administration of Health Facilities in Scotland, Welsh Health Estates and Health Service Northern Ireland have different management structures in place. The AE(E) Register will engage with representatives from these Devolved Administrations.

- 1.3 IHEEM maintains a register of Authorising Engineers (Electrical). The responsibility for maintaining the register within IHEEM is through the AE(E) Registration Board, which is described in the Terms of Reference for that Group, held by the Institute.

The Registration Board is also responsible for the publication of an AE(E) Code of Conduct, the investigation of complaints, the endorsement of appropriate training courses, registration of new AEs(E), periodic re-registration of AEs(E) and general management of the register.

- 1.4 This document outlines the registration matters of AE(E), new entrants to the scheme and re-registration procedures for those already registered. The registration procedure will be transparent and controlled.

- 1.5 Acceptance onto the register will be undertaken by successful completion of an application form together with a Practice Report, and a Professional Review, whereby a satisfactory level of professional competence including work experience and CPD will be assessed.

### AE (Electrical) Registration

- 2.1 The following criteria will apply for registration as an AE(E), (HV/LV):

- a) The applicant must be either:
- i) Member of IHEEM at Fellow or Member level and
  - ii) a Chartered Engineer,  
or an Incorporated Engineer, *with a minimum of 10 years with practical and relevant technical engineering knowledge and experience in Electrical systems to current standards (supported by a relevant CPD Log or suitable documented evidence)*. To be qualified and to be able to demonstrate a commitment towards Chartered Engineer registration.

- a) Have a minimum of 10 years relevant electrical systems engineering experience in one or more of the following areas:
  - i. Operational Management
  - ii. Auditing management systems
  - iii. Risk Assessment
  - iv. Design of Electrical Systems
  - v. Project Management
  - vi. Statutory Enforcement
  - vii. Other related Electrical Health and Safety experience.
- b) Have completed an appropriate AP(E) course and passed the Authorised Persons training courses (HV/LV) within 3 years prior to application.
- c) Have completed a Healthcare AE Course (City & Guilds accredited) within the previous three years or six months for first registration.
- d) Have completed a NEBOSH General Certificate in Health and Safety.
- e) Have completed a recognised emergency first aid training course within the last three years.
- f) Undergo a professional interview by the AE (E) Panel.
- g) Submit a Practice Report of approximately 2000 words + appendices outlining the experience and type of work carried out.
- h) Submit a separate CPD log.
- i) Agree by signature to adhere to AE(E) Code of Conduct

2.2 The Registration Panel of the AE(E) Registration Board can recommend further actions regarding education and training as deemed necessary before the applicant is accepted onto the register. These recommendations could be in the form of mentoring by an existing AE(E), or gaining further experience at management level in the electrical field.

### **Re-registration of AE(E)s**

- 3.1 All registrants will be reviewed by the Registration Board every 3 years.
- 3.2 The registrar will inform each registrant at least 4 months prior to the review date to request the re-registration documentation.
- 3.3 Each registrant must submit to the AE(E) Registration Panel sub-group the following:
  - a) Documentary evidence or a CPD log showing a minimum of 30 hours of CPD annually
  - b) A written professional review of the registrant's activity summarising the period since last registration; the review should be on one side of A4.
  - c) Collectively, these documents should adequately demonstrate:
    - i. Awareness and application of current electrical systems standards and practices and related health and safety issues.
    - ii. On-going development of knowledge and skills.

- iii. Routine decision-making and accountability criteria associated with electrical systems under the registrant's control.
- 3.4 It will be at the discretion of the registration panel to call the registrant to an interview if the documents submitted for re-registration do not meet the criteria outlined above.

#### **CPD objectives for AE (E)**

- 4.1 All AE (E)s should have a clear understanding of current strategies and techniques in electrical systems and an appreciation of how and when to apply them in practice. This will include the ability to make judgements about the areas of electrical systems in their designated field and take responsibility for their decisions and actions.
- 4.2 A yearly IHEEM AE (E) Panel endorsed seminar session will be available, together with a range of regional presentations, where it is expected that all those on the AE (E) register will participate and/or attend in order to be kept up to date with the latest procedures, health sector policies (UK wide), new technologies and any new or proposed standards and guidance.
- 4.3 Documentary evidence or a CPD log showing a minimum of 30 hours of CPD annually.
- 4.4 CPD may consist of the following categories:
  - a) Monitoring and coaching of individuals working with Electrical Systems.
  - b) Knowledge of current legislation, practices and technology associated with electrical systems
  - c) Attendance at a technical seminar as described above.
  - d) Management and Communication, personal skill development, including soft skills.
  - e) Keeping updated on knowledge and skills through Seminars and appropriate courses.
  - f) Supplementary work and duties, private study, reading and committee work.
  - g) Health and safety legislation.

#### **Further guidance for Registration and Subsequent Reviews**

The details given in the review process should highlight the activities in areas such as those listed below:

- a) Management of Electrical Systems.
- b) Reporting and auditing.
- c) Provision of advice to department design/to technical guidance.
- d) Departmental auditing and site assessments.
- e) Appointments of staff or consultants in the process such as AP(Electrical) as recommended in HTM06-02/03.
- f) Invitations to join and work on documentation policy/document review groups.
- g) Membership of Electrical groups or committees.
- h) Attendance of relevant educational or technical seminars.

- i) Setting up and running or presenting at technical seminars.
- j) Managing technical groups of personnel in the electrical field.
- k) Educational – presentations on electrical policies or procedures, Attendance at technical seminars.
- l) Attendance of technical courses of various disciplines.
- m) Management development courses.
- n) Specialist work, research work or papers written.
- o) Papers published in technical journals.