

Registration Requirements

1.0 Introduction

- 1.1 Health Technical Memorandum (HTM) 00, *Policies and Principles of Healthcare Engineering*, describes the structure and the core suite of eight subject areas for guidance.

- 1.2 Chapter 3 of HTM 00 summarises the professional support and management structures required to implement the HTMs for the role of Authorising Engineer (Water) (AE(W)):

“The AE will act as an independent professional adviser to the healthcare organisation. The AE should be appointed by the organisation with a brief to provide services in accordance with the relevant HTM. The professional status and role required may vary in accordance with the specialist service being supported.

The AE will act as assessor and make recommendations for the appointment of Authorised Persons (APs), monitor the performance of the service, and provide an annual audit to the DP (Designated Person). To effectively carry out this role, particularly with regard to audit, the AE should remain independent of the operational structure of the healthcare organisation.” [Paras. 3.16 and 3.17 – HTM00]

- 1.3 HTM 04 sets out guidance for *Safe Water in Healthcare Premises*:
 Part A – Design, Installation and Commissioning
 Part B – Operational Management
 Part C - *Pseudomonas aeruginosa* – advice for augmented care units

Chapter 6 of HTM 04-01 Part B summarises the relationship with the healthcare organisation’s Water Safety Group (WSG):

“The WSG should be led and chaired by a person who has appropriate management responsibility, knowledge, competence and experience. Where required, it may appoint in writing an independent professional adviser/Authorising Engineer (Water) with a brief to provide services in accordance with this HTM and the HSE’s technical guidance HSG274 Part 2.” [Para. 6.8 – HTM04-01 Part B]

NB The Devolved Administrations of Scotland, Wales and Northern Ireland have different management structures in place. The AE(W) Registration Board will engage with representatives from these Devolved Administrations.

- 1.4 IHEEM maintains a register of Authorising Engineers (Water). The responsibility for maintaining the register within IHEEM is through the AE(W) Registration Board, which is described in the Terms of Reference for that group, held by the Institute.
- 1.5 The Registration Board together with the Water Technical Platform, (and other discipline specific Registration Boards and Technical Platforms), is responsible for the relevant Codes of Conduct and Disciplinary Regulations, the investigation of complaints, the endorsement of appropriate training courses, registration of new AE(W)s, periodic re-registration of AE(W)s and general management of the registration process.
- 1.6 This document outlines the registration process for AE(W), including new entrants to the scheme and re-registration procedures for those already registered. The registration process will be transparent and controlled.

2.0 AE(W) Registration

2.1 Successful registration as an AE(W) is dependent upon successful completion of the application process, comprising:

- Application Form
- Practice Report
- Professional Peer Review of
 - Professional Competence
 - Continuing Professional Development

2.2 The following criteria apply for registration as an AE(W):

The applicants must:

- a) At the date of application be registered with a professional body as a qualified practitioner. (IHEEM will hold a list of appropriate professional bodies)
- b) At the date of application be a member of IHEEM at Fellow or Member level
- c) Have a minimum of 10 years' recent relevant Water Systems Management experience e.g. in Operational Management or Water Safety Auditing and recent relevant water systems experience **in at least 2** of the following areas:
 - i. Risk Assessment
 - ii. Design & Specification of Water Systems
 - iii. Project Management
 - iv. Water Quality / Treatment
 - v. Other related Water Quality / Safety experience – please state
- d) Have extensive auditing experience in the field of Water Safety
- e) Demonstrate a good understanding of microbiology, water sampling, testing and analytical results
- f) Demonstrate the ability to provide independent and impartial advice
- g) Demonstrate a good understanding of the legal drivers affecting the water safety environment
- h) Demonstrate effective professional and interpersonal skills with regard to:
 - i. Audit
 - ii. Reporting
 - iii. Assessment
- i) Submit a current CPD record evidencing recent training and developmental learning
- j) Submit a written Practice Report, in the format shown in the Appendix, covering the following areas:
 - i. The scope and purpose of an Authorising Engineer (Water)
 - ii. How you fulfil the registration criteria set out above.
 - iii. The benefit to you of being an Authorising Engineer (Water)
 - iv. Your vision for dealing with your clients
 - v. The ethos and culture of Independence and Impartiality
 - vi. How you will support the goal of patient care
 - vii. Your future professional development
 - viii. How you fulfil the criteria shown above
- k) Undertake a successful Professional Review by the AE(W) Registration Board comprising:
 - i. Review of CPD record
 - ii. Review of written Practice Report
 - iii. Short Presentation and Peer Review Interview

- 2.3 The Peer Review Panel 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(W) or gaining further experience at management level in the water field.
- 2.4 Upon successful registration, the AE(W) will be subject to the current Codes of Conduct and Disciplinary Regulations relating to IHEEM members and Registered Authorising Engineers,

3.0 Annual Review of CPD

Registrants, during their appointment as an Authorising Engineer (Water), shall ensure their CPD record is up to date as it will be reviewed on an annual basis. The CPD review will be carried out by IHEEM under the current arrangements for reviewing CPD of all members of IHEEM

4.0 Re-registration of AE(W)s

- 4.1 All registrants will be reviewed by the Registration Board every three years.
- 4.2 The Registrar will inform each registrant at least four months prior to the review date to request the re-registration documentation.
- 4.3 Each registrant must submit to the AE(W) Registration Board the following:
- a) Documentary evidence or a CPD log showing CPD activity since the date of last registration
 - b) A written professional review of the registrant's activity summarising the achievements since the date of last registration.
 - c) Collectively, these documents must adequately demonstrate:
 - i. awareness and application of current water standards and practices.
 - ii. ongoing development of knowledge and skills.
 - iii. routine decision making and accountability in the field of water safety.
 - iv. independence and impartiality
- 4.4 It will be at the discretion of the Registration Board to call the registrant to an interview.
- ### **5.0 CPD objectives for AE(W)s**
- 5.1 All AE(W)s should have a clear understanding of current strategies and techniques in water systems and an appreciation of how and when to apply them in practice. A structured CPD programme assists in the achievement of this objective.
- 5.2 A yearly IHEEM AE(W) Registration Board endorsed seminar session will be available where it is expected that all those on the AE(W) 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.
- 5.3 Documentary evidence or a CPD log showing a minimum of 30 hours of CPD annually
- 5.4 CPD may consist of the following categories:
- i. Mentoring and coaching of individuals working with water
 - ii. Knowledge of current legislation, practices and technology
 - iii. Management and Communication, personal skill development.
 - iv. Keeping updated on knowledge and skills through Seminars and appropriate courses.
 - v. Supplementary work and duties, private study, reading and committee work.
 - vi. Reading the Health Estate Journal and other Technical Literature.
 - vii. Provision of lectures or accredited training