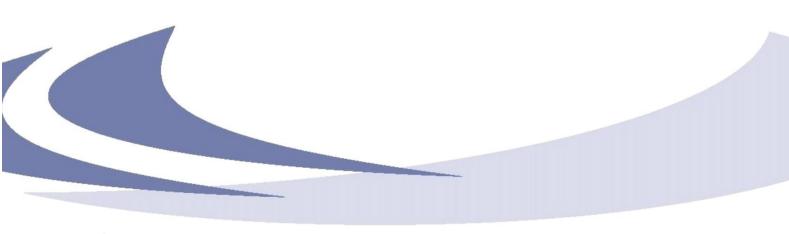


Applying for registration from the EU/EEA or Switzerland



If you wish to work as an osteopath within the UK you are required to register with the General Osteopathic Council (GOsC). Under the *Osteopaths Act 1993* the title 'osteopath' is protected by law and as such it is a criminal offence in the UK for anyone to claim expressly or by implication to be any kind of osteopath unless registered with the GOsC.

What we do:

The GOsC's role is to regulate and develop osteopathic practice in the UK by:

- Setting and promoting high standards of osteopathic practice and conduct.
- Assuring the quality of osteopathic education and training.
- Registering qualified professionals on an annual basis and ensuring their continuing fitness to practise.
- Helping patients with concerns or complaints about osteopaths and dealing with those complaints through fitness to practise procedures.

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Applying for registration

1. Can I practise in the UK?

In order to practise in the UK, you will need to be registered with the GOsC, which is, under EU legislation¹, the competent authority for osteopathy in the UK.

2. What do I need to do to register?

In order to determine if you can be registered, the GOsC will need to assess your qualification, your work experience and your lifelong learning to ensure these are equivalent with UK standards. The UK standards are set out in the <u>Osteopathic</u> <u>Practice Standards</u>.

3. To begin applying for registration

You will need to send us the following information:

- your contact details
- proof of nationality copy of your passport
- proof of qualification a certified copy of your professional osteopathic qualification or, if you don't hold a qualification, evidence that you have practised as an osteopath for at least one of the last 10 years
- a certified copy of your academic transcript, which outlines the results you achieved for each module studied
- a course guideline/handbook which outlines the modules studied, specific to osteopathy
- if you are applying from Finland, France, Iceland, Liechtenstein, Malta,
 Portugal or Switzerland evidence that you are registered with the regulatory
 body in that country. You should ask your regulatory body to provide a
 Certificate of Current Professional Status or equivalent. The certificate
 confirms that you are registered with the appropriate regulatory body,
 provides confirmation of your training standards and reports all relevant
 disciplinary actions that may have been taken against you

¹ The European Directive on the Recognition of Professional Qualifications (2005/36 as amended by 2013/55) provides for freedom of movement ensuring there is a streamlined process to assist those who qualify under the Directive to move and work between EU (European Union)/EEA countries (European Economic Area).

completed forms:

- Appendix 1: Outline of osteopathic education, work experience and lifelong learning (or continuing professional development)
- Appendix 2: Mapping of academic transcript, experience and training to the Osteopathic Practice Standards
- o Professional reference request

You should read our guidance <u>Review of Qualifications: applicants with EU rights</u> before completing these forms. There is a fee of £690 for this stage of the assessment.

4. How are my training and experience assessed?

The documents that you send to the GOsC will be assessed by two qualified osteopaths who are also trained as registration assessors².

These assessors will decide whether there is, or is not, a substantial difference between your training, work experience, lifelong learning and the UK standards.

The assessment may take up to four weeks to complete. When the assessment is complete, we will write to you with the result and a *Review of non-UK qualified qualification outcome report*, and tell you what you should do next.

If the assessors do not believe there is a substantial difference between your training and experience and UK standards, you may apply directly for registration with the GOsC – please see section 6.

If the assessors believe there is a substantial difference between your training and experience and UK standards, you may choose a compensation measure – please see section 5. This allows you to demonstrate that your training and experience is equivalent to UK standards.

Please note that GOsC staff will not be able to advise you of any substantial differences in advance of your qualification being assessed.

5. What are the compensation measures?

If a substantial difference is identified, you can choose either **an aptitude test** or **a period of adaptation** in order to meet the requirements set out by the assessors.

² Information about the assessors can be found at: <u>osteopathy.org.uk/training-and-registration/how-to-register-with-the-gosc/assessments-and-assessors</u>

Aptitude Test

The aptitude test has two parts.

a. Completion of a Further Evidence of Practice form. There is further information in *Further Evidence of Practice form: Guidelines for assessors and applications*.

The questionnaire asks you about your practice and you will need to provide examples of specific aspects of practice where you have taken sole clinical responsibility. You will also need to include case histories and clinical presentations in these examples, to evidence how you are able to meet the <u>Osteopathic Practice Standards</u>, and you should submit anonymised copies of your clinic records. The examples should be as recent as possible and ideally within your last two years of practice.

It is your responsibility to submit information that demonstrates your ability to meet the required standards of clinical safety, knowledge and skills. If you are genuinely unable to provide patient records, you must tell the GOsC why before you complete the further Evidence of Practice form.

There is a fee of £690 for the Further Evidence of Practice assessment. If you are successful the next stage of the assessment process is an Assessment of Clinical Performance.

b. The Assessment of Clinical Performance (ACP) is a competency-based practical examination, held in the UK and involving real patients in a clinic setting.

For further information see the <u>Assessment of Clinical Performance:</u> <u>Guidelines for Applicants and Assessors.</u> There is a fee of £910 for the ACP and if you pass it you may apply for registration – see section 6.

Together, both parts of the aptitude test assess most of the *Osteopathic Practice Standards*.

You will also be required to certify that you have read the <u>Osteopathic</u> <u>Practice Standards</u> and considered there in the context of your own practice.

Period of Adaptation

A period of adaptation is a period of practice and/or academic training under the supervision of a UK osteopath, which can last up to three years.

You will have received a *Review of non-UK qualification outcome report* setting out the areas of the *Osteopathic Practice Standards* that, in the opinion of the assessors, you have not yet met. The purpose of the period of adaptation is to enable you to show that your practice does meet all the *Osteopathic Practice Standards*.

You will need to arrange for your period of adaptation yourself by contacting an osteopathic college. The cost of the period of adaptation will be set by the colleges.

The period of adaptation is completed when a college is satisfied that the applicant has met the requirements of the <u>Osteopathic Practice Standards</u>. Further information is provided in our <u>Periods of Adaptation Guidance</u>.

6. My training and experience is considered equivalent with UK standards. Is there anything else I need to do in order to be registered?

We will send you a registration pack.

For further information about the application pack and how to complete it, please read the next section of this booklet.

In order for your application for registration to be considered, you must submit ALL the following documents:

- a completed registration application form
- a health reference
- a character reference
- evidence of your ability to communicate in English. Please see our leaflet
 <u>English language test requirements</u> for full details of the acceptable tests
 and required grades/levels
- a criminal record check from your country of residence
- the entry fee.

Please send these documents to: Registration Department General Osteopathic Council Osteopathy House 176 Tower Bridge Road London SE1 3LU

Please be aware that once we have received all your documents, it can take up to five working days for your name to be entered onto the Register.

You are not able to work as an osteopath until the Registrar has written to you confirming your registration, and you have activated your insurance policy if you intend to practise in the UK.

Once you have received your insurance policy, you are required to forward a copy of the schedule of cover to registration@osteopathy.org.uk

The registration application pack

1. Application form

Sign and date the declaration on the front of the application form (please read the questions on the application form carefully) and the data protection declaration. Ensure ALL questions on the application form have been answered, as failing to do so will slow down the registration process.

2. Health reference

A health reference must be signed by a GP who has known you for at least four years OR by a GP who has access to your medical records of the last four years (there may be a small charge for this) and who is not a relative. Please ensure that your GP ticks the appropriate box when completing the health reference, otherwise this will hold up the application process.

If you are not registered with a GP and cannot provide a health reference, please contact the registration department by email <u>(registration@osteopathy.org.uk)</u> to explain the circumstances which prevent you from obtaining a health reference signed by your GP. The registration department will advise you how to proceed with your application.

3. Character reference

The character reference must be signed by a person in a professional occupation who has known you for at least four years, and who is not a relative. These are some examples of suitable professional occupations (this list is not exhaustive):

Accountant Member of Parliament

Articled clerk of a limited company Merchant navy/armed services officer
Assurance agent of recognised company Minister of a recognised religion

Poult/huilding posish (official Numa (CDN) and CDN)

Bank/building society official Nurse (SRN and SEN)

Barrister Optician
Broker Osteopath

Chairman/director of limited company Person with honours (e.g. OBE, MBE etc.)

Chemist Photographer (professional)

Chiropodist Police officer
Christian Science practitioner Post office official

Civil servant (permanent) President/secretary of an organisation

Commissioner of Oaths Salvation Army officer

Councillor: local or county Social worker

Dentist Solicitor/solicitor advocate

Engineer (with professional qualifications)

Surveyor

Fire service official
Funeral director
Insurance agent of a recognised company
Journalist
Justice of the Peace
Manager/personnel officer
officers Medical doctor

Teacher, lecturer
Trade union official
Travel agent (qualified)
Valuer/auctioneer (Fellow/Associate
Members of the Incorporated Society)
Warrant officers and chief petty

4. Criminal record check from country of residence

The GOsC requires applicants to have a criminal record check carried out from their country of residence.

If you have already moved to the UK, you will also be required to have an Enhanced Check for Regulated Activity through the Disclosure and Barring Service in the UK.

For information on how you can obtain an Enhanced Check for Regulated Activity in the UK, please contact the registration department by emailing registration@ osteopathy.org.uk

Your criminal records check and Enhanced Check for Regulated Activity (if required) must be no more than six months old from the date of issue at the time of your application to join the Register.

5. Translated documents

All non-English documents must be accompanied by certified translations into English. A certified translation is a translation of a document from one language to another by a professional translator with assurances that he or she is knowledgeable in both languages and that the translation is complete and accurate.

The translator needs to sign or stamp the translation to confirm the points above. A translation can be carried out by an official translation agency, a language department of a university or the British Embassy or High Commission.

All translations should be printed on official headed paper and bear the name and signature of the translator.

6. Intended Professional Indemnity Insurer

Once you are registered you must ensure that you are covered by Professional Indemnity Insurance with a minimum cover of £5 million. Your insurance must be appropriate to your professional needs and meet the requirements of the GOsC Rules.

Once you are registered, but before you start practising, you must ensure your Professional Indemnity Insurance policy is active.

You must forward a copy of your insurance policy to the GOsC if you are intending to work in the UK.

The following insurance intermediaries can offer you advice on professional indemnity insurance that meets your requirements:

Balens Insurance Brokers

01684 580 771 www.balens.co.uk

Institute of Osteopathy

01582 488 455 www.osteopathy.org

Howdens Insurance Brokers

020 7623 3806 www.howdengroup.com

7. Entry fee

The entry fee onto the Register is £320.

Fees are payable in a lump sum or by 10 monthly instalments by Direct Debit, providing you have a UK bank account.

8. ID Card

Photo identity cards are voluntary and can be used as a form of identification for home visits and to assure other healthcare professionals of your registration status.

If you would like an identity card please send a passport-sized photo with your name and applicant ID number (which can be found on the top right-hand corner of your application form) printed clearly on the back.

9. Further information

If you have a question not answered in this booklet, please contact the registration department using the contact details on the next page.

Three Counties Insurance

01789 204 803 www.3co.co.uk

Towergate MIA

01438 739 777

www.towergatemia.co.uk

GOsC contact details

Director of Registration and Resources

Matthew Redford x231 mredford@osteopathy.org.uk

Assessment of qualifications

Registration and Overseas Applications Officer

Lorraine Palmer X238 lpalmer@osteopathy.org.uk

Registration

Senior Registration Officer

Brenda Buckingham x256 bbuckingham@osteopathy.org.uk

Registration and Resources Administrator

Ben Chambers x229 registration@osteopathy.org.uk

Registration and CPD Assistant

Lorcan McCormack-Lean x235 lmccormack-lean@osteopathy.org.uk

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osteopathy.org.uk



