HPAC health practice associates council

Verification process for applicants

Identity confirmation?
Can the registrant's identity, date of birth and address be positively confirmed by electoral register, credit reference? Can face be biometrically matched to identity documents?

No → **Reject application until identity can be confirmed**

Yes ↓

Check HCPC or other relevant statutory regulator
Has the applicant been struck off, suspended or placed under restricted practice by a regulator who would typically oversee higher grades in the same field?

YES → **Reject application if struck off or suspended. If caution or restricted practice present this must be reflected on HPA and registrant interviewed**

NO ↓

Conduct an Enhanced DBS check
Has registrant consented to DBS check and to be added to the update service? Is DBS clear or if DBS has a recorded event has the DBS Panel reviewed the event and permitted the application to proceed?

No → Interview registrant - if not able to provide evidence of active employment at a statutory emergency service provider reject until DBS can be supplied.

Yes ↓

Review DVLA record
Has registrant supplied a DVLA check code that is valid and matches scan of drivers licence and vehicle classes claimed to be able to drive on blue lights? If applicant is requesting to be added to the HPAC Blue Light register is the blue light certificate supplied recognised by DTAG?

No → If non-driver progress to 4. if driver do not progress until valid DVLA check code is supplied

Yes ↓

Review clinical, driving and any other qualifications supplied
Has applicant uploaded or sent in evidences of qualifications which map to the grade applied for under the HPAC framework?

No → Contact registrant and request outstanding evidences be added to profile, once all received proceed to 5
If unable to supply additional evidences downgrade to grade matching scope of practice and proceed to next step
If no evidences received or registrant unwilling to downgrade cancel registration.

Yes ↓

Verification of qualifications
Can the certificates be verified via system check online/api or is registrant is registered with a key partner with a trusted validation process or in balance with all other evidence and background information available is there very high confidence that the evidence supplied is authentic?

No → Contact registrant employer or issuer of qualification and seek confirmation of certificate validity. If not possible contact registrant and seek further evidence or clarification.
If not satisfied defer to qualifications steering group within HPA panel for decision.

Yes ↓

Additional evidences for identity card
Has registrant supplied an up to date photograph and signature?

No → Verify online, but do not issue with ID card until these are received.

Yes ↓

Add to register and issue with HPAC ID Card.