



# **RWANDA ALLIED HEALTH PROFESSIONS COUNCIL**

(Law N°46/2012 OF 14/01/2013)



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## **REGISTRATION POLICY**

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### **Office of the Registrar**



**Kigali, June, 2018**

## *Mission Statement*

*To establish standards for training, practice, ethic and professionalism within the health professions through compliance, continued professional development, advocacy for enabling environment and enhancing public and stakeholder engagement*

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**Rwanda Allied Health Professions Council**

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## **Section1: Vision of the Council**

The vision of the Council is to be recognized as a model of good practice in regulation of health care professionals in the region.

## **Section2: Mission of the Council**

The Council is the guardian of the ethical rules, of the honor and dignity of the Allied Health professions. By this right, it is in charge of keeping moral principles, honesty and devotion, which are essentials for the practice of the health professions art and the observance, by all its registrants, of professional duties as well as code and rules of allied health professions ethics.

*Given the law N°46/2012 of 14/01/2013 relating to the organization, functioning and scope of activities of the Rwanda Allied Health Professions Council;*

Considering its mission which is:

- *To safeguard the moral interests-* of the profession indistinguishable of the high values which are the bases for the trust that allied medical practice must be worthy, and of protection of these values against related activities;
- *An administrative role-* the council manages a public utility for this purpose, it is equipped with prerogatives necessary of public power; its responsibilities regarding in particular the access to the profession, the qualification of Allied Health Professionals, and the practice of allied medicine;
- *To ensure that ethics among the Allied Health practitioners is guaranteed and maintained-* by pedagogy, and if necessary by sanction, which can get to a temporary or final withdrawal of the right to practice, the council ensures that the relationship established between an allied health practitioner and the patient is respected and maintained, take place in the respect of professional morals and in all independence, whatever the branch of activities;
- *A role of dialogue* with regards to professional practice and health policy;
- *A role of promotion of an initial, complementary and continuous training,* adapted as well to progress of medicine and technology as to the changes in the societies.

The Rwanda Allied Health Professions Council is responsible for the compliance with the rules, honor and dignity of the medical profession. It is mandated to

ensure compliance with the principles of morality, integrity and dedication essential to the practice of the allied health profession and ensure that all its members/registrants comply with their professional requirements, the laws and regulations governing the medical profession.

### **Section 3: Motto**

*In Pursuit of Quality Healthcare services*

### **Section 4: The Purpose of this policy**

For Health professionals, the Registration with regulatory bodies is statutory requirement prior to employment in the National health Services in Rwanda. The professionals include the following list which is regulated by the Rwanda Allied Health Professions Council.

The RAHPC has also a duty to ensure that new and existing employees are registered with the Council and have the relevant and valid license in order to comply with the requirements of their respective professionals' requirements.

The purpose of this policy is to set out the procedural steps necessary to ensure patient safety and public protection relating to professional registration status of allied health professionals working in Rwanda, in their different professional categories. This Policy applies to all allied health professionals who are employed in Rwanda Health Systems and those who want to be employed in Rwanda as well as students enrolled in Allied Health Related Programs approved by the HEC; whom professional registration is a statutory requirement for employment. This Policy must be used in conjunction with other guiding and workforce policies and procedures that that guide the practice of allied health professions include the code of conduct and CPD policy.

### **Section 5: Registration a pre-requisite for practicing**

No one shall be entitled to practice allied health professions in Rwanda, unless he/she is registered in terms of the Law establishing the Rwanda Allied Health Professions Council.

- i. Every person who desire to be registered in terms of this policy shall apply for the council and submit all requirements to the secretariat of the Council (Registration Office) as may be required by his profession.
- ii. If the secretariat is satisfied by the submitted documents, he/she shall upon payment of prescribed (in Internal Rules and Regulations) registrations and

licensing fees, issue a registration certificate and license card authorizing the applicant subject to the Law to practice his profession in Rwanda.

- iii. If the secretariat is not satisfied by the application/documents submitted in support of the application of this policy, they shall refuse to issue the registration certificate and license card to the applicant, but shall if so required, submit the application to the concerned professional board for decision.
- iv. Any person who is not licensed and practices a health profession in contravention of the Law or who pretend to hold registration status and valid license is guilty of an offence on conviction is liable to a fine or condemned to court as the committee in charge may decide.

### **Section 6: Conditions required to be registered in the Council**

The Council regroups inevitably all Allied Health Professionals entitled to practice their profession in Rwanda

No one can be registered with the Council unless he/she is a holder of a recognised qualification or certificate in allied health profession and is of good morals.

Nobody can practice the allied health profession if he/she is not registered with the Council.

Any allied health professional who practices the profession without being registered to the Council as well as one who practices while on suspension shall be submitted to the competent jurisdictions by anybody who justifies a direct interest and a concrete allegation.

The same applies to any health facility that would employ an Allied Health Professional who is not duly registered with the Council.

### **Section 7: To whom are applied this policy/guidelines**

These guidelines are applied to the followings:

- All registered Allied health professionals who practice or want to practice in Rwanda
- All allied health practitioners who graduated abroad (with foreign qualifications) and want to be recognized as professionals in Rwanda
- All students enrolled in accredited higher learning institutions in Rwanda to be indexed

## **Section 8: Categories of Allied Health Professionals**

The council is made of following categories of professionals:

1. Anesthesia Practitioners;
2. Audiology Practitioners
3. Biomedical Engineers
4. Biomedical Laboratory Practitioners;
5. Chiropractic Practitioners;
6. Clinical Officers
7. Clinical perfusion/Clinical Tecnology Practitioners;
8. Clinical Psychology Practitioners;
9. Dental Therapy and Oral Health Practitioners;
10. Emergency Care Practitioners.
11. Environmental Health Practitioners;
12. Hearing Instrument Dispensers;
13. Medical Imaging & Radiation Practitioners;
14. Nutrition Practitioners;
15. Occupational Therapy Practitioners;
16. Operating Theatre Practitioners;
17. Ophthalmic Clinical Officers/ Cataract Surgeons;
18. Optometry Practitioners;
19. Orthopedic Clinical Officers;
20. Orthotherapy Practitioners;
21. Osteopathic Practitioners;
22. Physiotherapy practitioners;
23. Prosthetics and Orthotics Practitioners;
24. Public Health Practitioners;
25. Social worker Practitioners
26. Speech and Language Therapists;
27. Surgical Technologists;
28. Students

The list of allied health professionals shall be updated from time to time through an order of the Minister in charge of health as proposed by the Council.

## **Section 9: Requirements for registration as professionals under RAHPC**

The application for registration is addressed to the Chairperson of the National Council Board together with the following documents:

- A filled registration form provided by the Council or alternatively use our [Online Registration Platform](#). **(see the online registration manual)**
- A copy of Identification/ valid passport
- Application Letter addressed to the Chairperson of the Council

- All qualifications (originals with notified copies)
- Two passport photos in color on a white background
- Copies of academic transcripts of the last three years
- Certificate from the employer for those who are currently practicing
- Police clearance certificate;
- Proof of previous registration where applicable
- Proof of payment of all applicable fees as determined by the Council
- Internship certificate where applicable

The candidate with a foreign nationality is provisionally registered with a validity which corresponds with that of his initial contract.

The registrar shall not register a person whose name has been removed from the register in the country in which he or she had been registered.

The Council shall not refuse to register an Allied Health Professional on motives based on rank, ethnicity, social or religious affiliations, opinion, political inclinations, gender or due to the fact that the professional originates from some grouping or based on any other sort of discrimination.

## **Section10: Student Registration**

Student registration allows the Council to ascertain whether students admitted in the various health sciences programs meet the minimum entry requirements.

Students who are not registered with the Council are not eligible for licensing examinations.

Only students from accredited programs by the Higher Education Council (HEC) and recognized by the Council are eligible for student registration.

Student registration (Indexing) is mandatory and it is a requirement within East African Community (EAC). You can download the registration form through **(Application forms)**\_or apply online process (see Website)

## **Section11: Requirements for students Registration**

- Must register with the council in three months starting the program
- Original duly completed student application form (available on the Council website)
- Clear copy of ID card
- Student Card

- 2 Passport Photos
- Proof of registration from the university indicating the field and date of enrollment (Admission Letter).
- Notarized copy of the of the Certificate of secondary school
- Registration fee equal to 5000 Rwandan francs (penalty fee will be accumulated per month in respect of which month application is submitted later than the duly date after registration at the university).

## **Section12: Requirements for Registration as an intern in Allied health professions**

- Notarized copy of the degree or certificate of the end studies
- Official letter from the HLI/university confirming that you have successfully completed your studies
- Originals and copies of you academic transcripts
- Registration fees as per category of professionals you fall into
- Clear copy of the ID/Passport
- A copy of certificate as indexed student in RAHPC or other regulatory body from your country if the intern is a foreigner.
- A clear detailed internship programme compiled according to the time schedule on weekly basis
- A letter from the supervising/training institution consenting to accommodate the candidate as intern for the duration of internship
- A letter from the supervisor indicating his registration status and ability to supervise the candidate.

## **Section13: Requirements for registration of foreign qualifications**

The RAHPC to enhance the process through which verification of professional credentials of international practitioners applying for registration, to practice in Rwanda; The RAHPC shall be requiring practitioners who obtained their professional qualification outside of Rwanda prove all required processes and procedures of the Council to have their credentials verified. Currently the still consider the submitted documents as the primary source of verification of credentials while also the Council may pass through other processes to get all required information to satisfy the issuance of registration status.

- Present the certificate or degree certificate notified copy and the original
- All transcripts copies and originals
- Fill the application form



- Application Letter addressed to the chairperson
- The equivalence certificate of the degree issued by the HEC
- All under graduate applicants holding the foreign certificate are subjected to registry assessment prior to registration as applied to inner country graduates

Qualifications obtained from foreign Countries will be considered on an *ad hoc* basis in terms of similar process for the relevant professional categories. In this regard, the Council will prepare the application for consideration through the specific professional advisory board that:

- Should they recommend that the candidate be subjected to registry assessment as a requirement for registration.
- The Board may recommend the applicant to approach one of the institutions with pre-approved program to gain the additional training and pay applicable fees prior to registry assessment which the Council is responsible.
- The Board may request the candidate to submit a portfolio of evidence covering all required competency areas in question and then assess it to make decision.

Note: In verification of the applications, where not clear, the council shall need to have proofs on the followings:

- I. Transcripts including the names of subjects/modules covered each year
- II. The content of each subject/module
- III. Learning outcome for the subject/module
- IV. Assessment method/criteria used
- V. Proof or description of the assessing board/body.
- VI. A letter of recommendation from the University/HLL.

#### **Section14: Refusal in case of a serious fault**

The Council may refuse registering an Allied Health Professional when the applicant has committed a serious offence causing harm to the dignity of the allied health profession, but such a decision must state the offences it has based upon. The appeal against decision taken by the Council may be submitted to the competent jurisdiction.

### **Section 15: Notifying the registration decision**

The Council rules on the request for registration by a motivated decision in thirty days starting from date of reception of a request.

The Council may refuse the registration if the applicant does not meet conditions underlined in the article 3.

The decision is notified to the applicant through a registered letter (Notification Letter).

### **Section16: Eligibility where qualifications not recognised**

A person holding a qualification which is not recognised by the council may apply to the council, and the council may make arrangements for that person to attend an interview and sit for an oral or written examination or both for the purpose of having that qualification recognised by the council.

The council may after interviewing or examining a person direct that person to undergo a period of training or undertake further examination as it may specify.

The council shall authorise the registration of a person if it is satisfied with the results of the interview or examination or when the conditions given under paragraph (2) of this article are fulfilled to its satisfaction.

The council may appoint a committee to assess the suitability for registration of a person under this section, and the committee shall submit its findings and recommendations to the council for the council's decision.

### **Section17: Keeping Register of Allied Health Professionals**

The registrar shall keep and maintain a register of allied health professionals and shall enter against the name of a person registered:

- The contact address
- Residence
- Workplace
- Professional credentials
- The date of entry, date of licensing, expiration date of the current license
- All Payments done by the applicants
- Qualification and additional qualifications; and
- Such other particulars as the council may determine

The registrar shall cause to be published the name of person registered or struck off the register as soon as is practicable and shall, after the 1<sup>st</sup> day of January and not later than the 31<sup>st</sup> day of March in each year.

The register shall be in the form prescribed by the council.

Every registered person who changes his/her contact details shall in writing notify to the council.

### **Section 18: Certificate of Registration**

Upon registration of an allied health professional, the Registrar shall issue to the person registered a certificate of registration in the prescribed form, Sealed by the Council

### **Section 19: Removal from the register**

The council may, after inquiry, cause to be removed from the register the name of any person:

- Who is convicted by a court of law of a criminal offence involving moral turpitude
- Who is found guilty of professional misconduct by the council; or
- Who is suspended from practice.
- Who has failed to renewal the license in **more than three years** from the date; it became the due for payment of the annual fee prescribed by the Council.
- Who has been registered in error or through fraud
- Whose name has been removed from the register, record or roll of any University, college, Hospital or society or other body from which that person received the qualification by virtue of holding whereof he/she was registered.
- Who has been approved and submitted to him/her in terms of medical confirmation or brought an official notice that the registered person is declared mentally ill person. Directly as the copy of the declaring order is transmitted to the Registrar, the said mentally ill person shall be removed from the register.
- The Registrar shall remove in registers the names of all registered persons who have died or whose names have to be removed in terms of these guidelines.

When the name of a person is removed from a register in accordance with these regulations, the registration of an allied health unit under his or her name shall also, by virtue of the removal, lapse, unless it is registered in a partnership with other

registered persons or until such time as another qualified person is registered in respect of the premises.

The Registrar shall remove in registers the names of all registered persons who have died or whose names have to be removed in terms of these guidelines.

### **Section 20: Restoration of name after removal**

The council may, on the application of the person whose name has been removed from the register, after the expiration of a prescribed period cause the name of that person to be reinstated on the register on the payment of prescribed fee.

When the name of a person is reinstated on the register, the council may restore the registration of the establishment that may have lapsed and may impose any condition as it may deem fit.

### **Section 21. Restoration Process**

A person whose name was erased from the register has to apply to restore his/her name to the register by duly completing the Application for Restoration form, which shall be submitted together with proof of payment of the restoration fee, which is calculated as follows:

1. Restoration within a period of six months after the erasure date is equivalent to two (2) times the current practicing fee, plus the outstanding annual fee(s).
2. Restoration after a period of more than six months since the erasure date but within a year is equivalent to four (4) times the current annual fee, plus the outstanding fee(s);
3. Restoration after a period of 12 months since the erasure date is equivalent to five (5) times the current annual fee, plus the outstanding fee(s).

The following should also be submitted by a practitioner whose name has been off register for a period exceeding 2 years was practicing their profession abroad/ outside East Africa:

1. Proof of CPD attended to during the preceding 24 months.
2. Proof of practising your profession during the period of erasure/suspension of your name from the register.

3. A certificate of status issued by the regulatory body/authority where you were practicing your profession, not older than 3 months. The certificate should be submitted by the regulatory body to [info@rahpc.org.rw](mailto:info@rahpc.org.rw)

*All of the above except certificate of status should be submitted by the applicant to RAHPC.*

### **Section 21: Additional qualifications**

A person registered under the law establishing the council who has acquired additional qualifications approved by the council may be included in the register following the usual requirements of registration as per category of his/her profession.

- If being an undergraduate qualification, shall proceed by registry assessment procedures prior to registration.
- Being a postgraduate qualification, on the payment of a prescribed fee, have the additional qualifications included in the register or being assessed as the Board may determine fit deemed.

### **Section 22: Failure to register or renew the license timely**

Individuals who have been working as health professionals prior to promulgation of the Law establishing the Council of in five years ago, may apply for registration but may be considered on an *ad hoc* basis on submission of all requirements to their professional category. They may be considered individually and following may be possible resolutions from the board:

- The applicant may be registered directly as health professionals if all competences are fulfilled on presentation of proof that he/she were practicing and Proofs for skills and knowledge refreshment (CPD policy implication).
- The Council may recommend an internship under supervision of competent professionals if the above requirements are not met.
- The Council May recommend that the applicant gain additional training in relevant areas prior to registry assessment to acquire the full registration status.

### **Section 23: Voluntary Erasure and restoration**

If a registered person does not need to be licensed and needs voluntary erasure from the registers, he/she shall notify the Council immediately by writing stating

that he/she is not aware of any matter which could give rise to an allegation being made against him/her. And specify when would like the name to be removed from the Register. If he/she currently pays the subscription fees will not refunded.

A registered health Professional needs to have a valid practicing license in order to practice his profession and to use the protected title(s) associated with his profession every two years. If he/she does not renew the license and / or make a payment by the specified date, Council shall begin the process of finalizing the Registers and then at risk of having his/her name removed.

If the professional's name is removed from the Register, he/she must cease practicing or using any of the protected titles associated with the profession.

The Council shall write to notify the professional that his/her name has been removed from the Register and the employer. If need to become registered again, they shall need to apply for readmission.

#### **The following decisions may be applied for restoration after voluntary erasure:**

- Persons whose names have been erased /suspended from register or did not register in relevant register voluntarily for less than two years from the due date of license renewal, but less than two year are subjected to **present CPD credits as per CPD policy and the Fines will be applicable** as prescribed in the Council regulations and any other outstanding fees.
- Persons whose names have been erased /suspended from register or did not register in relevant register voluntarily for 2 years and more, but less than five years are subjected to **three months internship** under supervision of a competent and registered professional or complete successfully a refresher course in the accredited education or training institutions.
- Persons whose names have been erased/suspended from register or did not register in relevant register voluntarily for 5 years and more, but less than 10 years are subjected to complete successfully a refresher course in the accredited education or training institutions with a full set of examinations or subjected for to **six months internship** under supervision of a competent and registered professional.

#### **Section 24: Explanation of registration status**

- **Registered** - this means that the registrant is currently registered in council registers

- **Deregistered/ suspended** - this means that the registrant has been erased in the Council registers or suspended from practicing his/her profession.
- **Licensed**- this means that the registrant has a valid license (with an active status)

### **Section 25: Types of Registration**

- **Full Registration**- this means that in order to practice their profession, the registrant have complied with specified conditions/ fulfilled all professional requirements
- **Conditional Registration**- this means that in order to practice their profession, the registrant must comply with specified conditions
- **Registration with Restriction**- This means the registrant is restricted to practice in the limited professional area.
- **Indexing**-Being registered as a student in approved/ accredited program

