

**This guide is used in conjunction with and only for an application to appear on the Treatments You Can Trust (TYCT) Register of Cosmetic Injectable Treatment Providers.**

Its purpose is to act as a checklist of documentation required for an application.

### **YOU MUST READ THIS GUIDE FULLY BEFORE YOU START YOUR ONLINE APPLICATION.**

<b>APPLICANT ORGANISATION NAME or INDIVIDUAL NAME</b>		
Organisation Name or Individual Name		
Type of Business:	Limited Company	Yes / No
	Limited Liability Partnership	Yes / No
	Partnership	Yes / No
	Individual	Yes / No
Contact name for the application		
Full postal address including postcode		
Telephone Number		
Email address		
How many locations you will be registering.		

CLINIC / LOCATION to appear on THE REGISTER	
Name of Clinic / Location	
Full postal address including postcode	
Telephone Number	
Email address	
Website address	
Name of Lead Practitioner	
List of ALL services provided at each location	

Before you start the registration process you must obtain a copy of the standards - Standards for Injectable Cosmetic Treatments. These can be purchased online from the website.

**You must familiarise yourself with the standards as you will be asked to declare compliance with the standards as part of the registration process.**

Having declared compliance with the standards you will be asked to submit a certain amount of evidence which demonstrates your compliance with the standards.

This document is intended to be a checklist to assist you with compiling the relevant documents in the appropriate format **before** commencing your online submission.

You will be asked to upload an electronic copy of your Policies & Procedures Manual. **This must be page numbered.**

You will then be asked to indicate the page numbers of the policies indicated below:

POLICY	Page No
Policy on Information to Patients	
Policy On Information Management & Access to Health Records	
Policy on Confidentiality	
Procedure for Review of Policies	
Policy on the Management of risk the Management of risk associated with any procedure and adverse incidents - including Policy for Critical & Untoward Incidents and Policy for Management of Medical Emergencies	
Policy on the Monitoring of the quality of the service provided	
Policy on Infection Control – including Policy on Healthcare Workers & Blood Bourne Viruses / Policy for Needlestick Injury / Policy for Sharps	
Policy for Handling General & Clinical Waste	
Policy on the Management of equipment, reusable and single use medical devices	
Policy on Consent	
Health & Safety Policy	
Medicines Policy and SOP	
Policy for Information Management & Access to Health Records	
Policy for Use Cosmetic Injectable Treatments -training must adhere to the principles set out in the IHAS Training Principles document	
Policy on Complaints Process	
Policy on Handling & Investigation of Complaints	
Policy for Treatment of Anaphylaxis	

POLICY	Page No
Policy for Contacting Clinicians “Out of Hours”	
Policy for the Provision of Information to General Practitioners	
Full Human Resources Policies including Policy for Recruitment & Selection of Staff – including requirement for CRB checks	
Policy for Public Interest Disclosure – “Whistle Blowing”	
Health & Safety Policy	
Risk Management Policy	
Policy for Equality & Diversity	
Policy for the Prevention of Harassment, Bullying & Discrimination	
Policy for Dignity, Care & Protection of Patients	
Policy for Disability Discrimination	
Policy on Advertising & Promotion of Services	
Policy for Professional Fees	

## During the online application you will be asked to upload documents which evidence your compliance.

The following list of documents will be required as basic evidence of compliance, but you may upload further documentation if you feel it necessary. Each category suggests at minimum what you should attach.

Only when you have electronic copies of **ALL** of the required documentation for **ALL** locations should you proceed to complete the online application form, uploading copies of the required documents as you go (electronic documents can be uploaded as JPG, PDF, Word or ZIP files - you should use ZIP files wherever you intend to upload more than one documents for a particular piece of evidence. Information on zipping files and free trial software is available via a link in the registration section of the TYCT website)

<b>TRAINING &amp; QUALIFICATION OF PRACTITIONERS</b>	
Clinical qualification certificate (e.g MBBS, RGN, BDS etc)	
Certificates of training for individual procedures	
Review of Clinical Competencies	
Training for safe and secure handling of medicines	
Training records for BLS / ILS / ALS / Anaphylaxis	
Complaints Handling Training	
Infection Control Awareness Training	
<b>HUMAN RESOURCES</b>	
Full HR records checklist of qualifications/accreditation/insurance	
Sample signature sheet confirming reading of policies.	
Copy of Confidentiality Agreement that your staff sign on employment	
<b>CONSENT</b>	
Sample of consent – including information relating to “off license” meds	
Patient Information Leaflets	
Post Treatment Advice	
<b>PATIENT RECORDS</b>	
Anonymised consultation / assessment / care plan	
Sample of patient medicine prescription	
<b>INFORMATION FOR PATIENTS</b>	
Patient Guide – outlining complaints process to patients/confidentiality/consultation and treatment fees/contractual obligations/payment methods	

<b>INFORMATION RELATING TO COMPLAINTS</b>	
Monthly analysis of complaints	
Clinical Governance Meetings – demonstrating consideration/learning from complaints.	
<b>MONITORING QUALITY</b>	
Sample of Patient Satisfaction Survey	
Audit of injectables and medical devices – this should demonstrate effective selection / procurement / supply / documentation / administration / disposal / review	
<b>BUSINESS ITEMS</b>	
Registration with Information Commissioner – reg no	
Copy of your current insurance/indemnity including the schedule which itemises the treatments you are covered for.	
<b>ITEMS RELATING TO PREMISES</b>	
Infection Control Report/Action Plan	
Copy of daily checklist for resus equipment	
Health & Safety Report	

Once you have electronic copies of the above information you will be ready to commence your online submission.

## **AND FINALLY:**

Having submitted your application and evidence online, you will then be directed to the payment page. You will need the following information available:

- Name of the card holder
- Your credit/debit card number.
- The billing address of the card you are using
- The start date & expiry date of the card you are using
- The CVV number of the card (last 3 digits on the strip on the reverse of the card)