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Healthcare Inspectorate Wales

(HIW)

Change of Responsible Individual (RI) information

**Background**

It is the responsibility of the registered provider to assure HIW that they have appointed a RI who meets the fitness requirements.

It is also the responsibility of the registered provider or duly authorised director or company secretary (whichever is appropriate), to ensure this form is completed and returned to HIW. By completing this form you are providing assurance to HIW that you are meeting the requisite regulatory requirements in respect of your new RI.

**Filling in this form**

You must provide an answer to all questions. You must also complete the declaration of compliance at Section 3.

**Section 1 – Details of registered provider and services**

|  |  |
| --- | --- |
| **Details of registered provider** | Name: |
| Address: |
| Postcode: |
| Telephone: |

|  |  |
| --- | --- |
| **Details of registered service - 1** | Name: |
| Address: |
| Postcode: |
| Telephone: |

|  |  |
| --- | --- |
| **Details of registered service - 2** | Name: |
| Address: |
| Postcode: |
| Telephone: |

|  |  |
| --- | --- |
| **Details of registered service - 3**  **[Continue on a separate sheet if necessary]** | Name: |
| Address: |
| Postcode: |
| Telephone: |

**Section 2 – Details of responsible individual**

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| **Mailing and contact details - Personal correspondence address of the RI** |
| Full Name of Individual: |
| Property name: |
| Number/street: |
| District/town/city: |
| County / Postcode: |
| Telephone: |
| Mobile: |
| E-mail: |
| **Mailing and contact details - Business address of the RI** |
| Property name: |
| Number/street: |
| District/town/city: |
| County / Postcode: |
| Telephone: |
| Mobile: |
| Fax: |
| E-mail: |

**Section 3 - Declarations**

|  |  |
| --- | --- |
| 1. **Details of any current and previously registered establishments** | |
| 1. Has the RI owned or managed any current or previously registered establishments?   YES  NO | |
| ***If YES, please provide the following details for each relevant establishment, agency or private dental practice (continue on a separate sheet if necessary):***  Date of registration:  Registration certificate number:  Name of Commission (e.g. CSSIW):  Name of establishment, agency or private dental practice:  Address:  Postcode:  Registration categories/type of service: | |
| 1. Has the RI ever had an application to register under:      * The Registered Homes Act 1984 * The Registered Homes (Amendment) Act 1991 * The Children Act 1989 (including childminding and day care for children * The Nurses Agencies Act 1957 * The Care Standards Act 2000 * Health and Social Care Act 2008 * Care Standards Act 2000   **refused**, or had an existing registration **cancelled**?  YES  NO | |
| ***If you answered YES to the above, please provide details (continue on a separate sheet if necessary)*** | |
| 1. Is the RI currently registered with HIW as a provider or manager of an independent healthcare service?   YES  NO | |
| 1. **Supporting information** | |
| 1. Please confirm that you have a comprehensive CV for the RI which includes:  * date of birth * address and postcode * contact telephone numbers * current and previous employment details, which must include the name and address of employers together with a description of job title, responsibilities, reasons for leaving and explanations of any gaps in employment history * details of any professional or technical qualifications held, including copies of certificates   YES  NO  (If no please state why) | |
| 1. Please confirm that you also have the following information available:  * details of any disciplinary action taken against the RI at any stage of their career * if a healthcare professional, please include their registration number for the professional body together with the expiry date * the names and addresses, including postcode, of two referees - who are not related to the RI; one of whom has employed them for a period of at least three months and one of whom is their most recent former employer.   YES  NO  (If no, please state why) | |
| 1. Please confirm that written references have been provided to you that demonstrate the RI is competent to supervise the management of establishments, agencies or private dental practices operated by the organisation.     YES  NO  (If no, please state why) | |
| 1. **Please provide a copy of the job description for the RI** | |
| 1. Please confirm that you have all of the information in respect of the RI as required by Schedule 2 of the Independent Health Care (Wales) Regulations 2011 or Schedule 3 of the Private Dentistry (Wales) Regulations 2017 (as appropriate)   YES  NO  (If No please give details) | |
| 1. Has an appropriate Disclosure and Barring Service (DBS) check been undertaken for the RI?   YES ⬜ NO ⬜ (Please tick)  **If you have answered ‘YES’ please state:**  Date of issue ……………………………………………  Unique reference number …………………………….……………. | |
| **3. Declaration** | |
| By signing this declaration, you are confirming you are satisfied that:   * the new RI meets the fitness requirements of the Independent Health Care (Wales) Regulations 2011 or Schedule 3 of the Private Dentistry (Wales) Regulations 2017 (as appropriate) * the new RI has been provided with a signed copy of this form      * you meet and will continue to meet the obligations under the Independent Health Care (Wales) Regulations 2011 or the Private Dentistry (Wales) Regulations 2017 (as appropriate)   This declaration must be signed by a registered provider, (duly authorised director or company secretary, whichever is appropriate).  I hereby declare that the information detailed in this form is true and accurate and has been checked against the records held by us.  I have taken a copy of all the documentation submitted for our records. | |
| Signed:  (duly authorised) |  |
| Print name: |  |
| Position in organisation (where appropriate): |  |
| Date sent: |  |

Please return the completed application form and Responsible Individual’s job description to**:**

Registration Team

Healthcare Inspectorate Wales

Welsh Government

Rhydycar Business Park

Merthyr Tydfil

CF48 1UZ

Tel. 0300 062 8163

Email. [HIWRegistration@gov.wales](mailto:HIWRegistration@gov.wales)