

PAAs and AAs: ADM7 - decisions on registration

Introduction

1. This guidance is for authorised decision makers ('ADM's') asked to consider applications for Physician Associate (PA) or Anaesthesia Associate (AA) registration¹.
2. This guidance aims to ensure consistency, fairness and proportionality in our approach to making decisions. ADMs should read it in conjunction with the ['Principles which apply to decision-making'](#) across all our registration and revalidation functions.
3. This guidance sits under our [Registration evidence framework](#), which sets out the overarching policy for PA/AA registration.

Basis for making decisions on registration

4. The Anaesthesia Associates and Physician Associates Order (AAPAO) requires us to determine standards applicable to associates², and sets out what these must relate to. We have determined the nine standards³ required for registration⁴, as well as the information⁵ and procedural requirements⁶, and we refer to these collectively as the requirements for registration.
5. The AAPAO requires that ADMs must grant PA/AA registration to applicants if they meet the requirements for registration⁷.
6. Our rules, policies and guidance, incorporate flexibility for applicants in how they demonstrate they meet the requirements for registration. We explain how applicants can do this in our [Registration evidence framework](#), and our policies set out further detail on the types of evidence likely to satisfy us .

¹ Under Part 2, rule 6(9) of the General Medical Council (Registration) (Anaesthesia Associates and Physician Associates) Rules ('the registration rules').

² Under Part 2, article 3(1) of the AAPAO.

³ Standards as per the list under Part 2, article 3(2) of the AAPAO.

⁴ Under Part 2, article 6(1)(a) of the AAPAO.

⁵ Under part 2, article 6(1)(b) and 6(4) of the AAPAO.

⁶ Under part 2, article 6(1)(c) of the AAPAO.

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7. We have developed individual guidance documents for ADMs to use when determining the evidence provided by applicants to demonstrate how they meet the registration requirements. These are set out at Annex A.
 8. This document is for ADMs making the final decision on applications⁸. In circumstances where the ADM has not been involved in assessing all the evidence provided, they need to ensure they are satisfied, based on the confirmation provided by other ADMs, that the evidence has been determined in line with the policies and decision maker guidance, and the requirements for registration have, or haven't been met.

Assessing the requirements for registration

9. Following consideration of the application and information provided, ADMs must make one of the following three decisions on a registration application:
 - grant the application
 - refuse the application
 - refuse to make a decision and close the application.

Refusing to make a decision and closing an application

10. Where an applicant fails to provide any of the information and declarations listed below⁹, or to pay the required fee¹⁰, the ADM must refuse to make a decision and close the application¹¹:
 - personal details, including their: full name (and any former name); date of birth; and contact details, which must include their:
 - postal address;
 - telephone number; and
 - email address
 - evidence of their identity
 - details of their employment history, where relevant to the application

⁸ Part 2, rule 6(9) of the registration rules.

⁹ As required under Part 2, rule 5(2).

¹⁰ The relevant PA or AA registration application fee, as listed on our website.

¹¹ Under part 2, rule (6)(9)(c).

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- evidence of their relevant qualifications, including the dates they were obtained
 - evidence of their training, experience and assessments which are relevant to the application, including the dates undertaken
 - details of registration held by them with any other regulatory body in the UK or overseas
 - a self-declaration of their fitness to practise
 - other evidence, where appropriate, to support their fitness to practise
 - evidence of the required knowledge of English language, and
 - a declaration that they have in force or will have in force by the time they begin to practise as a registered associate, an I&I policy which provides appropriate and adequate cover in respect of their practice as an associate.

Granting or refusing an application

11. To be granted registration, applicants have to demonstrate that they have:

- met the standards required for registration¹²
- provided proof of their identity¹³
- provided evidence that they have in force, or will have in force by the date on which they begin to practise in the UK, an indemnity arrangement, and/or insurance (I&I) policy, which provides appropriate and adequate cover in respect of their practise as an associate¹⁴, and
- complied with the procedural requirements¹⁵.

12. ADMs need to be satisfied that assessment of the evidence provided has been made in line with our policies and guidance for decision makers. Where the ADM making the final decision on an application has not been involved in assessing all of the information, they need to ensure they are satisfied, based on confirmation provided by other ADMs, that the requirements referred to above have been met.

13. If the ADM is satisfied that the requirements for registration have been met then registration must be granted.

¹² Under Part2, article 6(1)(a) of the AAPAO.

¹³ Under part 3, article 6(4)(a) of the AAPAO.

¹⁴ Under part 3,article 6(4)(b) of the AAPAO.

¹⁵ As set out under rule 5.

14. If the ADM is not satisfied that the requirements for registration have been met, then the application for registration must be refused.

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Annex A

15. When considering whether an applicant has provided satisfactory evidence that they meet all the requirements for registration, ADMs must in all cases be satisfied that:

- the standards of education and training are met?
- the [standards of knowledge and skills](#) are met
- the [standards of experience](#)¹⁶ and [performance](#) are met
- [standards of conduct and ethics](#) are met
- the [standard for proficiency in the English language](#) is met

16. When considering whether an applicant has provided [proof of their identity](#), ADMs must in all cases consider whether:

- the applicant has successfully completed an identification verification check¹⁷, and
- the evidence as a whole meets our requirements

17. ADMs must consider whether they are satisfied that the applicant's declaration of I&I is appropriate and adequate for their practice as an associate.

¹⁶ We explain how we will assess this in the 'Experience' section of our Registration Evidence Framework.

¹⁷ Under part 2, rule 6(5).