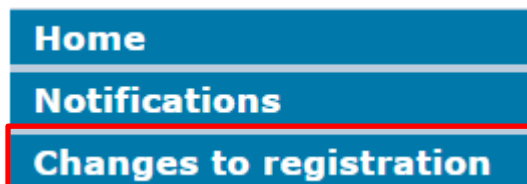


How to complete a return of registered manager form

A registered provider has responsibility for notifying us if the manager of their service is absent. This is done through completion of the F08 web form. If the manager then returns to their post (e.g. after a period of sick leave), RQIA needs to be informed.

The provider or their nominated delegated user should log on to their portal and follow these steps in order to submit their web return of registered manager form.

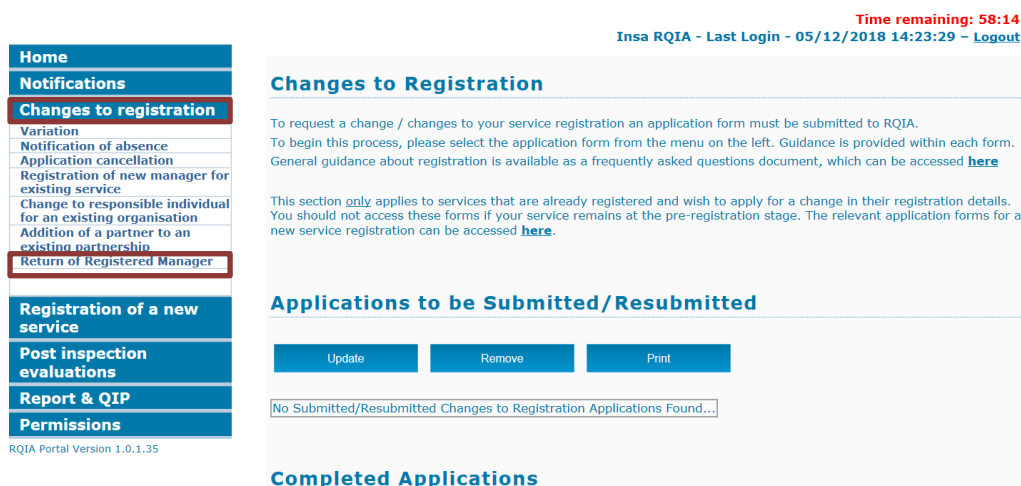
1. Access the Changes to registration tab on the left hand side of the screen.



2. Please note that all un-submitted and rejected applications on your account will be listed under the Applications to be Submitted / Resubmitted view. The buttons in this section allow you to Update, Remove, or Print these forms. If you have exited or been timed out of a form, please select and Update the existing application rather than commencing a new form. **NB. Please note that selecting a form and clicking Remove will permanently delete the record from the system. This action cannot be undone.**



3. Select the 'Return of Registered Manager' form under Changes to registration heading.



- On Page 1 of the Return of Registered Manager (F08A) web form, use the dropdown menu beside Name of Establishment / Agency to select the relevant Service Name / ID.

Time remaining: 39:32

Return of Registered Manager (F08A)

Steps: 1 2 3

1. Information about the Establishment/Agency

(Click here to view guidance documentation)

Name of the Establishment/Agency: * A new Test Service (020222) ▼

RQIA ID: 020222

Establishment/Agency type: Nursing (NH) ▼

Address Line 1: 123 New Street

Address Line 2:

Town: Testville

Postcode:

Business Email:

Telephone:

Cancel Next

When the Establishment/Agency is selected, the remaining greyed out fields on Page 1 will auto-populate. Press 'Next' at the bottom of the page to proceed.

- On Page 2 of the form you will be asked to select the Registered Manager and the Date of the Registered Manager's return. Both of these fields are mandatory.

The manager dropdown list will show the name of the manager who is absent. NB. If the absent manager is not appearing within the dropdown list please contact the Registration Team at registration@rqia.org.uk.

Return of Registered Manager (F08A)

Steps:

1 2 3

2. Details of Registered Manager

(Click here to view guidance documentation)

Registered Manager: * RP021795-The Manager ☐

Date of Registered Manager's Return: * 06/12/2018

Cancel

Next

6. On Page 3, you will be given the option to 'Confirm and Proceed' which will submit your completed web form. Alternatively, if you wish to review or make changes to your form, use the 'Previous' button to scroll back through the previous pages.

Return of Registered Manager (F08A)

Steps:

1 2 3

3. Submit Application

By clicking Confirm and Proceed, I confirm that all information entered is true and correct. I understand that once I click Confirm and Proceed my application is locked and I cannot amend this information.

Clicking Confirm and Proceed will enable you to print and sign a declaration, which must be signed and submitted alongside the required documentation to complete your application.

Personal data submitted via RQIA's Web Portal may be accessed and used in accordance with RQIA's requirements as outlined in The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 and associated regulations; in line with RQIA's registration and notification with the ICO under the Data Protection Act 1998; and in compliance with the Freedom of Information Act 2000. To comply with statutory and government requirements, data may be disclosed to external agencies, such as (but not exclusively): DHSSPS, NIAO, AccessNI, PSNI. RQIA will not disclose personal information to any third parties without the express consent of the data subject, except where required by law. From January 2005 personal data may, in exceptional circumstances where the public interest outweighs the individual's rights to privacy, be released under the auspices of the Freedom of Information Act 2000. Any queries concerning data protection or freedom of information should be addressed to RQIA's Head of Information. For further information, please visit <https://ico.org.uk/>

Confirm and Proceed

Previous

Return to menu

When you have selected 'Confirm and Proceed', the page will confirm that the application has been submitted. Next, click on 'Return to Menu'.

7. When you return to your Changes to Registration menu, the F08A return of registered manager form will appear within the Completed Applications section. You cannot make further changes to the form at this point, but you can view or print your completed form.

Home
Notifications
Changes to registration
Variation
Notification of absence
Application cancellation
Registration of new manager for existing service
Change to responsible individual for an existing organisation
Addition of a partner to an existing partnership
Return of Registered Manager
Registration of a new service
Post inspection evaluations
Report & QIP
Permissions

RQIA Portal Version 1.0.1.35

Changes to Registration

To request a change / changes to your service registration an application form must be submitted to RQIA.

To begin this process, please select the application form from the menu on the left. Guidance is provided within each form.

General guidance about registration is available as a frequently asked questions document, which can be accessed [here](#)

This section only applies to services that are already registered and wish to apply for a change in their registration details. You should not access these forms if your service remains at the pre-registration stage. The relevant application forms for a new service registration can be accessed [here](#).

Applications to be Submitted/Resubmitted

Update	Remove	Print
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No Submitted/Resubmitted Changes to Registration Applications Found...

Completed Applications

View

Service	Application	Type	Status	Date Submitted
☒ A new Test Service (020222)	PF000151	F08A - Return of Registered Manager	Submitted	06/12/2018
☐ A new Test Service (020222)	PF000150	F12 - Variation	Submitted	06/12/2018
☐ A new Test Service (020222)	PF000149	F10 - Application Cancellation	Submitted	05/12/2018

Your form is now awaiting approval by RQIA registration team. If there are any issues with your submission you will be contacted. Otherwise, the return of manager will be actioned and (if required) an amended certificate of registration will be issued to the service.