



Western Health
and Social Care Trust

Professional Registration Policy

June 2008

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This policy has been developed within the context of Equality and Human Rights statutory obligations and requirements.

1. BACKGROUND

As employers, Trusts must have arrangements in place for ensuring the initial validation and retention of their employees' professional registration. All managers are responsible and accountable for ensuring that practitioners requiring registration employed in the Trust are currently on the live register of their appropriate regulatory body.

2. SCOPE

This policy clarifies the responsibility of managers and practitioners in the regular surveillance and maintenance of their registration. At this point the Policy applies to the following staff groups:-

- Nurses & Midwives
- Social Services Staff
- Health Professionals
- Medical Staff
- Dental Staff
- Pharmacists

3. OBJECTIVES

The policy aims to ensure that requirements laid down by regulatory bodies are adhered to and ensure that all practitioners who require registration in the Trust's employment are currently on the appropriate live register.

4. TRUST RESPONSIBILITY

4.1 Confirmation of Registration on Initial Employment

Prior to commencement of employment (Permanent, Temporary or Bank) in the Trust, the Employee Resourcing Division in Human Resources (HR) will confirm each practitioner's registration on the **appropriate** part of the register.

4.2 Workers Supplied by an Employment Agency

The Trust will ensure that any employment agencies engaged to supply staff comply with the statutory regulations set out by the appropriate regulatory bodies prior to working in the Trust. This will be set out in the contract for service with the agency co-ordinated by the HR Department.

4.3 Annual Checks on Practitioners' registration

- a) Assistant Directors who have line management responsibility for practitioners must develop systems to support checks.
- b) In partnership with the Human Resources Department, compile a list of practitioners whose registration expires on the last day of the following month.
- c) Send a written reminder to those staff identified as needing to renew their registration with a copy being sent to their local line manager. This means staff receive at least 8 weeks notice from the Trust of expiring registration in addition to any reminders received from their regulatory body.
- d) A check of the regulatory body for confirmation of renewal of registration /retention on the **appropriate** part of the register is completed and recorded **centrally in the division** and **locally at ward/department level**.
- e) Staff must present a copy of confirmation of renewed registration to their local line manager within **one week** of their registration retention due date and this must be recorded by the line manager. This record should include the name, registration number and the subsequent due date of retention renewal.

5. PRACTITIONER'S RESPONSIBILITY

It is each practitioner's responsibility to ensure that:

- 5.1 They maintain live registration, even in periods of maternity leave, sick leave, etc.
- 5.2 Meet Continuing Professional Development and any other standards for registration.
- 5.3 Pay the prescribed annual registration retention fee
- 5.4 Contact their regulatory body with up-dated changes to postal details and provide the necessary documentation for change of name, etc.
- 5.5 Comply with re-admission to the register after a break in registration requirements

6. FAILURE TO MAINTAIN LIVE REGISTRATION STATUS

- 6.1 It is the responsibility of each practitioner to ensure that they understand the requirements of their regulatory body and understand what may lead to a lapse.

- 6.2 Practitioners whose relevant registration lapses while they are employed by the Trust will be considered in breach of contract **and will not be permitted to work until proof of re-registration is received.** This period of time will be without pay.
- 6.3 Failure to maintain professional registration may lead to disciplinary action which could result in dismissal from employment.

References:

Nursing & Midwifery Council (www.nmc-uk.org)
NI Social Care Council (www.niscc.info)
Health Professions Council (www.hpc-uk.org)
General Medical Council (www.gmc-uk.org)
General Dental Council (www.gdc-uk.org)
Pharmaceutical Society of Northern Ireland (www.psni.org)