



**Worcestershire  
Acute Hospitals**  
NHS Trust

# **Worcestershire Acute Hospitals NHS Trust Professional Registration Policy**

<b>Department/Service</b>	<b>Human Resources</b>
<b>Accountable Director</b>	<b>Chief People Officer</b>
<b>Review Date</b>	<b>1<sup>st</sup> March 2024</b>
<b>Changes since previous version</b>	<b>Format</b>
<b>Queries about interpretation and application of policy</b>	<a href="mailto:wah-tr.hrenquiries@nhs.net">wah-tr.hrenquiries@nhs.net</a>
<b>Target Organisation</b>	<b>Worcestershire Acute Hospitals Trust</b>

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## What this Policy Covers

This policy aims to ensure that professional registration of all staff in posts subject to registration with a professional body is kept up to date.

## Principles

The policy applies to all Worcestershire Acute Hospitals Trust staff, whether employed on a permanent or temporary basis or contracted in, working in posts that require mandatory professional registration/license. Providers of workers such as locums, agency and in-sourced staff must ensure compliance with this policy.

Employees required to hold professional registration are detailed in Appendix 1.

Under no circumstances will an individual be allowed to commence duty in a post requiring professional registration until evidence of current registration has been obtained. All doctors who are practising medicine in the UK are required to hold GMC registration and a Licence to Practise. Both must be verified with the GMC.

## Responsibilities

### Employees

All staff employed in posts subject to registration with a professional body must ensure that their registration is kept up to date and that they comply fully with their professional codes of conduct and practice. Professional staff must inform their appropriate professional registration body of any personal circumstance change (e.g. change of name or address).

Professional regulation is intended to protect the public, making sure that those who practise a health profession are doing so safely. It is a statutory requirement and a contractual condition of employment that the healthcare professional has registration throughout their employment.

The registered practitioner is responsible for informing their professional body and employer of any police or criminal investigations or offences relating to them.

If a practitioner fails to conform to registration obligations set by their professional registration body and/or within their contract of employment, their authority to practice in the role may cease. Therefore, practitioners must ensure that their registration is maintained and the details they include are accurate.

### Manager

The manager is responsible for making it clear to prospective employees that appointment to any position is conditional on satisfactory registration and qualification checks, and that any information disclosed on the application form will be checked. Prospective employees must also be informed that any offer of appointment may be withdrawn if they knowingly withhold information, or provide false or misleading information, and that employment may be terminated should any subsequent information, which affects an employee's fitness to practice, come to light once they have been appointed.

The Recruitment Team will undertake professional registration checks as part of the pre-employment process.

The manager should check the recruitment file provided by the recruitment team prior to the employee starting.

The manager is responsible for undertaking an annual check of the registration status of all professionals within their line of accountability, which may take place during appraisals.

## Human Resources

The Recruitment Team will undertake professional registration checks as part of the pre - employment process.

A report on the status of professional registrations will be run every 4-6 weeks times a year by the Workforce Systems Team (HR Department). If there any lapsed registrations the Workforce Team will alert the manager.

Agency/bank workers are employed through temporary staffing, the temporary staffing manager is responsible for checking to ensure that the practitioner is professionally registered to practice.

## Policy in practice

### Appointment

New employees must provide evidence of their professional registration and qualifications prior to starting work at WAHT. Copies of such evidence will be kept on their personal file.

Any staff not directly employed (and therefore not on the WAHT payroll system), must have their professional registration checked by the line manager and a record must be kept for all professionals who will be working within the organisation and/or have access to patients. This includes professionals who are independent contractors, on placement, work experience or who have an honorary contract.

During recruitment, some newly qualified professionals may be appointed into roles that require registration with a regulatory body. Should an individual not have formally registered with the regulatory body, they may commence employment in a role that does not require formal registration e.g. Health Care Assistant.

The rate of pay for any work undertaken will be appropriate to the banding of the alternative post.

On receiving registration and providing evidence of this to their manager the employee can then commence duties and receive the rate of pay appropriate to the qualified position from that date.

“All staff employed in posts subject to registration with a professional body must ensure that their registration is kept up to date and that they comply fully with their professional codes of conduct and practice.”

## Monitoring of professional registration

WAHT will hold professional registration details for staff on its Electronic Staff Record (ESR). - The GMC, GDC, NMC & HCPC interfaces with ESR, daily notifications are received. Where expired registration is identified, the Line Manager and HR Ops Team are notified to review / address. The HR Department will identify lapses of registration and notify the individual and their manager by email.

The NMC and GMC provide daily alerts to HR when a practitioner's registration is in the month leading up to lapses. This will only cover practitioners who are entered onto the WAHT ESR system.

HR will send a reminder to staff who have not updated their registration by mid-month prior to their registration lapsing. During the third week of the month, if their status hasn't changed, they will receive a second reminder, with their manager copied into the email.

If registration is still not updated on the first of the month, a third email will be sent to the manager, with the staff member copied, informing them of the lapse in registration. The manager will also be contacted by phone and if nothing changes, the Head of Resourcing and Associate Director of Nursing or Medical Director will be told immediately.

At this point, section 6 (see below) is implemented and the professional must immediately cease all work aligned to their professional registration.

Any conditions or undertakings notified to WAHT regarding a person's professional registration will result in investigation under WAHT's Disciplinary Policy.

## Revalidation

All doctors are required to revalidate. If they wish to keep their license to practice. This is usually every 5 years by having regular appraisal. Revalidation has three key elements:

- To confirm that licensed doctors are practising in compliance with GMC standards (Good Medical Practice – revised in 2013).
- To confirm that doctors on the GMC's specialist register or GP register continue to meet the standards appropriate to their speciality.
- To identify a requirement for further investigation and remediation where locum systems are not robust enough to do this or do not exist.

All nurses and midwives will need to revalidate at the point of the renewal of their registration every 3 years to remain registered and able to practice.

## Procedure on identification of a lapse of registration/ Notification of Concern

If a practitioner fails to register or a registration body removes their permission to practice, they will be in breach of their contract of employment and should cease practice immediately.

HR will ensure that the following options are considered by the relevant manager:

- The employee may be able to undertake duties allowed for a non-registrant and receive the appropriate pay, this will be at the discretion of the manager.
- The employee may be allowed to work in another temporary role for which they have the required skills and do not require a valid registration. They will receive the pay rate associated with that temporary position. This is at the discretion of the manager.
- The employee may be allowed to take outstanding annual leave until the registration is renewed.
- The employee may be suspended without pay until the registration is renewed.

Under no circumstances can an employee be allowed to practice without registration. It is for the relevant manager to determine which of the above options is appropriate, considering all of the circumstances and service needs. Managers should seek advice from HR.

The manager will advise the employee that they must act immediately to have their professional registration reinstated. The manager will require evidence that the employee has made the relevant application and payment to the professional body within three working days of being made aware of the lapse. Normally a maximum of four weeks will be allowed for the employee to have their registration reinstated. In the case of the NMC, it's six weeks.

Deliberate or unreasonable failure by the employee to comply with these time scales may result in action being taken under the WAHT Disciplinary Policy.

Failure to maintain professional registration could have potentially serious implications for the employee and WAHT. In all cases of lapsed registration, the issue may be investigated in accordance with the WAHT Disciplinary Policy.

The Trust receives notification that any clinical professional who requires professional registration be shown to have been suspended or removed from the register, the relevant Director will be informed immediately, and the individual will not be permitted to continue working with pay stopped appropriately.

The Recruitment Team use the HPAN (Healthcare Practitioner Alert Notice) system to check if any alert notices on individual. Should the potential employee be the subject of an outstanding alert, the Trust will review the information provided by the individual in their application form in the light of the information provided by the referring organization and take any appropriate action to ensure that the safety of patients and the public is maintained.

Alert letters are sent to the Trust via NHS Resolution who manage the HPAN Alert System to inform the Trust of registered healthcare professionals whose performance or conduct gives rise to concern that patients or staff may, in future, be at risk of harm either from inadequate or unsafe clinical practice or from inappropriate personal behaviour.

On receipt of an alert letter the Trust will check whether a current employee is the subject of the alert. If the alert is in relation to a current employee, the Trust will contact the referring organisation as set out in the alert letter. The Trust will then review the information provided by the individual alongside the information provided by the referring organization and take any appropriate action to ensure that the safety of patients and the public is maintained.

### **Implementation Plan**

This policy will be available on the Trust Intranet. A policy briefing will be developed for Divisional Management Boards, Directorate Meetings and Worcestershire Weekly.



## Appendix 1 Professional Registration Regulatory Bodies

### **Nursing, midwifery and health visitors**

All qualified nursing and midwifery staff must be registered with the Nursing & Midwifery Council, and this is renewable every three years. An annual retention fee is payable to the NMC to maintain professional registration. [www.nmc-uk.org](http://www.nmc-uk.org)

### **Medical staff**

All medical staff must be registered with the GMC and hold a License to Practice. [www.gmc-uk.org](http://www.gmc-uk.org)

### **Allied health professionals and scientists**

The Health and Care Professions Council is responsible for the regulating the following professions <https://www.hcpc-uk.org/>

- arts therapists
- biomedical scientists
- chiropodists/podiatrists
- clinical scientists
- dieticians
- hearing aid dispensers
- occupational therapist
- operating department practitioners
- orthoptists
- paramedics
- physiotherapists
- practitioner psychologists
- prosthetists and orthotists
- radiographers
- social workers in England
- speech and language therapists

### **General Dental Council**

GDC holds the Dentists Register and the Dental Care Professionals Register which includes Dental Hygienists, Dental Therapists, Orthodontic Therapists, Dental Nurses Clinical Dental Technicians and Dental Technicians. Dentist and dental nurses. [www.gdc-uk.org](http://www.gdc-uk.org)

### **Pharmacists**

Pharmacists and associated support roles are regulated through the General Pharmaceutical Council, including pharmacists and pharmacy technicians. [www.pharmacyregulation.org](http://www.pharmacyregulation.org)

### **General Optical Council**

The General Optical Council is the regulator for optical professionals <https://optical.org>