

Appendix A – Process for Referral to Regulatory Bodies from the Trust.

Concern raised/Incident reported. Escalation to datix if appropriate. Escalation to Senior Clinical Team and Safeguarding if indicated



Chief Nurse* to be informed at earliest opportunity. Log of referrals updated by Chief Nurse*/Chief Nurse's Executive Assistant. Decision made by Chief Nurse* as to whether issue can be resolved at Trust level



Following approval from the Chief Nurse* – REFERRAL TO THE REGULATOR to be completed by the Deputy Chief Nurse/Divisional Director of Nursing/Head of Midwifery/Head of Service to send letter to staff member informing them of the regulator referral Cc: Chief Nurse*/HR Advisory Team.
A copy of the online form must be retained and shared with the Deputy Chief Nurse (With Professional body referrals in their portfolio) and the Chief Nurse's Executive Assistant by email to wah-tr.nmcatwaht@nhs.net for addition to the Log of Referrals. Support plan to be identified

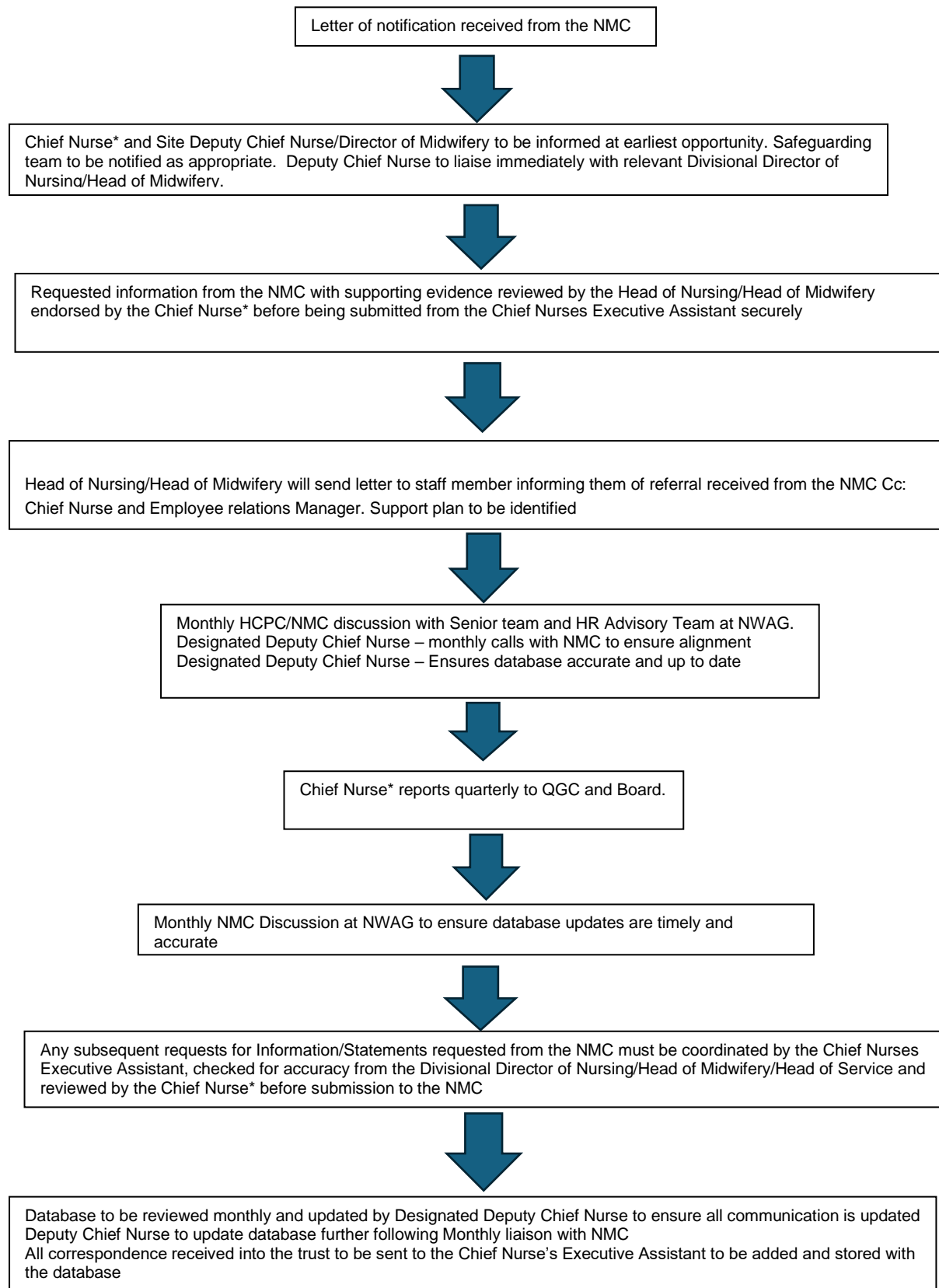


Information and supporting evidence to be collated by the Head of Nursing/Head of Midwifery/Lead AHP endorsed by the Chief Nurse* Requested Information for the regulator with supporting evidence will then be completed by the Head of Nursing/Head of Midwifery/ Lead AHP and endorsed by the Chief Nurse*



Any subsequent requests for Information/Statements requested from the regulator must be coordinated by the Chief Nurses Executive Assistant, checked for accuracy from the Divisional Director of Nursing/Head of Midwifery/Head of Service and reviewed by the Chief Nurse* before submission to the regulator

Appendix B Process for Referral received from the NMC



Appendix C Process for referral received from the HCPC

