

Policy Document Control Page

Title

Title: Policy on Professional Registration and Re-registration for all Professionals

Version: V6

Reference Number: HR19

Supersedes

Supersedes: V5

Description of Amendment(s):

- Updated professional bodies

Originator

Originated By: Trevor Lewin

Designation: HR Officer

Equality Impact Assessment (EIA) Process

Equality Relevance Assessment Undertaken by: Workforce & OD

ERA undertaken on:

ERA approved by EIA Work group on: 9th July 2015

Where policy deemed relevant to equality-

EIA undertaken by: Nicola Griffiths

EIA undertaken on: 19th June 2015

EIA approved by EIA work group on: 9th July 2015

Approval and Ratification

Referred for approval by: JNCC

Date of Referral: 23 July 2015

Approved by: JNCC

Approval Date: 23 July 2015

Date Ratified by Executive Directors: 17th August 2015

Executive Director Lead: Director of Workforce and OD

Circulation

Issue Date: 18th August 2015

Circulated by: Performance and Information

Issued to: An e-copy of this policy is sent to all wards and departments

Policy to be uploaded to the Trust's External Website? Yes

Review

Review Date: July 2017

Responsibility of: Trevor Lewin

Designation: HR Officer

This policy is to be disseminated to all relevant staff.

This policy must be posted on the Intranet.

Date Posted: 18th August 2015

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Policy on Professional Registration and Re-registration for all Professionals

1. POLICY

- 1.1 It is the policy of the Trust that all professions working in the Trust who are required to have membership status of their relevant professional body register and re-register their membership as laid down by the Professional Body's standards and requirements in order to continue to practice in their professional speciality.

2. PRINCIPLES

- 2.1 To ensure that all professions registered with a professional body employed by the Trust are aware of the requirement placed upon them to register or re-register to enable them to practice in their relevant profession.
- 2.2 To provide guidance to employees in relation to their responsibilities for maintaining and renewing their professional registration with the relevant professional body for their profession.

3. RESPONSIBILITIES AND DUTIES

3.1 Responsibilities and duties of employees

- 3.1.1 All employees (including permanent and temporary staff) who are in a post, which requires them to be a member of a professional body have the following responsibilities and duties:-
- 3.1.1.1 To provide the appointing manager with evidence of their updated professional registration status with the relevant professional body. This can be in the form of a registration card/confirmation letter, on line verification, which must be shown to the appointing manager as part of the recruitment checking procedure.
- 3.1.1.2 To ensure that they renew their registration before it expires.
- This includes ensuring that all renewal documentation with supporting evidence and any declaration forms are submitted to the relevant professional body before the expiry of the professional registration so as to ensure that the professional registration is renewed before the expiry date.
- 3.1.1.3 Employees cannot be reimbursed for the cost of professional registration.
- 3.1.1.4 To ensure that they keep themselves updated in relation to any developments within their specific profession and to actively seek out opportunities, whether formal or informal, to keep abreast of these developments.

- 3.1.1.5 To ensure that they meet the Continuing Professional Development (CPD) standards required by their professional body to enable them to renew their professional registration.
- 3.1.1.6 To ensure that they keep all the relevant CPD evidence and documentation required by their professional body to enable them to renew their professional registration.
- 3.1.1.7 To ensure that they complete any minimum number of days or hours of professional practice required within a stipulated timeframe by their professional body to enable them to maintain and renew their professional registration.
- 3.1.1.8 To ensure that the information held by their professional body is correct and that they inform their professional body of any changes to circumstances or other details that may affect their professional registration or renewal of registration e.g. change of address.
- 3.1.1.9 Employees to inform their manager if they do not intend to maintain their professional registration.

3.2 Responsibilities and duties of managers

- 3.2.1 For all employees (including permanent and temporary staff), following the selection interview stage of the recruitment process, the appointing manager must carry out checks directly with the professional body to verify the professional registration details of the successful applicant before the applicant is cleared for work and appointed into the post. Appointment into the post must not take place if the verification fails or if it is unsatisfactory.
- 3.2.2 The only exception to this is for newly qualified professionals where the professional body has given its assurances that the candidate has passed the relevant examinations and is eligible for a registration number. In these cases the Manager will double-check that the registration number has been allocated and will ensure that once this is received it is recorded on ESR.
- 3.2.3 Managers must ensure that all their staff have a current registration number, and should ensure that their staff are made aware of their responsibilities in relation to their registration, expiry date and need for renewal.
- 3.2.4 Managers will receive notification from the Workforce & OD Department that an employee's registration is due to expire (within the next three, two or one month's time). The manager must ensure that they discuss this with the employee immediately to ensure renewal takes place and if the registration is not renewed prior to the expiry date; the manager must implement the procedure for non-renewal of registration.
- 3.2.5 When managers receive confirmation from their employee that the registration has been renewed, the manager must confirm the renewal details with the professional body directly. The manager must then provide the

Workforce & OD Department with the updated registration details to enable the ESR system to be updated.

- 3.2.6 Professional registration where registration is not required in current post, eg a general manager who does not hold a caseload will also have their registration checked.

3.3 Responsibilities and duties of the Workforce & OD Department

- 3.3.1 The registration details for all employees (including permanent and temporary staff) will be entered onto the ESR system with details of the expiry date and will be checked and monitored in accordance with professional body's requirements.

- 3.3.2 The Workforce & OD Department and the Temporary Staffing Department must receive assurances from any Preferred Provider that they carry out full registration checks for all temporary staff registered with them who may be placed within the Trust. This expectation is outlined in the Contract/Service Level Agreement (SLA) agreed between the Trust and the Preferred Provider. The Contract/SLA will be monitored on a yearly basis by the Senior HRBP for Workforce & OD and the Resourcing Manager to ensure that these expectations are still being met.

- 3.3.3 The Workforce & OD Department will produce a report in relation to professional registration expiry dates coming up within the next three months for all employees (including permanent and temporary staff). The Workforce & OD Department will check these registration numbers directly with the relevant professional body to ascertain if the renewal has taken place or not.

- 3.3.4 The Workforce & OD Department will update ESR with the registration renewal dates for all employees (including permanent and temporary staff).

- 3.3.5 The Workforce & OD Department will provide a list to each Service Director on a monthly basis to inform them of those employees (including permanent and temporary staff) within their service areas who are required to renew their professional registration within the next 3 months. The list should be disseminated through the Service Director's office to the relevant service managers for action (as outlined above in the manager's responsibilities and duties).

- 3.3.6 The Resourcing Manager has the responsibility of verifying the registration number and details with the relevant regulatory body before an offer of employment is made

4 NON-RENEWAL OF PROFESSIONAL REGISTRATION

- 4.1 If an employee (including permanent and temporary staff) fails to renew their professional registration, the following action will result:-

If confirmation is not received the decision will be taken in conjunction with Workforce & OD and the Line Manager regarding either downgrading, a second reminder will be sent by Workforce & OD and copied to the line

manager advising either downgrading until registration is confirmed or unpaid leave until registration is confirmed.

The employee will be paid at a rate of pay equivalent to that of an unqualified post within this profession. This adjustment to their rate of pay will continue until their professional registration has been renewed and the Trust is in possession of evidence to this effect. The employee will undertake work not requiring registration.

If it is confirmed that the lapse in registration is not the mistake of the employee, e.g. the professional body not updating their records, the employee will remain on their current rate of pay until confirmation is received.

- 4.1.1 The employee will not be permitted to work in a role that requires professional registration, as they will not have the authorisation from their professional body to do so. As such the employee will be requested to undertake the duties of an unqualified post within their department until their professional registration has been renewed and the Trust is in possession of evidence to this effect.

If this is not possible, the employee will be required to take a period of unpaid leave until their professional registration is renewed and the Trust is in possession of evidence to this effect.

- 4.1.2 The failure to renew professional registration will be considered as misconduct and as such could be pursued under the Trust's Conduct and Disciplinary Policy.

5 LIST OF WEBSITES FOR PROFESSIONAL REGISTRATION

- 5.1.1 General Medical Council (GMC)
www.gmc-uk.org
- 5.1.2 Nursing & Midwifery Council (NMC)
www.nmc-uk
- 5.1.3 Health and Care Professions Council (HCPC)
www.hcpc-uk.org
- 5.1.4 General Pharmaceutical Council (GPhC)
www.pharmacyregulation.org
- 5.1.5 General Dental Council (GDC)
www.gdc-uk.org
- 5.1.6 General Optical Council (GOC)
www.optical.org
- 5.1.7 General Osteopathic Council (GOSC)
www.osteopathy.org.uk

- 5.1.8 General Chiropractic Council (GCC)
www.gcc-uk.org
- 5.1.9 Association of Chartered Certified Accountants (ACCA)
www.accaglobal.com
- 5.2.0 Institute of Chartered Accountants in England and Wales (ICAEW)
www.icaew.com
- 5.2.1 Chartered Institute of Management Accountants (CIMA)
www.cimaglobal.com
- 5.2.2 Chartered Institute of Public Finance and Accountancy (CIPFA)
www.cipfa.org
- 5.2.3 Chartered Institute of Personnel and Development (CIPD)
www.cipd.co.uk
- 5.2.4 This list is not exhaustive and it is the responsibility of all staff to maintain professional registration applicable to their role.

6 REVIEW AND MONITORING

- 6.1 The Workforce & OD Department conducts monthly checks on the registration status of all employees (including permanent and temporary staff) who are required to maintain registration with a professional body. The monthly reports that the Workforce & OD Assistants produce enable the Service/Department Managers to carry out checks in relation to the status of registration renewals. This ensures that action, updates and renewals are undertaken in accordance with this policy and that cases of non renewal are continually reviewed and appropriate action taken with employees.
- 6.2 The Workforce & OD Department conducts employee personnel file audits on an annual basis. This audit includes checks pertaining to the employee's professional registration details. Results of this report are presented to the Integrated Governance Group. If, as a result of this report, an action plan is required to address divergence from this policy, the responsibility for developing and implementing this will sit with the Workforce & OD Department. Update reports will be provided to the Integrated Governance Group at the agreed timescales.
- 6.3 The Workforce & OD Department reports any disciplinary cases to the Trust Board on a monthly basis, this includes any cases involving the non-renewal of professional registration.
- 6.4 This policy will be reviewed in 3 years by the Workforce & OD Department.