# Checking Professional Registrations Policy

<table>
<thead>
<tr>
<th>Author:</th>
<th>Deputy Nurse Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Lead Executive Director:</td>
<td>Executive Director, NMAHPs</td>
</tr>
<tr>
<td>Endorsing Body:</td>
<td>Human Resources Forum</td>
</tr>
<tr>
<td>Governance or Assurance Committee</td>
<td>Staff Governance Committee</td>
</tr>
<tr>
<td>Implementation Date:</td>
<td>April 2018</td>
</tr>
<tr>
<td>Version Number:</td>
<td>4</td>
</tr>
<tr>
<td>Review Date:</td>
<td>April 2021</td>
</tr>
<tr>
<td>Responsible Person</td>
<td>Nurse Director</td>
</tr>
</tbody>
</table>
### Checking Professional Registrations Policy

**Contributing Author / Authors**

- Frances Dodd, Nurse Director, Acute Division
- Susan Friel, Chief Nurse, Hairmyres Hospital

**Consultation Process / Stakeholders:**

- Joint Policy Forum membership

**Distribution:**

NHS Lanarkshire Intranet: Firstport

### CHANGE RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Author</th>
<th>Change</th>
<th>Version No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2011</td>
<td>Frances Dodd</td>
<td>Amended to support NHS Lanarkshire policy format, as well as updating of the contact details for the professional bodies</td>
<td>2</td>
</tr>
<tr>
<td>March 2015</td>
<td>Frances Dodd / Susan Friel</td>
<td>Updated</td>
<td>3</td>
</tr>
<tr>
<td>Feb 2018</td>
<td>Frances Dodd / Susan Friel</td>
<td>Updated in required timeframe</td>
<td>4</td>
</tr>
<tr>
<td>May 2018</td>
<td>Risk Dept</td>
<td>GDPR statement added into section 3 and updated name of Current data protection legislation Act</td>
<td>4</td>
</tr>
<tr>
<td>October 2018</td>
<td>Frances Dodd</td>
<td>Policy reviewed for inclusion in NHS Lanarkshire website, EDIA revised and typographical errors resolved</td>
<td>4</td>
</tr>
<tr>
<td>May 2020</td>
<td>K. Torrance</td>
<td>Extended until May 2022 (COVID-19)</td>
<td>4</td>
</tr>
</tbody>
</table>
CONTENTS

i) Consultation and Distribution Record
ii) Change Record

1. INTRODUCTION

2. AIM, PURPOSE AND OUTCOMES

3. SCOPE

4. PRINCIPAL CONTENT

5. EDUCATION AND TRAINING

7. COMMUNICATION PLAN

8. QUALITY IMPROVEMENT – MONITORING AND REVIEW

9. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

10. SUMMARY OF POLICY / FAQS

11. APPENDIX 1

12. APPENDIX 2
Policy for Checking Professional Registrations

1. Introduction

The employment of staff by NHS Lanarkshire in the capacity of a registered professional whose names are included in the register maintained by the appropriate Professional Organisation (HCPC, GMC, NMC and GPhC).

No person shall be employed by NHS Lanarkshire in a registered professional role without being registered by the appropriate professional organisation and this registration having been checked.

Registered staff are required to practice using the same name as is held on their professional register, this to allow patients/public and NHS Lanarkshire to confirm a practitioner’s eligibility to practice without difficulty.

This policy therefore applies to:

- Staff employed by NHS Lanarkshire
- Staff employed in the private and voluntary sector and who provide services on NHS Lanarkshire’s behalf to patients and clients
- Staff supplied to NHS Lanarkshire by employment agencies

2. Aim, Purpose and Outcomes

To outline the professional responsibilities of a range of staff in ensuring all registered professionals have a current and appropriate professional registration in order to safely carry out their defined role within NHS Lanarkshire and have met the requirements for re-registration and revalidation where appropriate.

3. Scope

The policy applies to all directly employed staff with NHS Lanarkshire, that fall within the above parameters, irrespective of age, sex, disability, ethnicity/race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy or maternity or gender reassignment.
Checking Professional Registrations Policy

NHS Lanarkshire take care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the current data protection legislation notice on our website at www.nhslanarkshire.scot.nhs.uk or ask a member of staff for a copy of our current data protection legislation notice.

4. Roles and Responsibilities

Senior Managers are responsible for:

- Ensuring there are systems and processes in place to support this policy and ensure line managers are aware of the policy and their responsibilities in relation to it.
- Have a responsibility to investigate any staff that fail to re-register and revalidate where appropriate, within their area of responsibility.

Line Managers (Agenda for change) are responsible for:

- Checking/photocopying the original certificate of registration or online equivalent, and placing it in the staff member’s personal file.
- Ensuring that the name badges of registered staff match the name as it is held on their professional register.
- Completing a department verification form (sample attached). This will include details of all registered practitioners within the department. The responsibility for checking the registration of the Head of Department lies with the line manager.
- Ensuring that all registered professionals are registered in the correct part of the professional register appropriate to their area of practice and all recordable and registerable qualifications must also be checked as appropriate to the area of practice.
- Checking each practitioner’s registration certificate on renewal as per the registration cycle of each profession. The line manager/professional lead must check the registration of the Head of Department. An individual’s registration status must be checked by the Head of Department by contacting the following:
Checking Professional Registrations Policy

- HCPC confirmation service on 0845 300 4472 or via the website: www.hcpc-uk.org
- NMC confirmation service 020 7333 9333 or via website: www.nmc-uk.org
- GPhC. confirmation service only available through the website:- https://www.pharmacyregulation.org/registers

Failure to do so may lead to disciplinary action being taken against the line manager.

Nursing and midwifery (see Appendix 2) and Pharmacy staff checking is completed on a monthly basis.

HR Medical and Dental Services are responsible for:-

- Completing a General Medical Council Check (GMC) at the initial recruitment stage and holding a copy of the status within the personal file. Following this a link is set up between the GMC and SWISS to provide an update when a change is made to GMC registration. Any issues will be reported to the line manager for further investigation. Should there be any on-going concerns regarding the doctor, a regular meeting is held with a GMC representative or contact will be made directly with the GMC.
- Ensuring that all registered professionals are registered in the correct part of the professional register appropriate to their area of practice and all recordable and registerable qualifications must also be checked as appropriate to the area of practice.
- Ensuring all professional agencies engaged in the provision of registered staff to NHS Lanarkshire are able to provide assurance of appropriate professional registration checks prior to NHS Lanarkshire engaging any of their staff.
- Where medical staff are appointed through another NHS board e.g trainee, honorary, access to services etc, HR Medical and Dental Services will gain verification of GMC status from either the board or staff member.

GP’s and dentists working for NHS Lanarkshire are required to be listed on the performers list. This check is carried out by the Primary Care team.

**Human Resources** is responsible for:

At the interview stage to confirm that individuals are registered with the appropriate registration body prior to the offer contract being issued.

- The Human Resources Department will verify the annual registration status of the, Director of Nursing, Deputy Directors of Nursing, Chief Nurses/Midwives, Senior Nurses, Senior Midwives, Director of Practice Development, Director of Allied Health Professions, Chief Pharmacist, the Clinical Director of the Laboratories (where the appointment is either a Clinical Scientist or a Biomedical Scientist).
Checking Professional Registrations Policy

- Ensuring all professional agencies engaged in the provision of registered staff to NHS Lanarkshire are able to provide assurance of appropriate professional registration checks prior to NHS Lanarkshire engaging any of their staff.

- The workforce department within the HR department provide information within Appendix 2 as per frequency described.

**Trade Unions/Professional Organisations** are responsible for:

Advising all registered professionals of their responsibilities with regard to this policy.

**All Staff with a professional registration** are responsible for:

- Producing the original certificate of registration where appropriate, which must be checked/photocopied by their line manager and placed in their personal file or details of professional registration to line manager to allow online confirmation processes.

- Staff supplied to NHS Lanarkshire by employment agencies must produce a current certificate of registration for verification. This must be checked before they commence duties with NHS Lanarkshire.

- Actively raising any known issues regarding their registration with their direct line manager or HR.

- Staff employed in the private and or voluntary sector and who provide services on our behalf to patients and clients must forward current certificates or registration for verification. Again these should be checked before they commence their duties.

- A proforma for maintaining annual/monthly registration checks for all staff except medical and dental is attached as Appendix 1.

**FAILURE TO PRODUCE A CURRENT CERTIFICATE OF REGISTRATION**

The following SWAG (Scottish Workforce and Staff Governance Committee) guidance will apply:

Failure to evidence current registration may result in disciplinary action being taken against the practitioner. Where a suitable post exists, NHS Lanarkshire will allow staff to work in an unregistered post until their registration certificate is confirmed for their substantive post.

➢ “Where registration is suspended by the relevant statutory regulatory body as a holding measure whilst an investigation is underway into an individual (but where the individual continues to be employed by the Board), suspension from work (where it is identified that this is required) should be on full pay as per Board’s local policies developed in line with the Management of Employee Conduct PIN Policy”
“In circumstances where it is identified that an individual’s registration has lapsed, the matter may additionally require to be investigated under Boards’ policies developed in line with the Management of Employee Conduct PIN Policy, where concerns exist that the lapse is as a result of a deliberate failure of the individual to maintain their registration”

Medical and Dental Practitioners will not be allowed to practice until registration has been obtained.

5. **Education & Training**

Initial training must be arranged to support new line managers in the process of checking professional registrations by their head of department.

All new registrants will be provided with re-registering criteria and processes from their registering body.

New Human Resources staff will be trained in the process of registration checking as part of the pre-employment processes.

New staff side representatives will be made aware of advising staff of this policy.

6. **Resource Implications**

No significant cost implications however time required for all involved to carry out roles within the policy, attend training and any activities associated with this policy.

7. **Communication Plan**

Circulate Policy via Joint Policy Forum, intranet, and cascade via management structure.

8. **Monitoring & Reviewing**

Senior managers have a responsibility to discuss registration checking processes and the results of these processes of registered practitioners with their direct reports to ensure the processes are robust.

9. **Equality and Diversity Impact Assessment**

This policy meets NHS Lanarkshire’s EDIA

10. **Summary or Frequently Asked Questions (FAQs)**

N/A
### Appendix 1

**NHS Lanarkshire**

**Verification Form - Registration for Practitioners**

| Department of: | ................................. |
| Form completed by: | ................................. |

<table>
<thead>
<tr>
<th>NAME / POSITION HELD</th>
<th>DATE APPOINTED</th>
<th>DATE CERTIFICATE CHECKED / COPIED</th>
<th>REGISTRATION NUMBER</th>
<th>DATE DUE FOR RENEWAL</th>
<th>DATE RENEWAL VERIFIED / COPIED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Checking Professional Registrations Policy

This form should be completed annually and renewal checked as per the registration cycle of each profession and retained by Head of Department.
NMC Registration Checks

1st – 4th of the Month
SCN/M checks system to identify staff members due to re-register and remind staff of responsibilities

15th of the Month
Workforce Team confirm with Chief Nurse/Midwife, Senior Nurse/Midwife, Directors a list of staff with outstanding registration but due to re-register by end of month

Last working day of the month
The Workforce Team issue an update to Chief Nurse/Midwife, Senior Nurse/Midwife, Directors advising of staff with outstanding registration but due to re-register by end of month

1st of Month
SCN/M checks status of all staff due to register from previous month – if the 1st falls at a weekend SCN/M must ensure a process is in place at the weekend to check NMC registration and action any governance concerns with Chief Nurse/Midwife, Senior Nurse/Midwife, On Site Manager

First working day after 1st of month
Workforce Team confirm previous month end lapses and advise Senior Nurse/Midwife, Chief Nurse/Midwife and Director to action any governance concerns