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PROFESSIONAL and STATE REGISTRATIONS POLICY

1. POLICY STATEMENT

- 1.1 This document outlines the Professional Registrations Policy and procedure for the East of England Ambulance Service NHS Trust (the Trust).
- 1.2 The aim of this policy and procedure is to ensure that all persons being appointed to or holding positions which require professional or state registration in the Trust are appropriately registered. This encompasses both strategic and operational roles held on an individual or management group basis.

2. SCOPE

- 2.1 This procedure applies to permanent and voluntary staff as well as persons undertaking work on a casual/bank or contract basis.
- 2.2 Examples of roles which require professional or state registration in the Trust include:
- State Registered Paramedics (Health Professions Council);
 - Doctors (General Medical Council); and,
 - Nurses (Nursing and Midwifery Council).

3. ACCESS TO THE PROCEDURE

- 3.1 This procedure is intended for use by the Human Resources Department. However, all employees and applicants are entitled to access this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. Copies are also available from the Human Resources Department and any employee can seek guidance from line management, their trade union representative or the Human Resources Department.
- 3.2 To ensure accessibility to external applicants, this procedure will also be located on the Trust's internet site and it can also be obtained on request from the Trust's Human Resources Department by calling 01234 408999 or emailing recruitment@eastamb.nhs.uk.
- 3.3 Applicants, employees and Trust Managers may also wish to consult the related Trust policies such as Recruitment and Selection, and Disciplinary Policy (Managing Staff Conduct and Capability Procedure).

- 3.4 This procedure can be made available in other formats such as large print, Braille and audio. Please contact the Human Resources Department.

4. ROLES AND RESPONSIBILITIES

- 4.1 The Human Resources Department is responsible for keeping the provisions within this procedural guidance in line with best practice people management principles and NHS guidelines.
- 4.2 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees and external applicants on the application of this procedure.
- 4.3 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.
- 4.4 All persons undertaking, or applying for, posts within the Trust which require professional or state registration are responsible for ensuring that they hold the necessary registration. Any lapses in registration are the sole responsibility of the postholder.
- 4.5 All persons undertaking, or applying for, posts within the Trust which require professional or state registration are responsible for providing such information and documentation as is necessary to confirm their necessary registration status.

5.0 RECORDING OF REGISTRATION INFORMATION

- 5.1 Documentary evidence of registrations will be retained on personnel files by the Human Resources Department.
- 5.3 Details of registrations will also be recorded on the Trust's Electronic Staff Records (ESR) system. This electronic record will include details of the individual's registration (or pin) number and date of expiry.

5.0 PRE-EMPLOYMENT CHECKS

- 5.1 Pre-employment checks apply equally to both external and internal applicants for posts in the Trust.
- 5.2 No person can start working with patients in a post which requires registration until valid identification and current registration has been checked directly with the relevant regulatory body.
- 5.3 As outlined in the Trust's Recruitment and Selection Policy, all permanent, fixed term, voluntary and casual/bank appointments in the Trust (including those carried out by all external agencies) are subject to receipt of:
- Proof of membership of any professional bodies applicable to the post.
- 5.3 Responsibility for ensuring that the above check is completed rests jointly with the Human Resources Department and the recruiting manager. A standard recruitment checklist proforma is utilised to aid adherence to the Trust's

recruitment check requirements (please refer to the Trust's Recruitment and Selection Policy).

5.4 In all cases, the Human Resources Department will ensure checks are made directly with the relevant professional body, in accordance with their recommendations, in respect of all appointments in the Trust. Furthermore, evidence of the relevant professional or state registration will be retained on the individuals personnel file and recorded on ESR as per Section 5 above.

5.5 In instances where the applicant fails to satisfy the checking requirements, the Human Resources Department will advise the recruiting manager(s), and steps will be taken to withdraw the offer of employment or cease employment as appropriate.

6.0 CHECKING PROCESS FOR CURRENT STAFF, VOLUNTEERS AND CASUAL WORKERS/BANK.

6.1 Although it should be stressed that ultimately it is the responsibility of the individual themselves to ensure that they are appropriately registered at all time, the following registration checking process will be undertaken by the HR Department to support this requirement:

6.2 Step One

Once a month a nominated member of the HR Department will run a report from ESR to ascertain which registrations are due to expire in the forthcoming three months.

6.3 Step Two

For any persons whose registrations are due to expire, a standard letter will be issued to the employees to remind them that they need to renew their registration.

6.4 Step Three

Prior to the expiry of their registration, the employee is required to advise the Human Resources Department that they have renewed their registration by sending a copy of their certificate to the Operational HR Team based at Barton Mills. This should be done in a timely manner and as soon as possible.

6.5 Step Four

Following receipt of the documentary evidence (e.g. certificate of registration), the Human Resources Department will check directly with the relevant professional body in accordance with their recommendations, that the information which has been provided is valid. The revised registration information will then be entered onto ESR and a copy of the registration information will be retained on the individuals personnel file.

7.0 LATE PROVISION OF DOCUMENTARY EVIDENCE

7.1 In exceptional circumstances (i.e. only if the employee has applied for the renewal in good time, but has not received it back due to a delay with the registering body), the Trust may give permission to allow the evidence of renewal to be forwarded to the Trust up to a month after the expiry date. In such situations, the Human Resources will check directly with the relevant professional body, in accordance with their recommendations, to ensure that the individual is appropriately registered.

8.0 VERIFICATION OF REGISTRATION

8.1 State Registered Paramedics

For State Registered paramedics the registrant name needs to be checked against the Health Professions Council Paramedic Register. Checks can be made by specifying the Profession as 'paramedic' and entering the registrant's surname at:

http://register.hpc-uk.org/lisa/onlineregister/Registrant_SearhInitial.jsp

If the individual is registered then their details will be listed on the screen together with details of their home town. If the individual's name does not appear on the online register then they are NOT registered.

8.2 State Registered Nurses

For State Registered Nurses and Midwives the registrant names need to be checked against the Nursing and Midwifery Council Register. Checks can be made by specifying combination of PIN number, first name/s and surname at:

<http://www.nmc-uk.org/aNewSearchRegister.aspx>

If you do not have enough information on the person, asterisks can be used to produce a more accurate search. The asterisks should be used either after the first name(s) and/or the surname.

If the individual is registered then their details will be listed on the screen together with details of their home town. If the individual's name does not appear on the online register, they are NOT registered.

8.3 Doctors

For Doctors, the registrant name(s) need to be checked against the General Medical Council. This can be found by specifying a combination of GMC reference number, first name(s) and surname at:

<http://webcache.gmc-uk.org/ods/home>

If the individual is registered then their details will be listed on the screen together with details of their year of registration. If the individual's name does not appear on the online register then you will need to phone the GMC registration line to confirm whether the Doctor is registered.

9.0 FAILURE TO MAINTAIN REGISTRATION - EMPLOYEES

9.1 Failure to maintain the required registration is a serious matter which places the employees continued employment in that role at risk.

9.2 If the employee has not registered within the required time frame, the Human Resources Department will write to them reminding them of the need to re-register in order to continue to practice and advise their line manager accordingly.

9.3 It is the responsibility of the line manager in liaison with the Human Resources Department, to put in place remedial actions to ensure that the individual does not operate in a capacity for which they are not eligible to do so as a result of their non-registration.

- 9.4 If after the reminder from the Human Resources Department, the member of staff is still unable to demonstrate registration, the Human Resources Department will liaise with the line manager with a view to temporarily moving the individual into an alternative role with the associated pay relating to that post as a short term interim measure to provide the employee with a period of time in which to address their non-registration. This period should not normally be for more than 4 weeks. Alternatively, it may be possible to request whether the Medical Director is able to authorise them to continue in their current role. This would only be approved for a strict time period, not normally longer than 4 weeks and in situations where it is clear that the employee is taking all reasonable steps to renew their registration.
- 9.5 Any continued failure to retain registration after the above mentioned concessionary period, will be actionable under the Trust's Disciplinary Policy (Staff Conduct and Capability Procedure) and could result in dismissal.

10.0 FAILURE TO MAINTAIN REGISTRATION – VOLUNTEERS AND BANK/CASUAL WORKERS

- 10.1 Failure to maintain the required registration is a serious matter. Volunteers and bank/casual workers will not be permitted to undertake any work/activities with the Trust unless appropriately registered.
- 10.2 If a volunteer or bank/casual worker has not registered within the required time frame, the Human Resources Department will write to them and advise them that they will not be permitted to practice until they meet the registration requirements for the post.

11.0 MONITORING

- 11.1 Periodically, the Human Resources Department will make random checks of persons in positions requiring registration to ensure that their registration is current and that the Trust is in possession of the required documentary evidence or registration and that this information is recorded on ESR.
- 11.2 Monitoring of the above processes will be undertaken periodically to ensure that practices remain 'fit for purpose' and that registrations are renewed in a timely manner.

12.0 FURTHER INFORMATION

Further advice or information is available from:

- The HR Department
- Health Professions Council - 020 7582 0866
- www.hpc-uk.org
- General Medical Council - 0845 357 3456
- www.gmc-uk.org
- Nursing and Midwifery Council - 020 7333 6600 / 020 7333 9333
- www.nmc-uk.org

13.0 POLICY REVIEW

This policy will be reviewed on an annual basis or amended in the light of new NHS guidance or requirements.