



Western Health
and Social Care Trust

**REGULATION AND PROFESSIONAL REGISTRATION POLICY
12 JUNE 2014**

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This policy has been developed within the context of Equality and Human Rights statutory obligations and requirements.

1. **BACKGROUND**

As employers, Trusts must have arrangements in place for ensuring the initial validation and retention of their employees' professional registration. All managers are responsible and accountable for ensuring that practitioners requiring registration employed in the Trust are currently on the live register of their appropriate regulatory body. All practitioners employed by the Trust who require registration to perform their role have individual responsibility to maintain live registration.

2. **SCOPE**

This policy clarifies the responsibility of managers and practitioners in the regular surveillance and maintenance of their registration. At this point the Policy applies to the following staff groups:-

- Nurses & Midwives
- Social Workers
- Social Care Staff
- Health Professionals
- Medical Staff
- Dental Staff
- Pharmacists

3. **OBJECTIVES**

The policy aims to ensure that requirements laid down by regulatory bodies are adhered to and ensure that all practitioners who require registration in the Trust's employment are currently on the appropriate live register.

4. **PRACTITIONER'S RESPONSIBILITY**

It is each practitioner's responsibility to ensure that:

- 4.1 They maintain live registration, even in periods of maternity leave, sick leave, etc.
- 4.2 They notify their line manager of renewals/continuations of professional registration.

- 4.3 They meet Continuing Professional Development and any other standards for registration.
- 4.4 They pay the prescribed annual registration retention fee.
- 4.5 They report any issues that may impact on their registration to their line manager as soon as practicable.
- 4.6 They contact their regulatory body with any updates, as required by the regulator, e.g. change of name; change of address or any other change of circumstances, e.g. convictions.
- 4.7 They comply with re-admission to the register after a break in registration requirements

5. **FAILURE TO MAINTAIN LIVE REGISTRATION STATUS**

- 5.1 It is the responsibility of each practitioner to ensure that they understand the requirements of their regulatory body and understand what may lead to a lapse.
- 5.2 Practitioners whose relevant registration lapses while they are employed by the Trust will be considered to be in breach of contract **and will not be permitted to work until proof of re-registration is received**. This period of time will be without pay.
- 5.3 Practitioners must not report for duty if they do not hold valid live registration. In the event that they do, the Trust will not pay or will recoup any payment made for the period of lapsed registration.
- 5.4 Working without registration is a breach of professional conduct and may lead to a referral to the relevant regulatory body.
- 5.5 Failure to maintain professional registration may lead to disciplinary action which could result in dismissal from employment.

6. **TRUST RESPONSIBILITY**

6.1 **Confirmation of Registration on Initial Employment**

Prior to commencement of employment (Permanent, Temporary, Bank or Locum) in the Trust, the HR Recruitment Department will confirm each practitioner's registration on the **appropriate** part of the register. The registration details will be inputted onto the HRPTS System.

6.2 Workers Supplied by an Employment Agency

The Trust will ensure that any employment agencies engaged to supply staff comply with the statutory regulations set out by the appropriate regulatory bodies prior to working in the Trust. This will be set out in the contract for service with the agency co-ordinated by the HR Department. In addition, checking arrangements will be applied to each staff group.

6.3 Annual Checks on Practitioners' Registration

- a) Assistant Directors who have line management responsibility for practitioners must develop systems to support checks.
- b) Every month, the HR Department will compile a list of practitioners whose registration expires in the next quarter and issue to the relevant Assistant Director.
- c) Each Division will have a designated person whose role will be to check the regulatory body for confirmation that renewal of registration/retention on the **appropriate** part of the register is completed and recorded on the HRPTS System.

7. EQUAL OPPORTUNITIES/HUMAN RIGHTS

As an equal opportunity employer, the Trust will seek to promote equality in the implementation of this policy regardless of the person's gender, marital status, perceived religious affiliation, political opinion, race, ethnic origin, disability, age or sexual orientation. In pursuance of this objective, managers should ensure they apply fairness and consistency to all decisions within their department.

Equality Statement

In line with duties under the equality legislation (Section 75 of the Northern Ireland Act 1998), Targeting Social Need Initiative, Disability discrimination and the Human Rights Act 1998, an initial screening exercise to ascertain if this guidance should be subject to a full impact assessment has been carried out. The outcome of the Equality screening for this guidance is: no impact.

These provisions have been developed within the context of Equality and Human Rights statutory obligations and requirements.

References:

Nursing & Midwifery Council (www.nmc-uk.org)

NI Social Care Council (www.niscc.info)

Health & Care Professions Council (www.hpc-uk.org)

General Medical Council (www.gmc-uk.org)

General Dental Council (www.gdc-uk.org)

Pharmaceutical Society of Northern Ireland (www.psnri.org)