

EMPLOYMENT OF STATUTORY REGISTERED PROFESSIONALS POLICY

Responsible Director	Director of Human Resources
Approved By	Area Partnership Forum
Equality Assessed: 	February 2011 We are working to ensure that no-one is treated in an unlawful and discriminatory manner in the workplace because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.
Date Approved	February 2011
Date for Review	February 2013
Replaces	New
Other Relevant Policies	Disciplinary Policy and Procedure

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1. INTRODUCTION

In order to protect the public, persons providing professional healthcare services within the NHS are required by statute to register, and maintain such registration, with the relevant regulatory body listed below:

The General Chiropractic Council (GCC)

Regulates: Chiropractors

The General Dental Council (GDC)

Regulates: Dentists, Dental Therapists, Dental Nurses, Dental Technicians, Clinical Dental Technicians and Orthodontic Therapists.

The General Medical Council (GMC)

Regulates: Doctors

The General Optical Council (GOC)

Regulates: Dispensing Opticians and Optometrists

The General Osteopathic Council (GOsC)

Regulates: Osteopaths

The Health Professions Council (HPC)

Regulates: Arts therapists, Biomedical Scientists, Chiropodists/ Podiatrists, Clinical Scientists, Dieticians, Occupational Therapists, Operating Department Practitioners, Orthoptists, Paramedics, Physiotherapists, Prosthetists and Orthotists, Radiographers, Speech and Language Therapists, Practitioner Psychologists

The Nursing and Midwifery Council (NMC)

Regulates: Nurses, Midwives and Specialist Community Public Health Nurses.

The Royal Pharmaceutical Society of Great Britain (RPSGB)

Regulates: Pharmacists, Pharmacy Technicians and Pharmacy Premises.

2. PURPOSE

The purpose of this document is:

- To protect the public who come into contact with the Board by ensuring that all staff in statutory registered professions employed by NHS Greater Glasgow and Clyde fulfil the appropriate registration requirements to practice.
- To provide a framework applicable across NHS Greater Glasgow and Clyde which ensures that all staff in statutory registered professions are currently registered with the relevant regulator (reference should be made here to the relevant CEL letter).

3. STATEMENT OF INTENT

It is a condition of employment with the Board that a person must be registered with the relevant regulator in order to practice in any of the professions identified in paragraph 1.

Prior to an offer of employment, all applicants to such posts will have the details of their Registration Documents (which includes Statement of Entry to the Professional Register for those regulated by the NMC) and current registration verified.

A newly qualified person awaiting registration may be employed in the first instance in an appropriate non-registered post, and paid accordingly, until proof of registration is submitted and confirmed, at which time the employee will be confirmed in the registered post and paid at the appropriate rate.

An accurate record of the expiry dates of registrations will be maintained for all employees in registered posts.

It is the employee's responsibility to maintain registration. Staff that allow their registration to lapse will not be permitted to continue to practice. Any serious lapse in registration may lead to the termination of employment.

If the lapse in registration is due to administration errors by the regulatory body and this is evidenced by the employee, suspension will be with pay. Where the non registration or lapse in registration is due to the employees negligence the suspension will be with no pay.

4. RESPONSIBILITIES

Employees in Statutory Registered Employment are:

- Accountable for ensuring that their registration is current.
- Accountable for ensuring that they fulfil the criteria for periodic registration renewal with the regulator.
- Responsible for ensuring that their Manager is shown evidence of renewed registration once the updated registration document is received.
- Responsible for advising the relevant regulator of any change in personal details, e.g. address or name.

Managers are:

- Responsible for maintaining an accurate record of the current registration expiry dates all their statutory registered staff.
- Accountable for any statutory registered member of staff in their Ward/Department whose registration has not been renewed on, or before, the date due and for liaising with the relevant Human Resources team regarding employees who default.

- Accountable for advising their Line Manager on a monthly basis and in writing for ensuring their statutory registered staff hold current registration
- Accountable for verifying the registration of newly statutory registered staff appointed to temporary posts.

Recruitment Staff are:

- Responsible for checking the status of all statutory registered applicants from the applicants form.
- Responsible for verifying newly qualified staff awaiting entry to a statutory register prior to appointment.

5. PROCEDURE – Verifying the Registration of New Applicants.

(Refer to the Verification of Registration Pathway, Appendix 1, and p.7)

5.1. Recruitment Staff will note an applicant's registration details on the application form.

5.2 A newly qualified applicant awaiting registration will be assessed for interview pending registration

5.2.1 At interview, if successful, they will be advised that :-

- Appointment will be to an appropriate temporary non-registered post in the first instance pending confirmation of registration and their salary will be paid accordingly.
- Such staff will not be permitted to practice in a registered post until evidence of registration is submitted and confirmed, at which time they will be placed on the minimum of the appropriate band and that this will be backdated to the date of registration.

5.2.2 Following appointment:

- The employee will forward their registration documents to the Manager immediately on receipt.
- Upon receipt of the details the Manager will verify the registration with the relevant Regulator's Confirmation Service.
- A copy of the registration documents and confirmation from the Regulator will be retained in the employee's personal file.
- A 'Change Form' will be forwarded to the Payroll Department to advise of amended employment status and

salary, effective from the date the employee commenced working in the registered post.

5.3 **A registered applicant** will have their registration verified by Recruitment Staff prior to interview and a record will be retained with the applicant's interview papers. Contact details of the various regulatory bodies are set out in Appendix 4

5.3.1 At interview

- Candidates will produce their current registration documents.
- Employing Officer/Chair of the interview panel will note the applicant's PIN (if applicable), date of entry to the register and the expiry date of current registration on the interview papers.

5.3.2 On appointment to a post

- The Employee will submit their registration documents to their Manager and copies will be taken and retained in the member of employee's personal file.
- The registration details will be entered into electronic records where this is accessible. In the absence of access to electronic records, manual records will be maintained. (Appendix 2)

6. PROCEDURE – Verifying Periodic Renewal of Registration.

Note: Some Regulators operate a fixed-date or bi-annual system of registration renewal. In such circumstances the following procedure should be interpreted in accordance with the appropriate Regulator's registration renewal cycle.

The Manager will:

- Review their registration expiry record monthly in advance.
- Advise in writing each employee whose registration expires in the period under review that evidence of registration renewal must be submitted before the expiry date of the current registration (Appendix 3).
- Include those employees whose registration expires while absent from duty, e.g. on Maternity Leave, Sick Leave by forwarding reminders to the employees home address.
- Retain a copy of the new registration documents in the employees personal file and remove the previous copy.
- Update the record of registration expiry date.
- Responsible for reporting through their Directorate structures that renewals due have been verified.

- Inform their Line Manager of any defaulting employee(s) and await guidance while ensuring defaulters are not permitted to continue to practice as a statutory registered professional meantime.
- Monitor the monthly reports from their area.
- Make note of employees in default and, in consultation with the local HR Team, agree an appropriate course of action.
- Meet and confirm with the employee that they cannot continue in their present post on expiry of their registration until evidence of renewal is submitted. (see statement of intent).
- Advise Payroll of any change in status and salary.
- Advise their Head of Nursing / Clinical Service Manager, Head of Department, etc. as appropriate, of the situation and action taken.

7. MONITORING AND REVIEW

The application of this Policy will be monitored jointly by the Director of Human Resources and the Area Partnership Forum to ensure equitable treatment of all employees.

The Board is required by law to gather monitoring information relating to a broad range of characteristics with regard to equality and diversity (e.g. race/ethnicity, age) for many aspects of employee relations. Employees may be asked for information relating to the above in connection with the policy. Employees do not have to give the monitoring information if they do not wish to. Any equalities monitoring information will be held separately and not used to inform any proceedings that occur in relation to this policy.

The operation of this Policy will be regularly reviewed by the Area Partnership Forum to ensure its continued effective operation and formally reviewed no later than February 2013.

NHS GREATER GLASGOW & CLYDE

MEMORANDUM

To :

Date :

Re: Registration with the xxxxx

Records show that your current registration with the xxx expires on í í í í .

If not received already, you will soon receive your payment reminder from the xxx. Please pay your fees promptly and **before the end of the month it is due.** Failure to produce evidence of current registration can affect your employment.

Please remember to inform the xxx of any change of address as this is one of the main reasons for non-receipt of registration renewal documents.

Please submit your Registration Details to me **as soon as you receive them** or, if they have not arrived by the end of the month due, proof that payment has been made.

Yours sincerely

Manager

REGULATORY BODIES

The General Chiropractic Council (GCC)

Regulates: Chiropractors

Tel: 020 7713 5155

Website: www.gcc-uk.org

The General Dental Council (GDC)

Regulates: Dentists and dental therapists. From 2006 our registers will also include dental nurses, dental technicians, clinical dental technicians and orthodontic therapists.

Tel: 020 7887 3800.

Website: www.gdc-uk.org

The General Medical Council (GMC)

Regulates: Doctors

Tel: 0845 357 8001

Website: www.gmc-uk.org

The General Optical Council (GOC)

Regulates: Dispensing opticians and optometrists

Tel: 020 7580 3898

Website: www.optical.org

The General Osteopathic Council (GOsC)

Regulates: Osteopaths

Tel: 020 7357 6655

Website: www.osteopathy.org.uk

The Health Professions Council (HPC)

Regulates: Arts therapists, Biomedical Scientists, Chiropodists/ Podiatrists, Clinical Scientists, Dieticians, Occupational Therapists, Operating Department Practitioners, Orthoptists, Paramedics, Physiotherapists, Prosthetists and Orthotists, Radiographers, Speech and Language Therapists, Practitioner Psychologists

Tel: 020 7582 0866

Website: www.hpc-uk.org

The Nursing and Midwifery Council (NMC)

Regulates: Nurses, Midwives and Specialist Community Public Health Nurses.

Tel: 020 7333 6622

Website: www.nmc-uk.org

The Royal Pharmaceutical Society of Great Britain (RPSGB)

Regulates: pharmacists, pharmacy technicians and pharmacy premises.

Tel: 020 7735 9141

Website: www.rpsgb.org.uk