

Professional Registration Policy

Version:	V3.0	
Summary:	This policy sets out the general principles for professional registration and the key responsibilities for HR, managers and employees.	
Ratified by	Policy Ratification Group	Date: June 2020
Has an Equality Impact Assessment been carried out?	Yes	Date: April 2020
Name of originator/author:	Lesley Shotton, Senior HR Advisor	
Executive Director	Dianne Frost, Director of OD & People	
Name of responsible committee:	Workforce Strategy Implementation Group	
Target audience:	<i>This Policy applies to all colleagues where professional registration or membership of a professional body is a requirement of the job role.</i>	
Date issued:	16 June 2020	
Next Review date:	June 2023	

Review and Amendment Log

Version No	Type of Change	Date	Description of Change
V3.0	Full review	May 2020	Full review. Re-written on new policy template and content updated including links to external guidance
V3.0	Removal of Appendices	May 2020	Separated the 'Referral of a Registrant to the Nursing & Midwifery Council/ Health & Care Professions Council guidance' as a separate document

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1. Introduction

Locala has a responsibility to ensure that professional standards are met by all colleagues working for the organisation, and that any care and treatment provided to patients is carried out by fully qualified, statutory registered professional practitioners.

The organisation recognises the importance of conducting checks both pre-employment and on an on-going basis for all colleagues who are required to be registered with a relevant regulatory/ licensing body in order to continue to practice.

For the purposes of this policy, the term professional registration refers to all posts which require an individual to be qualified in their field and to maintain their registration with their respective professional bodies. All colleagues with a requirement to be professionally registered in order to carry out their role, will be made aware of their contractual obligation to be registered.

2. Purpose

The purpose of this Policy is to set out the general principles for professional registration, the roles and responsibilities of those involved, the monitoring arrangements and the implications of and procedure for lapsed professional registration.

3. Target Population

This Policy applies to all colleagues where professional registration or membership of a professional body is a requirement of the job role.

4. Explanation of Terms

ESR - is the Electronic Staff Record. Each individual working at Locala has their own record detailing their personal information, work history, training record etc.

NMC – the Nursing and Midwifery Council are the professional regulator for nurses and midwives in the UK, and nursing associates in England.

Professional Registration - is a status awarded by a regulatory body to those individuals who have demonstrated they have the necessary qualifications, knowledge, competence and commitment to professionalism in their field.

Revalidation - is a formalised process by which NMC registrants must engage to demonstrate that they practise safely and effectively in line with the new NMC code of standards throughout their career.

5. Duties

5.1. Individual colleagues

Colleagues are responsible for reading, complying with and maintaining up-to-date awareness of policies as laid down in job descriptions and contracts of employment and for undertaking training as appropriate to enable them to comply with policies relevant to their roles and as colleagues of Locala.

It is the individual's professional responsibility to ensure they have up to date and valid registration as they are unable to practice in their role without this. Therefore, it is a requirement that employees have the appropriate registration/membership throughout their employment at all times, which includes renewal and revalidation requirements. Colleagues must ensure that they adhere to the standards set out as part of their professional registration.

NMC registrants are responsible for ensuring they achieve revalidation.

Unless registered, a practitioner does not have the legal authority to practice. Lack of registration will have serious consequences for themselves and for Locala as the employing organisation.

Practitioners, therefore have certain responsibilities, both to themselves and the organisation, these include:

- Having current and appropriate registration when they join the organisation
- Maintaining continuous registration, in order to practice legally. Complying promptly with reminder notifications received from their registering body, to ensure that they continue to remain registered at all times
- Advising their manager, as soon as possible, if any difficulty is experienced in re registering
- Providing acceptable evidence of reregistration
- Ensuring that the registering body and the organisation are notified of changes to their private addresses promptly in order that notification from their professional body is received in good time

Practitioners should be aware that because of the seriousness of not being registered, failure to re-register and to maintain continuous professional registration will result in suspension without pay and action taken in accordance with Locala's [Disciplinary Policy](#).

5.2. Managers

It is the responsibility of all line managers to ensure that they and the people they manage are conversant with this policy and its contents.

Managers are required to support colleagues to maintain their professional registration/ revalidation/ membership. In cases where colleagues do not have the

required registration/ revalidation/ membership or are waiting for confirmation of their registration then managers must undertake reasonable and proportionate action to ensure patient and colleague safety by ensuring that colleagues are not undertaking any duties that require them to be professionally registered.

If there are any concerns regarding a colleague's performance which may affect their professional registration or membership, then the managers must address these concerns in line with the relevant HR policies.

5.3. HR Advisory and Workforce Team

A healthcare professional alert notice (HPAN) is a process of notifying NHS bodies, or other organisations providing service to NHS bodies about registered health professionals whose performance or conduct could pose a significant risk of harm to patients, colleagues or the public. Workforce will check alert notices prior to the recruitment of an individual. If an individual is subject to an alert notice, then Locala must check whether they are suitable to be employed in the role they are being offered.

All professionally registered colleagues will, when asked to attend for interview, be asked to bring along proof of their professional registration. Interviewers must carry out a visual check of registration evidence and record the registration number.

The workforce team will check the current registration of new starters, to ensure it is valid for the purpose the practitioner was employed. The registration PIN and expiry date will be entered on ESR. This check forms part of the pre-employment checks for all professionally registered colleagues.

The workforce team maintain checks each month for all existing colleagues with the relevant bodies to ensure renewals have been made.

The workforce team inform the Senior HR Advisor and managers of any colleague who have not registered to ensure the appropriate action is taken. The workforce team will maintain and update practitioner's registration details on the ESR system.

5.4. Responsible Committee

It is the responsibility of Workforce Strategy Implementation Group to monitor the implementation and effectiveness of this Policy.

5.5. Chief Executive

The **Chief Executive** has overall responsibility for the strategic and operational management of Locala including ensuring that the organisation's procedural documents comply with all legal, statutory and good practice requirements.

6. Equality Impact Assessment

Locala Community Partnerships aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

An Equality Impact Assessment Tool is used during ratification processes to establish whether its policies and practices would further, or had furthered, the aims set out in the section 149 (1) of the [Equality Act 2010]. Any outcomes have been considered in the development of this policy.

7. Consultation Process

A consultation process was carried out with key stakeholders in the development of this policy. These stakeholders included HR colleagues, Partnership Forum, and the Professional Development Lead.

8. Dissemination and Implementation

8.1. Dissemination

The procedure will be communicated through Locala Live, Business Unit Meetings and email communications. It will be placed in the relevant section of the Policies site on SharePoint. Where a review is identified and any changes made, these will be communicated.

8.2. Competence/Training

Prior to ratification of this policy the required education and training needs for ensuring effective implementation and compliance have been reviewed.

For Nursing Registrants the process of revalidation was implemented in 2016 and has been embedded within the Nursing and Midwifery (NMC) registration process since. Information to support the process is available on the [NMC website](#) and dedicated [NMC revalidation website](#) as well as on [Locala intranet](#).

For Allied Health Professionals support for registration and re registration is available on the [HCPC website](#).

9. Monitoring Compliance with the Document

9.1. Process for Monitoring Compliance

The workforce team maintain checks each month for all existing colleagues with the relevant bodies to ensure renewals have been made and check the current registration of new starters.

9.2. Key Performance Indicators

All colleagues who are required to hold Professional Registration as part of their role, will maintain a valid registration with their regulatory body at all times.

10. References/Bibliography

NHS Employers Professional Registration and Qualification Checks (January 2020)

11. Associated Policy Documentation

NB. There may be more recent versions of the policies or procedures named below so that these should be checked accordingly

- Referral of a registrant to the nursing and midwifery council/health and care professions council
- Disciplinary policy