

PROFESSIONAL REGISTRATION AND NMC REVALIDATION PROCEDURE

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AUTHOR:	Associate Director Professional Development
CONSULTATION GROUPS:	Heads of Workforce and HR, Professional Leads
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PROCEDURE SUMMARY

This procedure sets out the steps to be followed in order that professional staff working within the Trust is appropriately registered with the relevant body and aims to maintain competencies to enable revalidation through lifelong learning.

The procedure complies with CQC registration requirements and Risk Management Standards.

The Trust monitors the implementation of and compliance with this procedure in the following ways;

The Information/Workforce Directorate will produce a regular report on the first working day of each month detailing registrations that are due to expire in the following three months. This report will be forwarded to the HR Department.

Services	Applicable	Comments
Trust wide		

**The Director responsible for monitoring and reviewing this procedure
is the Executive Director of Nursing**

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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PROFESSIONAL REGISTRATION & NMC REVALIDATION PROCEDURE

1.0 NEW EMPLOYEES

- 1.1 The applicant must provide evidence of their professional registration to the recruitment department before commencement of employment. This will be by means of current certificate and/or current registration number/card. For nursing staff the Nursing Midwifery Council (NMC registration) card is only valid on the date of issue and confirmation of registration will be carried out as set out in para.1.2.2 below.
- 1.2 The employee where applicable, should provide the anticipated date for revalidation to the recruitment department when they sign onto the payroll. This will ordinarily take place on their first day of work.
- 1.2.1 Copies of relevant documentation will be taken during the “signing on” process, and stored on the Human Resources information system.
- 1.2.2 The recruitment team is responsible for verifying evidence of registration before and at commencement of employment by checking the relevant Statutory Regulatory Body (SRB) websites e.g. www.nmc-uk.org, www.gmc-uk.org, www.hcpc-uk.org, www.pharmacyregulation.org (employees will find information about registration on these internet sites). New arrangements have been made for GMC registration – see para 2.5.2 below.
- 1.3 If it is not possible to provide satisfactory evidence of current registration, the applicant will not be able to commence duties or be signed on to the payroll, until the required documentation and/or confirmation is received. The Trust has the right to withdraw any conditional offer of employment if they have not been able to complete pre-employment checks in line with the NHS Standards of Employment Checks.
- 1.4 Newly qualified employees and employees awaiting confirmation of (re) registration can carry out duties of an unqualified post, until the required documentation is received. They will be paid the salary for the unqualified post, at the maximum scale.

2.0 EXISTING EMPLOYEES

- 2.1 It is the responsibility of the individual to renew their registration in a timely manner and to ensure that all of the requirements are met to support revalidation where applicable. The Human Resources (HR) department will also verify the renewal on the relevant body website. It is a contractual requirement for staff to maintain their professional registration.
- 2.2 Professional registration numbers and expiry dates will be amended on the Electronic Staff Record [ESR] and updated documentation placed on the personnel file. Nominated officers will access this information in order to check current registrations.

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- 2.3 In order to practise, it is a legal requirement for all doctors, nurses, pharmacists, pharmacy technicians and health and care professionals to be registered with the relevant regulatory bodies.
- 2.4 As well as payment of a renewal fee, some registrants may also need to complete a notification of Intention to Practise form/professional declaration. Failure to complete and return any declaration forms will result in a lapse of registration.
- 2.5 **Registration**
- 2.5.1 All nurses working in the United Kingdom are required to register with the Nursing Midwifery Council (NMC). In order to retain registration and remain on the register, they must pay an annual fee and will need to renew their registration every three years through the revalidation process. Information regarding revalidation requirements can be found at <http://revalidation.nmc.org.uk/>
- 2.5.2 All doctors require a License to Practice to work in the UK. Doctors currently registered with the General Medical Council (GMC) and all new doctors registering with the GMC will receive a License to Practice.
- 2.5.3 In order to practice in Great Britain, pharmacists and pharmacy technicians must be registered with the General Pharmaceutical Council (GPhC) and meet the Council's professional requirements.
- 2.5.4 All other health and care professionals are required to renew their registration with the Health and Care Professions Council (HCPC). To ensure they remain on they register, they are required to pay a registration fee and complete a professional declaration every two years.
- 2.5.5 All social care professionals are required to maintain their registration with the Social Work England (SWE) and meet the requisite standards.
- 2.5.6 Psychologists need to be HCPC registered - with Practitioner Psychologist status.
- 2.5.7 The professional bodies' databases are linked to the NHS Electronic Staff Record System and alerts are received automatically in the HR/Medical Staffing department, regarding the annual renewal of registration with the GMC / NMC / HCPC / GPhC and SWE. These are checked by HR/Medical Staffing on the relevant websites and the procedures below (3.0) followed should any professional's registration lapse.

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3.0 LAPSED REGISTRATION

- 3.1 If for any reason a member of staff becomes aware that their registration will lapse or has lapsed, they must inform their line manager immediately.
- 3.2 If a lapse in registration does occur, or in circumstances where staff are not able to meet the requirements of the declaration for revalidation, the line manager will immediately refer the matter to the relevant Lead Professional*. In accordance with Trust Policy no one is eligible to carry out a professionally recognised role unless they have current registration; the relevant professional lead will decide whether to:
- 3.2.1 Place the worker on an unqualified grade in line with the level of work they are able to work at unqualified (see para. 1.4) until the registration has been reapplied for and registration is successfully renewed. They will be paid the salary for the unqualified post, at the maximum scale and will carry out duties applicable to that role. OR
 - 3.2.2 Place the worker on unpaid leave until the registration has been reapplied for and is successfully renewed within a defined period of time. OR
 - 3.2.3 Where it appears that the situation has arisen through no fault of the individual, they may be placed on special paid leave until the registration has been reapplied for and is renewed.

The Lead Professional is responsible for ensuring that the Service Director is aware of any lapses in registration and the action taken as a result.

In addition, where there is a lapse in registration and/or failure to revalidate that leads to removal/suspension from a professional register, the Trust will investigate the matter in accordance with the Disciplinary (Conduct) Policy and Procedure and Procedure. The outcome may be up to and including summary dismissal.

Bank/temporary staff who fail to maintain their professional registration will be precluded from working within EPUT until the registration has successfully been re-applied and renewed.

Any repeated failure to maintain professional registration will, in any event, be investigated in accordance with the Trust's Disciplinary (Conduct) Policy and Procedure.

*The Lead Professionals are detailed within Appendix 1.

4.0 AGENCY STAFF

- 4.1 Only agency staff sourced from external agencies that are eligible to supply staff to the NHS in line with the agreed agency framework may be used for booking temporary staff. The agency providing the temporary work are required to provide evidence of valid registration prior to the worker commencing placement/shift.

5.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

The HR Workforce Team will produce a regular report on the first working day of each month detailing registrations that are due to expire in the following three months. This report will be forwarded to the HR Department.

The HR department will send an email to any employee whose registration is due to expire. The email will advise them of their responsibility to contact their Statutory Regulatory Body to facilitate a renewal of their registration in time. The email will also advise them that failure to renew registration prior to a lapse occurring will result in actions as detailed in Section 5 above.

The HR department will remind employees who have not provided registration details one month prior to expiry.

At the end of each month HR will send to both the relevant Lead Professional and HR Business Partner the names of any workers for whom there is not evidence of renewed professional registration.

An audit of implementation will be undertaken, as a minimum of every 3 years by the HR Department to ensure adherence to the policy and procedure and that actions are being consistently applied. This will include as a minimum auditing roles and responsibilities, process for checking registration (initial and renewal) for both permanent and bank workers and process for following up those who fail to maintain registration.

Results will be presented to the Clinical Governance & Quality Sub-committee and HR Senior Management Team and escalated to the Executive Team there be any concerns.

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