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WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

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## PROFESSIONAL REGISTRATION POLICY

### Introduction

Cwm Taf Morgannwg University Health Board (CTMUHB) has a statutory duty to ensure that all professional staff appointed to and employed in positions requiring registration with a regulatory body have and maintain the appropriate registration.

This Policy ensures that CTMUHB meets its statutory duty.

### Objectives

- To identify professions that require registration with statutory regulatory body and to identify the appropriate regulatory body.
- To determine that all staff and managers are aware of their responsibilities in relation to professional registration.
- To determine the process for registration and address scenarios if it lapses.
- To describe the process for renewal.

### Operational Date

XX/XX/XXXX

### Expiry Date

**Formal** – three years  
**Informal** – one year

### Scope

This policy applies to all Statutory Registered staff on all locations across CTMUHB.

### Equality Impact Assessment

An Equality Impact Assessment has been undertaken.

### Distribution

All staff via internet and team briefings.  
Executive Directors, Directors, General Managers & Nurses, Clinical Directors, Directorate Managers & Head of Nursing

<b>To be read by</b>	All staff will need to be aware of the policy.
<b>Documents to read alongside this Policy</b>	Recruitment and Selection Policy, Nursing and Midwifery Revalidation Policy, All Wales Disciplinary Policy, All Wales Policy on Upholding Professional Standards, Employment Contracts.
<b>Approved by</b>	Workforce Policy Review Group, Local Partnership Forum and People and Culture Committee
<b>Accountable Executive / Lead Director</b> (responsible for formal review every three years)	Director of Workforce and Organisational Development
<b>Author / Management Lead</b> (carries out informal review annually)	Workforce Policy Review Group
<b>Freedom of Information Status</b>	Open
<p><b>If the review date of this policy has passed, please ensure that the version you are using is the most up to date either by contacting the document author or the Corporate Services Department.</b></p> <p><b>To avoid use of out of date policies please do not print and then store hard copy of this document.</b></p> <p><b>Out of date policies cannot be relied upon.</b></p>	

**Max 2 pages to this point**

**Amendment Record**

If a change has been made to the document, the changes must be noted and circulated to the appropriate colleagues.

<b>Detail of change</b>	<b>Why change made?</b>	<b>Page number</b>	<b>Date of change</b>	<b>Version</b>	<b>Name of Policy Author</b>

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## **1. Purpose**

Cwm Taf Morgannwg University Health Board (CTMUHB) has a statutory duty to ensure that all professional staff appointed to and employed in positions requiring statutory registration with a regulatory body have and maintain the appropriate registration.

This Policy ensures that CTMUHB meets its statutory duty.

This policy will operate alongside the Recruitment and Selection Policy and Nursing and Midwifery Revalidation Policy, as well as individual contracts of employment.

## **2. Policy Statement**

All staff who are employed or engaged with CTMUHB in positions that require registration have a duty to maintain that registration and to notify CTMUHB should any restrictions be placed on their registration or if they have their registration withdrawn.

## **3. Principles**

Professional registration protects patients and ensures that professional staff practice safely. CTMUHB recognises the requirements for professional staff to be registered prior to commencing in positions requiring registration and the need for registration to be maintained. All practical steps will be taken to ensure that staff never practice without the appropriate registration.

## **4. Scope**

This policy will apply to all staff in positions that require professional registration. The principles in this policy will apply to any groups of staff who subsequently become subject to professional registration and they will be subject to verification, which enables CTMUHB to meet its statutory duty. This applies to all employees including those employed on a temporary or fixed term contract as well as agency employed staff. It will also apply to staff on Honorary Contracts, Contractors and anyone else relevant that has not been identified above.

## **5. Legislative and NHS Requirements**

Verification of professional registration will be undertaken in accordance with the requirements of the professional regulatory bodies.

## **6. Procedure**

All appointments to posts which require registration will have their registration verified by NHS Wales Partnership Recruitment Services. Where staff are recruited via other routes the responsibility for verifying registration will be with the Recruiting Manager.

Before appointment CTMUHB will ensure that:

- Applicants are appropriately registered to carry out the role.
- There are no current fitness to practice investigations.
- Any decision for appointment where restrictions are identified would be taken by the Recruiting Manager, with advice from Workforce & OD and the Head of Service/appropriate Senior Manager, and would need to seek advice from the relevant Head of Profession.
- In regards to Medical and Dental Staff, advice should be taken from the Assistant Medical Director with responsibility for standards and performance.
- Evidence of registration should be recorded on ESR and the employee's personal file.

All staff subject to registration requirements are contractually required to maintain their registration following appointment and for the duration of their appointment. This includes participation in continuing professional development and maintaining portfolios where this is a condition or requirement for maintaining registration.

Staff are also required to inform CTMUHB if they:

- become the subject of any fitness to practice proceedings.
- have their registration suspended.
- have conditions placed on their registration.
- have allowed their registration to lapse during the term of their employment with CTMUHB.

## **7. Training Implications**

Any Training implications in the implementation of this policy will be provided as required. Workforce and Organisational Development will ensure that appropriate training is provided. It will be brought to the attention of staff via departmental inductions. Managers are expected to familiarise themselves with the policy.

## **8. Review, Monitoring and Audit arrangements**

This policy will be reviewed every three years or sooner should the need arise. Audit of professional registration will be undertaken within Workforce & Organisational Development Directorate, as required.

## **9. Employee/anyone engaged with Cwm Taf Morgannwg University Health Board Responsibility**

Employees, or anyone else engaged with CTMUHB, have a responsibility to ensure that they have the required statutory registration with a regulatory body where they are required to do so, and are expected to maintain their registration where required as per your contractual obligations.

## **10. Managerial Responsibilities**

Managers have a duty to ensure that all staff requiring statutory registration with a regulatory body within their remit are appropriately registered and maintain that registration for the duration of their employment.

NHS Wales Shared Service through Recruitment will be responsible for ensuring that registration is verified on appointment.

## **11. Process for Dealing with Lapsed Registration**

Where a registrant's registration has lapsed, they must apply to the registered body for readmission to the register. During this period of time, the registrant will be unable to work. The registrant is able to apply for accrued annual leave for the first week of the lapse, subject to approval, in line with their normal weekly contracted hours. Thereafter, the registrant will be granted unpaid leave. It is the registrant's responsibility to monitor their registration status and advise the Manager of the date they are returned to the register.

Failure to maintain registration is a breach of contract and disciplinary action may be taken, please refer to the All Wales Disciplinary Policy and Procedure.

Where an employee has failed to maintain registration with the GMC (General Medical Council) or the GDC (General Dental Council), then this may be dealt with under the All Wales Policy for Upholding Professional Standards.

Where an employee or anyone else engaged with CTMUHB's professional registration with their professional regulatory organisation lapses, the UHB reserves the right to withhold the payment of salary until such a time

as their registration is fully re-instated and they are able to fully carry out their normal duties (unless in the meantime they have been dismissed from CTMUHB's employment). They would be required in such circumstances to take any accrued paid annual leave and unpaid leave as highlighted above. Similarly, if they were absent from work on the grounds of sickness absence during the lapsed registration period, they would only be entitled to receive statutory sick pay during the lapsed registration period (unless in the meantime they have been dismissed from CTMUHB's employment).

## **12. Process for Dealing with Suspension/Withdrawal/Removal of Registration**

Where a registrant has their registration suspended or withdrawn or has their name removed from the register, they will be removed from duty immediately and placed on unpaid leave. During this period access to CTMUHB resources including e-mails, Nadex accounts, electronic and paper records will be suspended.

Where a registrant has their registration suspended or withdrawn or has their name removed from the register, this will be dealt with under the All Wales Disciplinary Policy or the All Wales Policy for Upholding Professional Standards. An initial assessment should be undertaken to determine what action should be taken.

## **13. Retention and Archiving**

The Director of Workforce & Organisational Development will ensure that copies of this Policy are archived and stored in line with CTMUHB's Records Management Policy and are made available for reference purposes should any situation arise where they are required.

## **14. Non Conformance**

Failure to comply this policy may put patients at risk of harm and CTMUHB at risk of litigation. Failure on the part of individual staff to abide by this policy may lead to disciplinary action.

## **15. Equality Impact Assessment**

Following assessment, this Policy is not felt to be discriminatory or detrimental in any way with regard to the Equality Act 2010.

## **Appendix 1**

### **Protocol for the Registration of Professional Staff**

This Protocol covers registration with the following regulatory bodies:

- The General Chiropractic Council.
- The General Dental Council.
- The General Medical Council.
- The General Optical Council.
- The General Osteopathic Council.
- The General Pharmaceutical Council.
- The Pharmaceutical Council of Northern Ireland.
- The Care Council of Wales.
- The Northern Ireland Social Care Council.
- The Scottish Social Services Council.
- The Health and Care Professions Council.

For registration with the Nursing and Midwifery Council the following policy should be followed:

- Nursing and Midwifery Revalidation Policy.

### **The General Medical Council (GMC)**

The GMC maintains a list of registered medical practitioners which is accessible online. Following first registration, registration is renewed annually. Consultant staff must also be listed on the Specialist Register which will be indicated by checking the GMC online register. General Practitioners must be on the GMC GP Register.

General Practitioners must also appear on the Regional Performers List.

Registration will be checked on appointment by the Medical Workforce Department, or other relevant recruitment team, by confirming registration status on the GMC online register and/or Regional Performers List as appropriate.

Doctors should also be asked to declare any Fitness to Practice Proceedings to which they may be subject.

### **Maintaining Registration**

Where registration has elapsed, the Clinical Service Group Manager and Clinical Director of that area will be notified and action must be taken immediately in consultation with a representative of Workforce & OD. It remains the responsibility of Directors', Clinical Directors' and Clinical Service Group Managers' to ensure that medical staff are appropriately registered.

## **The General Dental Council (GDC)**

The GDC maintains a list of registered dental practitioners which is accessible online. Following first registration, registration is renewed annually.

Salaried Primary Care Dental Practitioners must also appear on the Regional Performers List.

Registration will be checked on appointment by the Medical Workforce Department, or other relevant recruitment department, by confirming registration status on the GDC online register and/or Regional Performers List as appropriate.

Dentists should also be asked to declare any Fitness to Practice Proceedings to which they may be subject.

## **Maintaining Registration**

Where registration has elapsed, the Clinical Service Group Manager and Clinical Director of that area will be notified and action must be taken immediately in consultation with a representative of Workforce & OD Department.

It remains the responsibility of Directors', Clinical Directors' and Clinical Service Group Managers' to ensure that dental staff are appropriately registered.

## **Staff Covered By the Health and Care Professions Council**

HCPC registration will be verified on appointment by the NHS Wales Services Partnership Recruitment Services. Where staff are recruited via other routes the responsibility for verifying registration will be the Recruiting Manager.

Staff in the following professions are contractually and legally required to have and maintain registration with the Health and Care Professions Council (HCPC):

- Art Therapists.
- Biomedical Scientists.
- Chiropodists.
- Podiatrists.
- Clinical Scientists.
- Dietitians.
- Occupational Therapists.
- Operating Department Practitioners.
- Orthoptists.

- Physiotherapists.
- Paramedics.
- Prosthetists.
- Orthotists.
- Hearing Aid Dispensers.
- Practitioner Psychologists.
- Radiographers.
- Speech and Language Therapists.

### **Maintaining Registration**

Process for HCPC registration renewals is 2-fold.

#### **1. HCPC led:**

Registrant receives notification to re-register, and completes the process with the HCPC.

#### **2. Cwm Taf Morgannwg University Health Board led:**

Registrant will receive ESR notifications that their professional registration is due to expire.

Employee updates the registration date, and the new expiry date within the ESR "Registrants and Memberships" section.

The employee's manager within the ESR hierarchy, validates the renewal by referring to the online HCPC register, then accepts the changes on the ESR account.

If the registrant fails to re-register within a month of the renewal date, the HCPC write to the Head of Profession, for the employer listed within the HCPC register, advising that the renewal remains outstanding.

It remains the responsibility of employees and anyone else engaged with CTMUHB to keep their registration updated and this will be monitored by the respective manager, to ensure staff requiring HCPC registration maintain their registration while employed in posts requiring registration.

### **Nursing and Midwifery Staff**

All qualified nursing and midwifery staff are contractually and legally required to have and maintain NMC registration. This policy should be read in conjunction with the CTMUHB Nursing and Midwifery Revalidation and Registration Policy.

On appointment, registration will be verified on appointment by the NHS Wales Services Partnership Recruitment Services. Where staff are recruited via other routes the responsibility for verifying registration will be the Recruiting Manager.

Maintaining Registration the NMC will inform registered nurses and midwives that their three yearly revalidation is due 60 days before the revalidation date. The NMC will also inform registered nurses or midwives at least six weeks before their annual fee payment and registration renewal date is due.

Consequently, CTMUHB is not obliged to inform registered nurses or midwives that both their revalidation and registration is due. It is the responsibility of the individual to maintain their revalidation and registration during their employment with CTMUHB and this includes during any break of employment such as maternity leave, sick leave and/or career break.

Senior Nurses in their respective areas are included in the distribution list from a report that is produced on ESR regarding the renewal of the NMC pin. This report should be monitored by the identified Senior Nurse to ensure that staff have the appropriate NMC membership in place.

### **Other Professions requiring Registration**

All other professions requiring registration will be dealt with under the same process as detailed below:

Registration will be verified on appointment by the NHS Wales Services Partnership Recruitment Services. Where staff are recruited via other routes the responsibility for verifying registration will be the Recruiting Manager.

Employees or anyone else who are engaged with CTMUHB must ensure that they have the appropriate statutory registration in place before they take up appointment where it is required and will ensure that they renew and maintain this if necessary to do so.

Any managers who have responsibility for managing staff or anyone else who is engaged with CTMUHB, will ensure that the individuals have where required the appropriate statutory registration in place and that this is maintained where it is required.

## **General Guidance**

Staff should never be permitted to work in roles requiring statutory registration if the registration has not be verified. All staff in such positions have a personal responsibility to maintain current registration.