

Statutory Registration Policy

Introduction and Benefits

1. Medical staff, nursing and midwifery staff, allied health professionals, pharmacists, professional management groups and any other similar groups employed by the Trust are required to be appropriately qualified, registered and not been removed or cautioned by their professional registration body.
2. Implementation of this policy will ensure that the Trust fulfils its statutory obligations which in turn will maintain public confidence that clinical care is delivered by appropriately qualified and registered employees.
3. This policy complies with the *Registration and qualifications checks* component of the NHS Employment Checks Standards published by NHS Employers in 2008.

Application

4. This Policy applies to all employees and potential employees who are required to be registered with the appropriate professional body and remain registered while in employment with the Trust.
5. It also applies to all agency and locum staff supplied to the trust by third party organisations.

Purpose

6. The purpose of this policy is to establish adequate and reliable procedures which will ensure that medical staff, nursing and midwifery staff, allied health professionals, pharmacists, professional management groups and any other similar groups employed by the Trust are appropriately qualified, registered and have not been removed or cautioned by their professional registration body.

Policy Statement

7. The Oxford Radcliffe Hospitals NHS Trust is committed to protecting patients and the public by ensuring all employees who require it, are appropriately qualified and registered with the appropriate professional body and remain so while employed with the Trust.

Responsibilities

8. The Workforce Committee has overall responsibility for this policy.
9. The Director of Human Resources and Organisational Development is responsible for compliance and ensuring the policy is kept updated.
10. Managers have the following responsibilities:
 - a) Ensuring the actions described in Appendix 1 are taken when an employee who is required to be registered is first appointed and remains in employment with the trust.
 - b) Ensure all agency and Locum staff booked are qualified and registered with the appropriate professional body prior commencing work in the Trust.
 - c) Ensure the registration status of each employee is confirmed annually and a record of this is maintained.
11. Employees have the following responsibilities:
 - a) Comply with the requirements of the appropriate professional body in order to maintain their registration. Medical doctors are required to meet General Medical Council (GMC) requirements for a Licence to Practice (LtP) in addition to their GMC registration from October 2009.
 - b) Notify the Trust any change to their registration status immediately.
12. The HR department will undertake registration checks on appointment for identified groups of employees as part of the appointment process.

Monitoring and Review

13. Internal audit will undertake periodic and random audits to ensure compliance with this policy.
14. All cases of non-compliance will be reported to the Director of Operations, Medical Director or Director of Clinical Leadership in accordance with Appendix 3.
15. A report will be made to the Audit Committee on a quarterly basis regarding any cases on non compliance.

16. The policy has been assessed through the equality impact assessment process and its application does not provide detriment to any cross-section of the community.

Training and Development

17. Human Resource professionals will be available to provide advice on the implementation and operation of this policy.
18. Instructions in accessing registration details are contained on the Nursing & Midwifery Council (NMC), Health Professions Council (HPC), GMC and other professional web sites.

Associated Documents and Policies

- Appendix 1* Detailed responsibilities
Appendix 2 Professional registration bodies
Appendix 3 Failure to comply
Appendix 4 Agency and Locum staff

NHS Employment Checks Standards '*Registration and Qualification Checks*'.

This can be accessed at:

<http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx>

APPENDIX 1: Detailed Responsibilities**HR Department responsibilities**

1. HR will check the original registration document, PIN number and renewal date of each new employee are seen, verified and recorded on the starter form and placed on the employee's personal file. It is important to clarify the relevant part or section for which individuals are qualified e.g. NMC (Nursing and Midwifery).
2. Registration status is verified with the relevant registration body e.g. NMC, GMC, HPC, on the first day of employment by access to the relevant web site.
3. The details are recorded and retained on the individual employment personal file.

Manager responsibilities

4. Managers are responsible for ensuring that a registration status check for each registered employee is undertaken annually. This should be checked by access to the relevant web site. Confirmation of registration should be printed and retained locally.

Employee responsibilities

5. Each employee who is required to be registered is personally responsible for ensuring that registration with the relevant registration body is up to date.
6. Details of their PIN number/certificate of registration must be available for inspection.
7. The employee is responsible for ensuring that the records held by the registration body are correct in respect of each registration.
8. The employee must ensure that the registration body and their manager has an up-to-date personal record and are notified immediately of any changes of registration status.
9. The employee is responsible for the payment of fees as detailed by each registration body.
10. The employee is responsible for providing original registration documents for inspection and copying.

11. The employee is responsible for obtaining registration and renewal within the specified time-scale laid down by the relevant professional body.

APPENDIX 2: Professional Registration Bodies

Staff Group	Professional Body	Valid Period
Medical doctor	General Medical Council (GMC)	Yearly
Nurse	Nursing and Midwifery Council (NMC)	3 Yearly*
Midwife	Nursing and Midwifery Council	3 Yearly*
Art Therapist	Health Professions Council (HPC)	2 Yearly
Biomedical Scientist	Health Professions Council	2 Yearly
Chiropodists / Podiatrist	Health Professions Council	2 Yearly
Clinical Scientist	Health Professions Council	2 Yearly
Dietician	Health Professions Council	2 Yearly
Occupational Therapist	Health Professions Council	2 Yearly
Operating Department Practitioner	Health Professions Council	2 Yearly
Orthoptist	Health Professions Council	2 Yearly
Physiotherapist	Health Professions Council	2 Yearly
Practitioner Psychologist	Health Professions Council	2 Yearly
Prosthetist/Orthotist	Health Professions Council	2 Yearly
Radiographer	Health Professions Council	2 Yearly
Speech and Language Therapist	Health Professions Council	2 Yearly
Human Resources Professional	Chartered Institute of Personnel Development (CIPD)	Yearly
Pharmacist	Royal Pharmaceutical Society (RPS)	Yearly
Solicitor	Law Society	Yearly
Finance/ Accountancy Professional	Accounting Technicians (AAT) Association of Certified Corporate Accounts (ACCA) Chartered Institute of Management Accountants (CIMA) Institute of Chartered Accountants for England and Wales (ICAEW) Chartered Institute of Public Financial Accountants (CIPFA)	Yearly Yearly Yearly Yearly Yearly

* An annual subscription is required by NMC to maintain registration

APPENDIX 3: Failure to Comply

1. If an employee fails to comply with this procedure and is practising in a registered capacity, the manager will notify the Human Resources Department immediately and the following action will be taken.
2. All cases of non-compliance will be reported to the Medical Director for medical staff or an appropriate senior manager for all other staff.
3. The employee will immediately cease work and be placed on unpaid Special Leave. The employee will be expected to obtain re-registration as a matter of urgency with the relevant registration body and produce evidence of this.
4. A meeting will take place to establish how registration lapsed and to prepare a report in accordance with the Trust Performance and Conduct Policy.
5. The report will be reviewed by the appropriate senior manager who will decide on the return to work date and if any further action is required.

APPENDIX 4: Agency Employees

1. When agency or locum staff are employed by the Trust the supplier will ensure that they have undertaken a relevant registration check and that any employee supplied to the Trust is in accordance with the NHS purchasing and Supply Agency (PASA) Framework Agreement.
2. Any agency engaged for services which has not signed the framework agreement will be provided with a copy of this policy and asked to sign an undertaking agreeing to compliance.