

## Professional Registration

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## **Professional Registration Policy Statement**

<b>Background</b>	This policy has been developed to reduce the risk of harm or damage to patients by ensuring that we have a clear framework for professional registration.
<b>Statement</b>	This policy is intended to provide the general principles in relation to professional registration. It sets out responsibilities HR, managers and staff within Lincolnshire Community Health Services NHS Trust in relation to registrations and certification.
<b>Responsibilities</b>	Compliance with the policy will be the responsibility of all staff.
<b>Training</b>	Directors/Heads of Clinical/Corporate Services are responsible for making all employees aware of the process to be followed.
<b>Dissemination</b>	Website and Intranet
<b>Equality</b>	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership
<b>Resource implication</b>	The policy has been developed in line with NHS Employers to provide a framework for staff within the Trust to ensure appropriate actions are taken

## Professional Registration Policy

### Version Control Sheet

Version	Section/Para/ Appendix	Version/Description of Amendments	Date	Author/ Amended by
1		Professional Registration and Validation Policy	April 2007	Sheila Manning, HR Manager
2	Policy title	Title changed from above to Professional Registration Policy. Inserted template, version control sheet and Policy Statement in line with Policy on Policies 2008.	November 2008	John Watkinson
2.2	Whole document	Revised in accordance with legislative requirements.		
3	Whole Document	Reviewed in accordance with new processes/procedures	June 2010	Claire Chapman
3.1	Whole Document	Policy realigned following implementation of the Transforming Community Services agenda and new legal entity	March 2011	Rachael Ellis-Ingamells
3.2	Whole Document	Changes made to policy in line with new ways of working in HR operations Team	December 2011	Rita Ahmet
3.3	Front Page	Change from HR023 to P_HR_08		
4.0	Whole Document	General Review of Policy	February 2013	Julie Bembridge
5.0	Whole document	General review of policy including requirements for maintaining professional membership for relevant non clinical staff.	December 2014	Margaret Raw
5.1	Section 5 and Equality Analysis	Updating of policy to include nurse revalidation – minor amendment approved EPG Jan 16	December 2015	Kerry Swift
6	Whole document	Updating alerts process and revalidation.	January 2017	Emily Jarvis
7	Whole document	Full review	March 2019	Rachael Potter

## **Professional Registration and Membership Contents**

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# Professional Registration Policy

## 1. Introduction

Lincolnshire Community Health Services NHS Trust (LCHS) recognises and accepts its responsibilities to provide good standards of care and treatment to patients, by fully qualified, statutory registered professional practitioners.

Professional regulation is intended to protect the public, making sure that those who practice a health profession are doing so safely and those employed in non-clinical roles in a professional capacity maintain good practice and adhere to standards of professional behavior.

This policy sets out the general principles for professional registration and the key responsibilities for HR, managers and employees.

## 2. General Principles

There are a number of professional and regulatory bodies covering the health professions. Each regulatory body has different procedures for disclosing fitness to practice information, their four main functions are:

- a. Establishing standards of competence, ethics and conduct
- b. Establishing standards for training
- c. Keeping a register of those who meet the standards
- d. Dealing with registrants who fall short (e.g. by placing conditions on their registration or removing them from the register)

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

In addition to the requirements for health professions, there are also a number of roles within Corporate services, including but not limited to HR, finance, etc. where membership of a Professional Body is a requirement of the job role.

Where newly qualified employees are unable to practice while awaiting formal confirmation of their professional registration/ membership then the employee must not undertake any duties that require them to be professionally registered and their salary and banding will be amended as a non-registered member of staff to be paid at the bottom point of Band 4 This will continue until we receive satisfactory evidence of their professional registration.

In the event an employee has failed to maintain their professional registration/ membership and is therefore unable to practice, then depending on the circumstances the employee will either be paid at the bottom of Band 3 or will be excluded with no pay. During the period whilst they are re-registering they MUST NOT undertake activities aligned to a registered role.

In relation to revalidation, where employees have failed to revalidate and are therefore unable to practice, the member of staff will be excluded on no pay due to the longer period of time it can take to revalidate, unless exceptional circumstances are evidenced and accepted by the relevant professional body.

In the event of a registrant reporting long term absence including sickness, career break, maternity leave etc; the employee remains contractually bound by terms and conditions of service whilst on leave from their employment. Therefore it is crucial that the member of staff ensures that their registration is maintained throughout this period. Failure to do so will lead to a reduction in salary as outlined in the paragraphs above.

Where there has been a failure to maintain professional registration or revalidation this will be investigated and dealt with through the appropriate policies. This could result in dismissal due to a breach of contract.

All health care professionals must hold an appropriate indemnity arrangement in order to practice and provide care. Healthcare professionals who are employed by LCHS or engaged through Bank Worker Agreements will have the appropriate indemnity cover provided they are undertaking tasks and duties that are required for the role in which they are employed.

The Trust has an obligation to make referrals to professional bodies where there are concerns in relation to an employee not meeting the required standards. In the event the Trust receives an alert/ fraud notice or any concerns from a professional body then the Head of Human Resources and Practitioner Performance Manager must be informed so that the appropriate actions can be taken.

### **3. HR Responsibilities**

HR are required to ensure that the pre-employment checks have been carried out in line with NHS Employers standards and this includes confirming registration/revalidation/membership with the relevant professional body and obtaining the required documentation in advance of an individual commencing employment with the Trust.

As part of the recruitment process HR will check the Healthcare Professionals Alert Notices Directions 2006 (regarding registered health professionals whose performance or conduct could pose a significant risk of harm to patients, staff or the public) and notify the manager of any concerns.

HR are required to keep HR records up to date with professional registration/revalidation/membership details for current employees and will notify the relevant managers and practitioner performance lead of any employees who's registration/revalidation/membership is due to expire in advance, including any lapsed professional registration/ membership.

### **4. Manager Responsibilities**

Managers are required to support employees to maintain their professional registration/revalidation/ membership.

In cases where employees 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 employee safety by ensuring that employees are not undertaking any duties that require them to be professionally registered.

If there are any concerns regarding an employees' performance which may affect an employee's professional registration/ membership then the managers must address these concerns in line with the necessary policies (e.g. Your Performance Matters and Your Behaviour Matters including disciplinary Policies

### **5. Employee Responsibilities**

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. Employees

should contact their relevant professional body in relation to the process for maintaining their professional registration.

Employees must ensure that they adhere to the standards set out as part of their professional registration.

## 6. Monitoring of Professional Registration

The table below highlights how the checking of professional registrations will be monitored by Lincolnshire Community Health Services NHS Trust. Failure to comply with the policy, including near misses, attempts from individuals to gain employment without the appropriate registration and registration renewal failures will be reported in line with the LCHS Incident Reporting Policy.

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/group/committee	Frequency of monitoring/audit	Responsible individuals/group/committee (multidisciplinary) for review of results	Responsible individuals/group/committee for development of action	Responsible individuals/group/committee for monitoring of action plan
Monthly reports to show employees who are due to renew their professional registration and revalidation.	ESR	HR team	Monthly	HR Operational Lead Practitioner Performance	Effective Practice Assurance Group	Effective Practice Assurance Group

# Equality Analysis

## Introduction

The general equality duty that is set out in the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The general equality duty does not specify how public authorities should analyse the effect of their existing and new policies and practices on equality, but doing so is an important part of complying with the general equality duty. It is up to each organisation to choose the most effective approach for them. This standard template is designed to help LCHS staff members to comply with the general duty.

Please complete the template by following the instructions in each box. Should you have any queries or suggestions on this template, please contact the Equality and Human Rights Lead.

### **Name of Policy/Procedure/Function\***

PROFESSIONAL REGISTRATION POLICY

**Equality Analysis Carried out by:** Annette Sadler

**Date:** April 2019

**Equality & Human rights Lead:** Rachel Higgins

**Director\General Manager:** Maz Fosh

**\*In this template the term policy\service is used as shorthand for what needs to be analysed. Policy\Service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.**



**Section 1 – To be completed for all policies**

Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	The policy aims to provide clear information in relation to the responsibilities for individuals in relation to their professional registration and what processes will be followed to monitor this.		
Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? <b>Please give details</b>	The policy impacts on staff within LCHS who are required to maintain professional registration in order to undertake their role.		
Is there any evidence that the policy/service relates to an area with known inequalities? <b>Please give details</b>	No known equalities.		
Will/Does the implementation of the policy/service result in different impacts for protected?	No		
	Yes	No	
Disability		X	
Sexual Orientation		X	
Sex		X	
Gender Reassignment		X	
Race		X	
Marriage/Civil Partnership		X	
Maternity/Pregnancy		X	
Age		X	
Religion or Belief		X	
Carers		X	
<b>If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis – please go to section 2</b>			
Annette Sadler			
April 2019			