



North Yorkshire and York

Community and Mental Health Services

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Chief Executive: Jayne Brown, Chairman: Kevin McAleese

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1.0 Preface

This Policy is made between North Yorkshire and York Primary Care Trust (NYY PCT; “the PCT”) and the recognised staff side organisations, using the mechanism of the Joint Negotiation and Consultative Committee (JNCC) and Local Negotiating Committee (LNC). It will remain in force until superseded by a replacement Policy, or until terminated by either management or staff side, giving no less than six months notice. The purpose of the notice to terminate the Policy is to provide the opportunity for both parties to renegotiate a replacement Policy. Withdrawal by one party, giving no less than six months notice, will not of itself invalidate the agreement. If agreement cannot be reached on a revised policy, then the matter will be dealt with through the PCT’s Grievance Procedure.

2.0 Equality Statement

The PCT recognises the diversity of the local community and those in its employment. Our aim is therefore to provide a safe environment free from discrimination and a place where all individuals are treated fairly, with dignity and appropriately to their need, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, beliefs, sexual orientation, gender reassignment or employment status. The PCT recognises that equality impacts on all aspects of its day to day operations and has produced an Equality and Human Rights Strategy and Equal Opportunities Policy to reflect this. All policies and procedures are assessed in accordance with the Equality and Diversity Assessment Toolkit, the results for which are monitored centrally.

3.0 Introduction

It is a condition of employment and a legal requirement that professionally qualified staff hold current registration with the relevant professional body. It is the policy of North Yorkshire and York Primary Care Trust (NYY PCT) not to employ such staff in a professional capacity where proof of registration is not available.

4.0 Scope

This policy and procedure applies to all staff employed in posts subject to registration with a professional body. It is the responsibility of these staff to ensure that their registration with the relevant professional body is up to date at all times and ensure that they comply fully with professional codes of practice. The policy also sets out the responsibilities of managers in ensuring that staff are appropriately registered.

This policy and procedure applies to nurses, midwives, health visitors, allied health professionals, medical and dental staff and senior public health specialists at consultant level working within North Yorkshire and York PCT. The registration requirements for Psychology staff are referred to in the introduction of Professional Registration for Allied Health Professions.

It will be identified in the job descriptions and person specifications of nurse, AHP, medical, dental and public health managers if they are required to hold current professional registration.

5.0 Procedure for Registration of Nurses, Midwives and Health Visitors

5.1 Introduction

It is a condition of employment and a legal requirement that professionally qualified nurses, midwives and health visitors, hold current registration with the Nursing and Midwifery Council (NMC). It is the policy of North Yorkshire and York Primary Care Trust (NYYPCT) not to employ such staff in a professional capacity where proof of registration is not available.

Whilst NMC registration is equally applicable to nurses, midwives and health visitors, this document makes reference only to nurses and health visitors as the PCT does not currently provide midwifery services (community midwifery being the responsibility of the acute Trusts)

5.2 Responsibilities

The responsibility for ensuring that registration is current rests with the member of staff. **Reminder letters will not be sent by the PCT.**

As an employer the PCT must ensure that all nurses and health visitors are registered with the NMC. Consequently, Service Managers have the responsibility of ensuring that staff working in their area hold current registration.

It is important to note that the NMC will not backdate a registration that may have lapsed; therefore no retrospective protection can be obtained in respect of an incident occurring during the period of non-registration.

Circulars from the NMC are sent out monthly and detail:

- Nurses removed from the register
- Nurses suspended from the register
- Nurses cautioned as to future conduct
- The number of nurses restored to the register
- The number of terminations of suspension from the register

It is the service manager's responsibility to check these details in respect of new staff and existing employees. Managers throughout the PCT who employ nursing staff that are required to be registered, will receive these letters.

Team Leaders / Service Managers are responsible for checking the status of registration of qualified staff who are employed to work on the bank at the time of appointment and during employment.

It is the Team Leader / Service Managers' responsibility to ensure registration is current for a new employee before an offer of appointment is confirmed, and that they are registered on the correct part of the register (i.e. RN1; RN3 etc), as appropriate according to the requirements of the post.

Team Leaders / Service Managers are responsible for recording in personal files and on the relevant databases employees PIN and the respective renewal date.

5.3 Nursing and Midwifery Council (NMC) Registration Confirmation Service

The NMC is the regulatory body for nursing, midwifery and health visiting. Its purpose is to establish and improve standards of nursing midwifery and health visiting practice in order to serve and protect the public.

The NMC registration confirmation service is an important part of this public protection. It is a free service which enables employers to check the registration status of nurses, midwives and health visitors.

When a nurse, midwife or health visitor first registers with the NMC, they are issued with a card which states their name, their professional identification number (PIN) and the date on which their registration expires. A new card is issued by the NMC every three years when practitioners renew their registration.

5.3.1 Introduction of the Annual Fee

The NMC introduced the annual fee on 1 January 2006. All practitioners who hold an expiry date of 31 January 2006 onwards will now pay their fees annually. Therefore, a retention fee will be due at the end of the first and second years of the registration period to maintain registration. The NMC issues notification to pay the annual fee 45 days prior to the expiry date shown on the PIN card.

The PIN card is issued to registered nurses, midwives and health visitors by the NMC as a receipt for payment of the registration fee and because it provides a convenient way for practitioners to remember their PIN and the expiry date of their registration. Neither the PIN card nor the statement of entry is proof of registration. The only way to ensure that nurses, midwives and health visitors have a valid NMC registration and can therefore be employed as registered practitioners is to check each practitioner's details with the NMC registration confirmation service.

Within the PCT, Team Leaders / Service managers must keep a record of current registration details for all nurses and health visitors employed within their area of responsibility.

The NMC registration confirmation service should be used:

- Before employing or re-employing a registered nurse or health visitor

- Each year when registered nurses and health visitors in the PCT's employment renew their NMC registration
- When a student nurse completes a course of training leading to a qualification which needs to be registered with the NMC in order to practice.

5.4 Using the NMC Registration Confirmation Service

Service managers are responsible for checking whether their employees are registered with the NMC. This is a key aspect of public protection.

The NMC provides the following guidance for using the Registration Confirmation Service:

'To enable these checks to be easily completed the NMC offers three ways to confirm registration status:-

Online: Visit www.nmc-uk.org/confirmations
Click on the following link: [Employer Confirmation login](#). Checks can be made online by entering your user caller code and pass number (available from the HR department).

Telephone: The Interactive Voice Response System (IVR) enables access to the NMC confirmation service without needing to go through an operator. The system is available 24 hours a day, 7 days a week. Operator assistance is available from 9am to 5pm Monday to Friday. The IVR number is 0207 631 3200.

Written: for bar coded blank written confirmation forms please email the NMC with the subject heading 'Blank Confirmation Forms Request' along with the caller code, contact name, company name and address. A pack will then be sent out to you. Please do not fax in written requests as these are bar coded documents which cannot be scanned in to the systems by fax.

5.5 Registration Confirmation Procedure

Service Managers will be responsible for ensuring that all appropriate staff within their area of responsibility are currently registered with the NMC. The checking process may be delegated to an identified member of admin / secretarial staff within a locality, team or service area, who will update records and ensure that the Team Leader / Service Manager is kept informed.

In the last week of the month the relevant Team Leader / Service Manager will notify any staff still showing the old registration date on the online checking system. The aim of this is to establish the current position regarding registration. Where a problem is identified, the individual member of staff is responsible for taking action to contact the NMC to track or process their registration.

The NMC Online Confirmation Service is the preferred means of confirmation and this can be accessed by using the PCT's unique Login/caller code and Pass number. For details of the Login and Password contact Human Resources. The date of birth and PIN number of the individual nurse are required in order to check online. The person performing the check will print, sign and date a copy of the screen confirming the registration status. This will be filed in the nurse's personal file as an auditable record of the confirmation check being performed.

The registration of newly appointed staff will be confirmed prior to their commencement of employment, as part of the recruitment screening process.

Each month registration status checks will be performed for all existing staff whose registration is due to expire. In the event of the registration not having been renewed, the Team Leader / Service Manager or their deputy will be informed immediately. The Team Leader / Service Manager or their deputy will contact the nurse concerned and take measures to ensure that they do not practice in a registered capacity. The PCT procedure for dealing with lapses in professional registration will be followed. See section 12.

5.6 Temporary Registration

The online verification system is usually updated by the NMC on the last day of the month. However, this update can take place on the 1st or 2nd day of the new month (for example where the 1st or 2nd day of the month occurs at a weekend or bank holiday).

Where staff's registration appears to be still outstanding, it is therefore more robust to check this out directly with the NMC by contacting the Registration Confirmation Service. The relevant Team Leader / Service Manager will be informed of the outcome, and the Director of Operations (or deputy) will be notified if there are still outstanding issues regarding registration.

Because of the potential one or two day delay in updating the NMC verification system (i.e. the system may not be in 'real time'), and where re-registration may be delayed (for example where an individual has not correctly completed their re-registration documentation), the NMC is usually willing to confer the relatively new status of 'Temporary Registration'. From a clinical governance perspective the relevant PCT manager **must** verify with the NMC registration department that this status has been confirmed. Confirmation can be emailed from the NMC to the Team Leader/Service Manager. It is best practice to verify the registration of those offered temporary registration at the end of the following month. Temporary registration status remains valid until re-registration has been successfully completed.

5.7 Newly Qualified Nurses Awaiting Registration Confirmation

In these circumstances a newly qualified nurse, not yet having registration confirmed by the NMC, must not work as a qualified member of staff and therefore must only undertake the duties and responsibilities of an unqualified nurse, with appropriate supervision. This work will be paid at the banding of

the role being undertaken.

6.0 Procedure for Professional Registration of Dental Nurses

6.1 Introduction

With effect from 31 July 2008 it is a condition of employment and a legal requirement that professionally qualified dental nurses hold a current registration with the General Dental Council (GDC) if they wish to practise dentistry in the UK. It is the policy of North Yorkshire and York Primary Care Trust (NYY PCT) to not employ such staff in a professional capacity where proof of registration is not available.

6.2 Responsibilities

6.2.1 Responsibility of the Dental Nurse

The responsibility for ensuring registration is current rests with the member of staff. Reminder letters will not be sent by North Yorkshire and York Primary Care Trust (NYY PCT).

6.2.2 Responsibility of the Practice Manager/Operations Manager

As an employer the PCT must ensure that all dental nurses are registered with the GDC from 31 July 2008. Consequently the Practice Manager/Service Manager have the responsibility of ensuring that staff working in their area hold current registration at the member of staff's annual appraisal.

It is important to note that the GDC will not backdate a registration which may have lapsed therefore no retrospective protection can be obtained in respect of an incident occurring during the period of non-registration.

6.2.3 Responsibility of the Recruitment Team and Practice Manager/Operations Manager

Circulars from the Strategic Health Authority are sent to the Recruitment Team monthly and detail the following:

- Dental Nurses removed from the register
- Dental Nurses suspended from the register
- Dental Nurses cautioned as to future conduct
- The number of Dental Nurses restored to the register
- The number of terminations of suspension from the register

It is the Recruitment Team and the Practice Manager/Service Manager's responsibility to check these details in respect of new staff and existing employees.

It is the Practice Manager/Service Managers responsibility to:

- Ensure the candidate is asked to bring their original, up to date Annual Practising Certificate with them to an interview. A photocopy would be taken, signed and dated to confirm that the Practice Manager/Service Manager had seen the originals. The photocopy would then be retained in the successful candidates recruitment/personal file.
- Ensure registration is current for a new employee before an offer of appointment is confirmed and that they are registered on the correct part of the register as appropriate according to the requirements of the post.
- To contact the GDC to confirm the following:
 - If the candidate is appropriately registered
 - Whether the registration covers the duties to be undertaken
 - Whether the registration is subject to any restrictions
 - Whether the applicant is subject to any fitness to practice investigations which the GDC has to disclose.
- To record in personal files the dental nurses' registration number and the respective renewal date.

It is the Medical Staffing Departments responsibility to:

- To record on the Electronic Staff Records (ESR) HR database the dental nurses' registration number and the respective renewal date.

Is this Med staffing for Dental Nurses??

- To check the registration when subsequent changes occur to the dental nurse's contract of employment.

6.3 Role of the General Dental Council (GDC)

The GDC's purpose is to protect the public by regulating dental professionals in the United Kingdom. The GDC aims to protect patients, promote confidence in dental professionals and to be at the forefront of healthcare regulation.

The GDC role is to:-

- Register qualified professionals
- Set standards of dental practice and conduct
- Assure the quality of dental educations
- Ensure professionals keep up to date
- Help patients with complaints about a dental professional
- Works towards strengthening patient protection.

Address:

General Dental Council
37 Wimpole Street
London
W1G 8DQ

6.4. GDC Annual Practising Certificate

When Dental nurses' first make contact with the GDC they are given a registration number which they keep throughout their professional career. On appointment, it is the responsibility of the Practice Manager/Service Manager to check with the GDC whether the dental nurse is currently registered. Possession of the number does not mean the dental nurse is currently on the register.

When a dental nurse registers with the GDC, they are issued with an Annual Practising Certificate, which states the following:

- The dental nurses registration number and name
- The registration date
- The qualifications
- Status i.e. registered, registered with warning, registered with conditions, suspended
- Registrant type
- The date on which the their registration expires

A new Annual Practising Certificate, is issued on an annual basis by the GDC after receipt of payment when the Dental nurses' renew their registration.

All salaried dental nurses' registration are to be renewed on 31 July

6.5. Using the GDC Confirmation Service

Confirmation of registration/ re-registration with the GDC can be done online or by telephone.

Please note that checking registration is for information only and is not a legal register

For either method you will need one or more of the following items:

- ✓ Forename
- ✓ Surname
- ✓ Town
- ✓ Postcode
- ✓ Registration Number

On Line Register:

1. Using the Internet enter www.gdc-uk.org
2. On the left hand side menu click on 'Partner Organisation', then click on the 'Check a professional is registered'
3. Click on the 'Dental Care Professionals Register' this will bring up a number of search fields. Ensure that the 'DCP' button is selected (Dental Care Professionals)
4. Enter one or more of the above pieces of information and click 'Search'
5. Information relating to the Dental nurses' – name, registration number, qualifications, registration date, status i.e. registered, registered with warning, registered with conditions, suspended – will be displayed

Telephone: 020 7344 3740. This service is available from Monday to Friday 9am to 5pm.

Fax: 020 7487 2643. Please quote the name of the Dental nurses' and their registration number.

Email: gdcregistration@gdc-uk.org

6.6 Newly Qualified Dental Nurses Awaiting Registration Confirmation

Trainee Dental Nurses are not required to register. A newly qualified dental nurse, not yet having registration confirmed by the GDC, must not work as a qualified member of staff and therefore must only undertake the duties and responsibilities of an unqualified nurse, with appropriate supervision. This work will be paid at the banding of the role being undertaken.

7.0 Professional Registration of Allied Health Professionals

7.1 Introduction

It is a condition of employment that professionally qualified Allied Health Professionals (AHP's) hold current registration with the Health Professions Council (HPC). NHS employers are directed to employ only state registered practitioners where the profession is so registered (i.e. Art Therapists, Dieticians, Biomedical Scientists, Chiropodists / Podiatrists, Clinical Scientists, Occupational Therapists, Orthoptists, Paramedics, Physiotherapists, Prosthetists and Orthotists, Practitioner Psychologists and Speech and Language Therapists). It is the policy of the PCT not to employ such staff in a professional capacity where proof of registration is not available.

The White Paper, Trust, Assurance and Safety – The Regulation of Health Professionals in the 21st Century, recommended that, subject to legislative

approval, practitioner psychologists should be regulated by the HPC. On 1 July 2009 the HPC opened its register to practitioner psychologists. The profession of psychology was divided into seven domains of practice. The regulated domains are:

- Clinical psychologists
- Counselling psychologists
- Educational psychologists
- Forensic psychologists
- Health psychologists
- Occupational psychologists
- Sport and Exercise psychologists

Registration of Psychotherapists and Counsellors through the Health Professions Council is due to be finalised by Act of Parliament in the near future. In the meantime professional registration is not a requirement for their employment, although they must have the appropriate professional qualification. This policy will be updated as soon as the registration of these professional groups becomes Law.

In the meantime, it is good practice for such professionals to undertake formal continuing professional development as specified by the various professional bodies, i.e. the British Psychological Society, British Association of Counselling and Psychotherapy and others. Staff within these professional groups who have not already done so, are advised to register formally with their current professional bodies in order to make transfer to the HPC easier..

7.2. Responsibilities

The responsibility for ensuring that registration is current rests with the member of staff. **Reminder letters will not be sent by the PCT.** As an employer, the PCT must ensure that all AHP'S are registered with their professional body, the Health Professions Council. Consequently, Team Leaders / Service Managers have the responsibility of ensuring that staff working in their area hold current registration.

It is important to note that the HPC will not backdate a registration which may have lapsed, therefore no retrospective protection can be obtained in respect of an incident occurring during the period of non-registration.

Information regarding current registration of AHP's can be accessed through the Online Registration site by following the link: www.hpc-uk.org

All AHPs are required to send a photocopy of their registration certificate to their line manager. This will be checked against the web site and filed on their personal file.

It is the manager's responsibility to check these details in respect of new staff and existing employees. It is the Team Leader / Service Managers' responsibility to ensure registration is current for a new employee before an offer of appointment is confirmed. **Team Leaders / Service Managers are responsible for recording in personal files and on the relevant databases employees' registration number and the respective renewal date.**

7.3 Health Professions Council (HPC)

The HPC is an independent health care regulator whose purpose is to promote and safeguard the health and well-being of people using or needing the services of its registered health professionals.

The Council will do this by:

1. Maintaining and publishing a register of properly qualified members of the professions
2. Approving and upholding high standards of education and training and continuing good practice
3. Investigating complaints and taking appropriate action
4. Working in partnership with the public and a range of other groups including professional bodies
5. Promoting awareness and understanding of the aims of the HPC

The HPC registration confirmation service is an important part of this public protection. It is a free service which enables employers to check the registration status of AHP's.

The only way to ensure that AHP's have a valid HPC registration and can therefore be employed as registered practitioners is to check each practitioners' details with the HPC registration confirmation service.

Within the PCT, Team Leaders / Service managers must keep a record of current registration details for all AHP's employed within their area of responsibility.

The HPC registration confirmation service should be used:

- Before employing or re-employing a registered AHP.
- Every two years when registered AHP's in the PCT's employment renew their HPC registration
- When a student completes a course of training leading to a qualification which needs to be registered with the HPC in order to practice.

7.4 Using the HPC Registration Confirmation Service

Service managers are responsible for checking whether their employees are registered with the HPC. This is a key aspect of public protection.

The HPC provides the following service to check the registration of AHP's:

- * Online Register: The quickest and easiest way to check the registration, you need to know the registration number of those professionals whose registration you need to check (it may be possible to check by surname alone). www.hpc-uk.org and click Registrants, then “Online Registration Check”
- * Telephone: 0845 3004 472. This service is available on a Monday to Friday 8.30am to 5.30pm
- * Fax: 020 7840 9802 Please quote the name of the practitioner, date of birth and registration number
- * Email: registration@hpc-uk.org
- * Address: UK Registrations
Health Professions Council
Park House, 184 Kennington Park Road,
London SE11 4BU

7.5 Registration Confirmation Procedure

Team Leaders / Service Managers will be responsible for ensuring that all appropriate staff within their area of responsibility are currently registered with the HPC. The checking process may be delegated to an identified member of admin / secretarial staff within a locality, team or service area, and who will update records and ensure that the Team Leader / Service Manager is kept informed.

In the last week of the appropriate month the relevant Team Leader / Service Manager will notify any staff still showing the old registration date on the online checking system. The aim of this is to establish the current position regarding registration. Where a problem is identified, the individual member of staff is responsible for taking action to contact the HPC to track or process their registration.

The Table below shows a list of dates on which each registration is renewed for each profession:

	Current renewal period	Next renewal period
<u>Orthoptists</u>	01 September 2009 - 31 August 2011	01 September 2011 - 31 August 2013
Practitioner Psychologists	01 November 2009 – 31 May 2011	01 June 2011 – 31 May 2013
<u>Clinical Scientists</u>	01 October 2009 – 30 September 2011	01 October 2011 – 30 September 2013
<u>Prosthetists & Orthotists</u>	01 October 2009 – 30 September 2011	01 October 2011 – 30 September 2013
<u>Speech & Language therapists</u>	01 October 2009 – 30 September 2011	01 October 2011 – 30 September 2013
<u>Occupational therapists</u>	01 November 2009 - 31 October 2011	01 November 2011 - 31 October 2013
<u>Biomedical scientists</u>	01 December 20 - 30 November 2007	01 December 2007 - 30 November 2009
<u>Radiographers</u>	01 March 2006 - 28 February 2008	01 March 2008 - 28 February 2010
<u>Physiotherapists</u>	01 May 2008 - 30 April 2010	01 May 2010 - 30 April 2012
<u>Arts therapists</u>	01 June 2008 – 31 May 2010	01 June 2010 – 31 May 2012
<u>Dietitians</u>	01 July 2008 - 30 June 2010	01 July 2010 - 30 June 2012
<u>Chiropodists / Podiatrists</u>	01 August 2008 - 31 July 2010	01 August 2010 - 31 July 2012
<u>Operating Department practitioners</u>	01 December 2008 - 30 November 2010	01 December 2010 - 30 November 2012

The HPC Online Confirmation Service is the preferred means of confirmation and this can be accessed via the Internet on www.hpc-uk.org and then clicking on “Registrants” then “Online Register ”

The name and / or Registration number of the individual member of staff are required in order to check online. The person performing the check will print, sign and date a copy of the screen confirming the registration status. This will be filed in the individuals’ personal file as an auditable record of the confirmation check being performed.

The registration of newly appointed staff will be confirmed prior to their commencement of employment, as part of the recruitment screening process.

At the beginning of each appropriate month (depending on professional discipline – physiotherapist, occupational therapist etc), registration status checks will be performed for all existing staff whose registration is due to expire. In the event of the registration not having been renewed, the Team Leader / Service Manager will inform the Director of Operations or their deputy, immediately. The Team Leader / Service Manager / Director (or Deputy) will contact the member of staff concerned and take measures to ensure that they do not practice in a registered capacity. The PCT procedure for dealing with lapses in professional registration will be followed (See below)

7.6 Newly Qualified APH’s Awaiting Registration Confirmation

In these circumstances a newly qualified AHP, not yet having registration confirmed by the HPC, must not work as a qualified member of staff and therefore must only undertake the duties and responsibilities of an unqualified AHP, with appropriate supervision.

8.0 Professional Registration of Pharmacists

8.1 Introduction

It is a condition of employment that professionally qualified Pharmacists hold current registration with the Royal Pharmaceutical Society of Great Britain (RPSGB). NHS employers are directed to employ only state registered practitioners where the profession is so registered. It is the policy of the PCT not to employ such staff in a professional capacity where proof of registration is not available.

8.2 Responsibilities

The responsibility for ensuring that registration is current rests with the member of staff. **Reminder letters will not be sent by the PCT.** As an employer, the PCT must ensure that all Pharmacists are registered with the RPSGB. Consequently,

Team Leaders / Service Managers have the responsibility of ensuring that staff working in their area hold current registration.

It is important to note that the RPSGB will not backdate a registration which may have lapsed, therefore no retrospective protection can be obtained in respect of an incident occurring during the period of non-registration.

Information regarding current registration of Pharmacists can be accessed through the Online Registration site by following the link: www.rpsgb.org

All Pharmacists are required to send a photocopy of their registration certificate to their line manager. This will be checked against the web site and filed on their personal file.

It is the manager's responsibility to check these details in respect of new staff and existing employees. It is the Team Leader / Service Managers' responsibility to ensure registration is current for a new employee before an offer of appointment is confirmed. **Team Leaders / Service Managers are responsible for recording in personal files and on the relevant databases employees' registration number and the respective renewal date.**

8.3 Royal Pharmaceutical Society of Great Britain (RPSGB)

The Royal Pharmaceutical Society of Great Britain (RPSGB) is the professional and regulatory body for pharmacists in England, Scotland and Wales. It also regulates pharmacy technicians, currently on a voluntary basis. This will become statutory as from 1 July 2011. The statutory registration of pharmacy technicians across Great Britain started on 1 July 2009 following the Privy Council's approval of the Health Care and Associated Professions (Miscellaneous Amendments and Practitioner Psychologists) Order 2009 on 13 May. Registration will continue to be voluntary for two years after this date.

The primary objectives of the RPSGB are to lead, regulate, develop and represent the profession of pharmacy.

The RPSGB leads and supports the development of the profession within the context of the public benefit. This includes the advancement of science, practice, education and knowledge in pharmacy. In addition, it promotes the profession's policies and views to a range of external stakeholders in a number of different forums.

The RPSGB has responsibility for a wide range of functions that combine to assure competence and fitness to practise. These include controlled entry into the profession, education, registration, setting and enforcing professional standards, promoting good practice, providing support for improvement, dealing with poor performance, dealing with misconduct and removal from the register.

The RPSGB registration confirmation service is an important part of this public protection. It is a free service which enables employers to check the registration status of Pharmacists.

The only way to ensure that Pharmacists have a valid RPSGB registration and can therefore be employed as registered practitioners is to check each practitioners' details with the RPSGB registration confirmation service.

Within the PCT, Team Leaders / Service managers must keep a record of current registration details for all Pharmacists employed within their area of responsibility.

The RPSGB registration confirmation service should be used:

- Before employing or re-employing a registered Pharmacist..
- Every year when registered Pharmacists in the PCT's employment renew their RPSGB registration
- When a student completes a course of training leading to a qualification which needs to be registered with the RPSGB in order to practice.

8.4 Using the RPSGB Registration Confirmation Service

Service managers are responsible for checking whether their employees are registered with the RPSGB. This is a key aspect of public protection.

The RPSGB provides the following service to check the registration of Pharmacists:

- * Online Register: The quickest and easiest way to check the registration, you need to know the registration number of those professionals whose registration you need to check (it may be possible to check by surname alone). www.rpsgb.org and Search our Registers, then click on the link below Pharmacist Search.
- * Post: Royal Pharmaceutical Society of Great Britain
1 Lambeth High Street
London SE1 7JN

Pharmacist's registration number, full surnames and forenames, date of registration and postal town of their registered address should be included. A cheque to cover search charges, made payable to R.P.S.G.B.

8.5 Registration Confirmation Procedure

Team Leaders / Service Managers will be responsible for ensuring that all appropriate staff within their area of responsibility are currently registered with the RPSGB. The checking process may be delegated to an identified member of admin / secretarial staff within a locality, team or service area, and who will

update records and ensure that the Team Leader / Service Manager is kept informed.

In the last week of the appropriate month the relevant Team Leader / Service Manager will notify any staff still showing the old registration date on the online checking system. The aim of this is to establish the current position regarding registration. Where a problem is identified, the individual member of staff is responsible for taking action to contact the RPSGB to track or process their registration.

9.0 Procedure for Professional Registration of Medical Staff

9.1 Introduction

From 16 November 2009 a doctor must have a license in order to legally practice medicine; being registered with the General Medicine Council (GMC) is no longer enough. This applies to all doctors working in the UK, whether working in the NHS or the independent sector, either on a permanent or locum basis.

It is a condition of employment and a legal requirement that professionally qualified medical staff hold a current registration with a license to practice with the General Medical Council (GMC) if they wish to practise medicine in the UK. It is the policy of North Yorkshire and York Primary Care Trust (NYY PCT) to not employ such staff in a professional capacity where proof of registration with a license to practice is not available.

9.2 Responsibilities

9.2.1 Responsibility of the Doctor

The responsibility for ensuring current registration with a license to practice rests with the member of staff. Reminder letters will not be sent by North Yorkshire and York Primary Care Trust (NYY PCT).

9.2.2 Responsibility of the Medical Director/Associate Medical Director

As an employer the PCT must ensure that all medical staff are registered with a license to practice with the GMC. Consequently the Medical Director/Associate Medical Director have the responsibility of ensuring that staff working in their area hold current registration with a license to practice at the member of staff's annual appraisal.

The GMC encourage doctors to pay their annual retention fee promptly when it becomes due. Doctors who do not do so risk erasure from the register for non payment. It is important to note that a lapse in registration will offer no protection to the individual/the PCT in respect of an incident occurring during the period of non-registration.

9.2.3 Responsibility of the Recruitment Team/Medical Staffing Department

Circulars from the Strategic Health Authority are sent to the Recruitment Team monthly and detail the following:

- Medical Staff removed from the register
- Medical Staff suspended from the register
- Medical Staff cautioned as to future conduct
- The number of Medical Staff restored to the register
- The number of terminations of suspension from the register

It is the Recruitment Team and the Medical Staffing departments' responsibility to check these details in respect of new staff and existing employees.

It is the Medical Staffing departments' responsibility to:

- Ensure a new employee is registered with a license to practice before an offer of appointment is confirmed and that they are registered on the correct part of the register (i.e. provisional or full registration) as appropriate according to the requirements of the post.
- Check the on-line GMC register to confirm the following:
 - If the candidate is appropriately registered with a license to practice
 - Whether the registration covers the duties to be undertaken
 - Whether the registration is subject to any restrictions
 - Whether the applicant is subject to any fitness to practice investigations which the GMC has to disclose.
- **To record in personal files and on the Electronic Staff Records (ESR) HR database the doctors' registration number and the respective renewal date.**
- To check the on-line GMC register when subsequent changes occur to the doctors contract of employment.

9.3 Role of the General Medical Council (GMC)

The GMC is the regulatory body which registers doctors to practise medicine in the UK. It's purpose is to protect, promote and maintain the health and safety of the public by ensuring proper standards in the practice of medicine.

By keeping up-to-date registers of qualified doctors, the GMC aims to ensure that all registered doctors maintain a standard of service that the public and the medical profession expects of them. The standards of service are set out in the GMC's publication Good Medical Practice (2006), which are available via publications@gmc-uk.org or Tel:0161 9236602.

Address:

General Medical Council
5th Floor
St James's Buildings
79 Oxford Street
Manchester
M1 6FQ

9.4. GMC Certificate of Registration

When doctors first make contact with the GMC they are given a registration number which they keep throughout their professional career. On appointment, it is the responsibility of the Medical Staffing department to check with the GMC whether the doctor is currently registered with a license to practice. Possession of the number does not mean the doctor is currently on the register.

Doctors receive a registration certificate when granted provisional registration and when they are first granted full registration. The certificate does not state whether a doctor holds a license to practice.

From 13 November 2009 doctors no longer receive Annual Registration Certificates upon payment of their annual retention fee. Instead they receive a letter confirming receipt of their annual retention fee.

It is important to note that documents (such as certificates) that are provided by the GMC to doctors, employers and overseas regulators do not constitute a guarantee that a doctor is currently registered, nor do they act as proof of identity. For the most current and up to date status of a doctor, the online register (the List of Registered Medical Practitioners) should always be checked.

The online List of Registered Medical Practitioners confirms the following:

- The doctor's GMC registration number, name, gender
- If the doctor is appropriately registered i.e. provisional or full
- Status i.e. registered with licence to practice
- The registered qualifications
- The grade of the doctor
- If the doctor is in a recognised training post
- Entry in GP/Specialist Register
- Whether the registration is subject to any restrictions
- Whether the doctor is the subject of any fitness to practice investigations which the professional body has to disclose
- Annual Retention Fee due date

9.5 Using the GMC Registration Confirmation Service

The GMC registration confirmation service is an important part in ensuring protection, promotion and maintaining the health and safety of the public. It is a free service which enables employers to check the registration status of doctors.

Confirmation of registration/ re-registration with the GMC can be done online or by telephone.

For either method you will need one or more of the following items:

- ✓ Registration Number
- ✓ First Name
- ✓ Surname
- ✓ Year of Qualification

On Line Register:

1. Using the Internet enter www.gmc-uk.org
2. On the right hand side menu click on 'Check a Doctors Registration'
3. Enter one or more of the above pieces of information and click 'Search'
4. If more than one individual is displayed, select appropriate postal town
5. Information – name, registration and postal town – will be displayed

Please note it is possible to view the details of up to 10 doctors who are currently registered or who have been on the Register at any time since 20 October 2005, using the multiple search function.

Telephone:

1. Telephone automated service on 0161 9236602. This service is available 24 hours a day, 7 days per week.
2. If GMC number is known press 1
3. The automated service will repeat the number back and the Consultants full name.
4. If correct press 1, if incorrect press 9
5. The automated service will then inform you of the new expiry date
6. If you require a faxed copy of the GMC registration, press 1 otherwise press 9

9.6 Maintaining the Doctors' GMC Registration with licence to practice

In order for doctors to maintain their GMC registration with licence to practice they need to keep their contact details up to date with the GMC and pay their annual retention fee. If the doctor has full registration they must pay an annual registration fee in order to maintain their registration. The annual registration fee is due on the anniversary of the date on which they were granted full registration.

If the doctor holds a provisional registration they must pay a provisional registration fee for the first two years of their registration. From the second anniversary of their provisional registration onwards they must pay an annual retention fee.

The GMC issues notification to pay the annual fee 8 weeks prior to the annual retention fee due date (as shown on the online register).

The GMC encourage doctors to pay their annual retention fee promptly when it becomes due. Doctors who do not do so risk erasure from the register for non payment. It is important to note that a lapse in registration will offer no protection to the individual/the PCT in respect of an incident occurring during the period of non-registration

When the doctor has paid their annual fee, the GMC will send them a letter confirming receipt of their annual retention fee.

Doctors who reach the age of 65 are currently exempt from the annual retention fee. The exemption begins on the doctors 65th birthday. Exemption from the fee will be actioned automatically by the GMC when the doctor reaches 65.

10.0 Procedure for Professional Registration of Dentists

10.1 Introduction

It is a condition of employment and a legal requirement that professionally qualified dental staff hold a current registration with the General Dental Council (GDC) if they wish to practise dentistry in the UK. It is the policy of North Yorkshire and York Primary Care Trust (NYY PCT) to not employ such staff in a professional capacity where proof of registration is not available.

10.2 Responsibilities

10.2.1 Responsibility of the Dentist

The responsibility for ensuring registration is current rests with the member of staff. Reminder letters will not be sent by North Yorkshire and York Primary Care Trust (NYY PCT).

10.2.2 Responsibility of the Practice Manager/Operations Manager

As an employer the PCT must ensure that all dental staff are registered with the GDC. Consequently the Practice Manager/Operations Manager have the responsibility of ensuring that staff working in their area hold current registration at the member of staff's annual appraisal.

It is important to note that the GDC will not backdate a registration which may have lapsed therefore no retrospective protection can be obtained in respect of an incident occurring during the period of non-registration.

10.2.3 Responsibility of the Recruitment Team and Practice Manager/ Operations Manager

Circulars from the Strategic Health Authority are sent to the Recruitment Team monthly and detail the following:

- Dental Staff removed from the register
- Dental Staff suspended from the register
- Dental Staff cautioned as to future conduct
- The number of Dental Staff restored to the register
- The number of terminations of suspension from the register

It is the Recruitment Team and the Practice Manager/Operations Manager's responsibility to check these details in respect of new staff and existing employees.

It is the Practice Manager/Operations Managers responsibility to:

- Ensure the candidate is asked to bring their original, up to date Annual Practising Certificate with them to an interview. A photocopy would be taken, signed and dated to confirm that the Practice Manager/Operations Manager had seen the originals. The photocopy would then be retained in the successful candidates recruitment/personal file.
- Ensure registration is current for a new employee before an offer of appointment is confirmed and that they are registered on the correct part of the register as appropriate according to the requirements of the post.
- To contact the GDC to confirm the following:
 - If the candidate is appropriately registered
 - Whether the registration covers the duties to be undertaken
 - Whether the registration is subject to any restrictions
 - Whether the applicant is subject to any fitness to practice investigations which the GDC has to disclose.
- To record in personal files the dentists' registration number and the respective renewal date.

It is the Medical Staffing Departments responsibility to:

- To record on the Electronic Staff Records (ESR) HR database the dentists' registration number and the respective renewal date.
- To check the registration when subsequent changes occur to the dentist's contract of employment.

10.3 Role of the General Dental Council (GDC)

The GDC's purpose is to protect the public by regulating dental professionals in the United Kingdom. The GDC aims to protect patients, promote confidence in dental professionals and to be at the forefront of healthcare regulation.

The GDC role is to:-

- Register qualified professionals
- Set standards of dental practice and conduct
- Assure the quality of dental educations
- Ensure professionals keep up to date
- Help patients with complaints about a dental professional
- Works towards strengthening patient protection.

Address:

General Dental Council
37 Wimpole Street
London
W1G 8DQ

10.4 GDC Annual Practising Certificate

When dentists first make contact with the GDC they are given a registration number which they keep throughout their professional career. On appointment, it is the responsibility of the Practice Manager/Operations Manager to check with the GDC whether the dentist is currently registered. Possession of the number does not mean the dentist is currently on the register.

When a dentist registers with the GDC, they are issued with an Annual Practising Certificate, which states the following:

- The dentists registration number and name
- The registration date
- The qualifications
- Status i.e. registered, registered with warning, registered with conditions, suspended
- Registrant type
- The date on which the their registration expires

A new Annual Practising Certificate, is issued on an annual basis by the GDC after receipt of payment when the dentists renew their registration.

All salaried dentists' registration are to be renewed on 1st January.

10.5 Temporary registration

Temporary registration (TR) allows dentists who are not eligible for full registration to practise dentistry in the UK in supervised posts for training, teaching, or research purposes only and for a limited period.

Posts approved for temporary registration by the GDC allow dentists to work in dental schools or hospitals and, in a limited number of cases, in primary care dental settings. Apart from these approved settings, temporary registration will not allow dentists to work in general or private practices, or in the community dental services.

For more information about temporary registration contact Tel: 020 7887 3800 or email gdcregistration@gdc-uk.org .

10.6 Using the GDC Confirmation Service

Confirmation of registration/ re-registration with the GDC can be done online or by telephone.

Please note that checking registration is for information only and is not a legal register

For either method you will need one or more of the following items:

- ✓ Forename
- ✓ Surname
- ✓ Town
- ✓ Postcode
- ✓ Registration Number

On Line Register:

1. Using the Internet enter www.gdc-uk.org
2. On the left hand side menu click on 'Partner Organisation'
3. On the right hand side click on 'Check a professional is registered'
4. On the middle of the screen click on 'Dentists Register or Dental Care Professionals Register'
5. Enter one or more of the above pieces of information and click 'Search'
6. Information relating to the dentist – name, registration number, qualifications, registration date, status i.e. registered, registered with warning, registered with conditions, suspended – will be displayed

Telephone: 0845 222 4141. This service is available from Monday to Friday 9am to 5pm.

11.0 Procedure for Professional Registration of Senior Public Health Specialist Posts (including Medical and Dental Consultants in Public Health)

11.1 Introduction

It is a condition of employment and a legal requirement that Senior Public Health posts at Consultant Level hold a current registration and be included in an appropriate specialist register (GMC Specialist Register/GDC Specialist List in Dental Public Health/UK Voluntary Register for Public Health Specialists) before they take up an appointment at a Consultant level. It is the policy of North Yorkshire and York Primary Care Trust (NYY PCT) to not employ such staff in professional capacity where proof of registration is not available.

11.2 Responsibilities

11.2.1 Responsibility of the Senior Public Health Specialists (including Medical and Dental Consultants in Public Health)

The responsibility for ensuring registration is current rests with the member of staff. Reminder letters will not be sent by North Yorkshire and York Primary Care Trust (NYY PCT).

11.2.2 Responsibility of the Director of Public Health/Assistant Director of Public Health

As an employer the PCT must ensure that all Senior Public Health posts at Consultant Level hold a current registration and be included in an appropriate specialist register (GMC Specialist Register/GDC Specialist List in Dental Public Health/UK Voluntary Register for Public Health Specialists).

Consequently the Director of Public Health/Assistant Director of Public Health have the responsibility of ensuring that staff working in their area hold current registration at the member of staff's annual appraisal.

It is important to note that the UKVR will not backdate a registration which may have lapsed therefore no retrospective protection can be obtained in respect of an incident occurring during the period of non-registration.

11.2.3 Responsibility of the Recruitment Team/Medical Staffing Department

Circulars from the Strategic Health Authority are sent to the Recruitment Team monthly and detail the following:

- Senior Public Health Specialists removed from the register
- Senior Public Health Specialists suspended from the register
- Senior Public Health Specialists cautioned as to future conduct
- The number of Senior Public Health Specialists restored to the register
- The number of terminations of suspension from the register

It is the Recruitment Team and the Medical Staffing departments' responsibility to check these details in respect of new staff and existing employees.

It is the Medical Staffing departments' responsibility to:

- Ensure the candidate is asked to bring their original, up to date Certificate of Registration with them to an interview. A photocopy would be taken, signed and dated to confirm that the Medical Staffing Officer/HR Advisor had seen the originals. The photocopy would then be retained in the successful candidates recruitment/personal file.
- Ensure registration is current for a new employee before an offer of appointment is confirmed and that they are registered as appropriate according to the requirements of the post.
- To contact the GMC/GDC/UKVR to confirm the following:
 - If the candidate is appropriately registered
 - Whether the registration covers the duties to be undertaken
 - Whether the registration is subject to any restrictions
 - Whether the applicant is subject to any fitness to practice investigations which the GMC/GDC/UKVR has to disclose.
- **To record in personal files and on the Electronic Staff Records (ESR) HR database the Senior Public Health Specialist's registration number and the respective renewal date.**
- To check the registration when subsequent changes occur to the Senior Public Health Specialists contract of employment.

11.3 Role of the UK Voluntary Register for Public Health Specialists (UKVR)

The UK Voluntary Register for Public Health Specialists (UKVR) provides professional regulation to specialists in Public Health from a variety of backgrounds. People have successfully applied for membership of the UKVRPHS from backgrounds including public health sciences, environmental health, social science, medicine, nursing, health promotion, pharmacy, psychology and dentistry. Whatever the professional background, and wherever they may work such specialists have a common core of knowledge, skills and experience, and work (or have the ability and potential to work) at a strategic or senior management level. **The Register is particularly for those public health specialists who have no other regulatory body.**

Address:

UK Voluntary Register for Public Health Specialists
Chadwick Court
15 Hatfields
London

11.4 UK Voluntary Registration (UKVR) Certificate of Registration

When Senior Public Health Specialists first make contact with the UKVR they are given a registration number which they keep throughout their professional career. On appointment, it is the responsibility of the Medical Staffing department to check with the UKVR whether the Senior Public Health Specialist is currently registered. Possession of the number does not mean the Public Health Specialist is currently on the register.

When a Senior Public Health Specialist registers with the UKVR, they are issued with a Certificate of Registration, which states the following:

- Registration Number
- The Senior Public Health Specialists forename, surname, gender, postal town.
- The Registration Date
- The Registration Type
- The Registration Status date

A new Certificate of Registration is issued every 5 years by the UKVR after receipt of payment when the Senior Public Health Specialists renews their registration.

11.5 Checking a Senior Public Health Specialist's Registration with the UKVR

Confirmation of registration/ re-registration with the UKVR can be done online, by telephone or by fax.

For each method you will need one or more of the following items:

- ✓ UKVR Registration Number
- ✓ First Name
- ✓ Surname

On Line:

1. Using the Internet enter www.publichealthregister.org.uk/registration/check/
2. Enter one or more of the above pieces of information and click 'Search'
3. Information displayed– registration number, forename, surname, gender, postal town, registration date, registration type, registration status

Telephone: 020 7827 5926. This service is available from Monday to Friday 9am to 5pm.

Fax: 020 7928 6953. Please quote the name of the Senior Public Health Specialist and their registration number.

Email: register@cieh.org

12.0 Discipline

12.1 Procedure on Identification of a Lapse of Registration Renewal

Failure to maintain Professional Registration could have potentially serious implications for both the member of staff and the PCT as a whole. In the event of an employee of the PCT allowing their registration to lapse they will not be contractually or legally indemnified to carry out the duties of that post. In such cases the member of staff will be suspended from duty without pay as this action would be in response to the actions (or failure) of the individual. **Any decisions to suspend must be agreed with the Director of Operations/Medical Director/Director of Public Health (or nominated deputy).**

The manager should inform and seek advice from the professional head. The manager will inform the employee that they are required to take immediate measures to have their professional registration reinstated. Normally a maximum of four weeks will be allowed for the employee to have their registration reinstated and progress towards reinstatement will be reviewed after a maximum of two weeks. Deliberate or unreasonable failure, by the employee, to comply with these time scales may in itself lead to disciplinary action being taken.

In all cases of lapsed registration the issue must be fully investigated and the individual advised that following the investigation a Disciplinary Hearing to consider the matter may be convened in accordance with the PCT's Disciplinary Policy and Procedure.

An Investigating Manager, who will normally be the individual's Line Manager, should be appointed to gather all the available evidence and facts. The Investigating Manager will be assisted in this process by a Human Resources representative. The member of staff concerned will be interviewed by the Investigating Manager and Human Resources representative. The member of staff will be entitled to bring a representative with them to the meeting if they so wish.

Once in full possession of all the facts, the Investigating Manager should review the evidence with the Human Resources representative and advise the Manager who will be responsible for taking any decisions as to whether there are grounds to proceed with a formal Disciplinary Hearing. If it is considered appropriate to proceed to a Disciplinary Hearing this will be convened in accordance with the PCT's Disciplinary Policy/Procedure. Alternative recommendations may include further guidance and training.

Only in exceptional circumstances will the employee be allowed to continue to work in an untrained capacity until registration is confirmed. This will be determined as a result of the initial investigation. Under no circumstances can an employee be allowed to practice without current registration.

Staff on maternity leave or who are on sick leave must be reminded that they need to maintain their registration. Bank staff that fail to register will not be offered any work until re-registration, and if failure to re-register persists, will be removed from the Bank Register. The Human Resources department must be informed of any member of staff who is to be suspended.

12.2 Procedure for Dealing with Employees who Refuse or Choose Not to Renew their Registration

The procedures outlined in Section 12.1 above will be followed in the first instance.

If during the investigatory interview, the employee refuses to take steps to renew her/his registration, or advises that she/he no longer wishes to be a registered practitioner, she/he will be formally advised that if they proceed with this course of action they will be deemed to have breached their Contract of Employment, to have lost the legal authority to undertake the job for which they were employed and that it will lead to their Contract of Employment with the PCT being terminated.

The Human Resources representative will assist and advise the Investigating Manager and the Line Manager.

13.0 Consultation, Approval and Ratification Process

This policy has been ratified and approved by EMT, JNCC, LNC, HR Policy Development Group and the Governance Committee

14.0 Dissemination, Implementation, Training and Awareness

The policy will be available to all members of staff via the PCT Intranet and will form part of the corporate and local induction to staff. Awareness of this policy will be made via existing management cascade systems within services, and formal staff forums. Old versions of the policy will be removed following the approval and ratification of the reviewed policy.

15.0 Document Control including archiving arrangements

Document control and archiving arrangements will be in accordance with the procedures as detailed in the PCTs "Policy on Policies". Electronic copies of all previous versions of the policy will be available within the HR Department

16.0 Data Protection Act 1998 Statement

The Data Protection Act 1998 protects personal data, which includes information about staff, patients and carers. The NHS relies on maintaining the confidentiality and integrity of its data to maintain the trust of the community. Unlawful or unfair processing of personal data may result in the PCT being in breach of its Data Protection obligations.

17.0 Freedom of Information Act 2000 Statement

Any information that belongs to the PCT may be subject to disclosure under the Freedom of Information Act 2000

18.0 Records Management

Records provide evidence and information about the business activities of the PCT and are corporate assets of the PCT. This policy should therefore be retained in line with the NHS Code of Practice on Records Management (Department of Health, 2006). Compliance with this code will ensure that the PCT's records are complete, accurate and provide evidence of and information about the PCT's activities for as long as is required.

19.0 Policy Review

This policy will be reviewed on an annual basis or when new guidance is issued. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance. The responsibility for review rests with the Associate Director of Operations.

20.0 Monitoring

Monitoring of compliance of the policy will be undertaken by the HR Department. Annual audits will be undertaken on a random sample basis (approximately 5 % of each staff group) where managers will be asked to provide evidence of professional registration checks undertaken on the following staff:

- * a sample (randomly defined by the HR Department) of permanent staff registered within each of the staff groups covered by this policy,
- * a sample (randomly defined by the HR Department) of locum / temporary / contract staff within each of these staff groups if used. Medical staff hold a register of all medical and dental locum / temporary staff used and HR hold a register of all locum / temporary/ contract staff utilised

In accordance with the PCT's Recruitment and Selection Policy, section 27.7, managers must ensure that any locum / agency / contract staff undergo the appropriate pre-employment checks and forward evidence of this to the Recruitment Team.

The results of the audit determine if any additional training is required for managers or staff to ensure awareness and understanding of their role in maintaining professional registration.

21.0 References

1. NMC Website: www.nmc-uk.org
2. UKCC (1999) Protecting the public – an employer’s guide to the UKCC registration confirmation service for nurses, midwives and health visitors.
3. HPC Website: www.hpc-uk.org.
4. Health Professions Council’s Strategic Intent, 2nd April 2002.
5. GMC Website: www.gmc-uk.org
6. GDC Website: www.gdc-uk.org
7. UKVR Website: www.publichealthregister.org.uk

January 2010