



# Professional Registrations Policy

Document Reference:		POL115
Document Status:		Final
Version:		V6.0
DOCUMENT CHANGE HISTORY		
Initiated by	Date	Author (s)
People and Culture	24 January 2022	HR
Version	Date	Comments
V5.1	September 2024	Reviewed, updated, and modernised by HR Policy and Project Manager.
V5.2	November 2024	Reviewed by Recruitment, HR Business Partners and Head of HR Policy, Risk Management and Projects.
V5.3	9 December 2024	Reviewed and updated by HR Policy Subgroup
V5.4	9 January 2025	Approved at SPF
V6.0	27 January 2025	Approved at CRG

## POL155 – Professional Registrations Policy

<b>Document Reference</b>	POL115
<b>Recommended at Date</b>	SPF 9 January 2025
<b>Approved at Date</b>	CRG 27 January 2025
<b>Valid Until Date</b>	31 January 2028
<b>Equality Analysis</b>	Completed 9 December 2024
<b>Linked procedural documents</b>	Recruitment and Selection Policy Agency Workers Policy Casual Workers Policy Volunteer Responders Policy Disciplinary Policy HR Services Procedure, Employment Checks, HRS001.
<b>Dissemination requirements</b>	All Trust employees by intranet
<b>Part of Trust's publication scheme</b>	Yes

## POL155 – Professional Registrations Policy

The East of England Ambulance Service NHS Trust (EEAST) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups.

All Trust policies can be provided in alternative formats.

## Contents

Paragraph		Page
1.	Introduction	5
2.	Purpose	5
3.	Scope	5
4.	Duties	5
5.	Pre-employment checks	6
6.	Record of registration details	7
7.	Renewal of registration details	7
8.	Professional registration checking process	8
9.	Verification of registration	8
10.	Late renewal of registration	9
11.	Failure to maintain registration (employees)	9
12.	Failure to maintain registration (volunteers, casual workers, and agency workers)	10
13.	Loss of registration (employees)	10
14.	Policy review	11
 <b>Appendices</b>		
Appendix A	Equality Impact Assessment	12
Appendix B	Monitoring Table	15

## 1. Introduction

- 1.1 At EEAST, we recognise that professional registration is intended to protect the public, ensuring that those who practice in a particular profession are committed to providing high standards of care.
- 1.2 We also recognise the importance of ensuring that all individuals who are due to be appointed or hold positions which require professional registrations are appropriately registered.

## 2. Purpose

- 2.1 This policy aims to ensure that all staff in post who are subject to registration with a professional body are registered and this is kept up to date in order to comply with the requirements of their employment contract.
- 2.2 The purpose of this policy is to provide the framework and guidance for how registration will be verified and monitored, and what will happen in the event that you fail to maintain or have lost your registration.

## 3. Scope

- 3.1 This policy applies to all EEAST employees, Casual Workers, Agency Workers and volunteers undertaking work for, or on behalf of, EEAST.
- 3.2 Examples of roles which require professional registration include but are not limited to:
  - Paramedic (Health and Care Professions Council),
  - Doctor (General Medical Council),
  - Nurse (Nursing and Midwifery Council),
  - Non-clinical roles (CIPD, CIMA & ACCA).

## 4. Duties

- 4.1 **Line managers** are responsible for:
  - ensuring that the processes contained within this policy are adhered to,
  - liaising with an HR representative to put in place remedial actions to ensure that the individual does not operate in a capacity for which they are not eligible to do so as a result of their non-registration.

4.2 **HR representatives** are responsible for:

- ensuring compliance with the NHS Employment Check Standards on initial appointment,
- ensuring the entry, maintenance, and audit of professional registration on our Electronic Staff Records (ESR), where this is required,
- ensuring that the correct procedure is followed for employees whose registration has lapsed, altered, had sanctions applied or been withdrawn (this list is not exhaustive).

4.3 **All individuals who require professional registration for their role** are responsible for:

- ensuring they have the necessary professional registration when applying for and undertaking posts,
- ensuring that their professional registration is maintained,
- providing information and documentation that is necessary to confirm their registration status,
- informing their appropriate professional registration body of any change of personal circumstance (for example, name or address),
- informing their appropriate professional registration body and the Trust if they accept a caution from the police or they have been charged with, or found guilty of, a criminal offence,
- complying with the professional codes of conduct and practice relevant to their registration.

4.4 **HR and Trade Union representatives** are responsible for providing advice and guidance to employees and external applicants on the application of this policy.

## 5. Pre-employment checks

5.1 Prior to starting a role at EEAST, both external and internal candidates applying for posts are required to undergo pre-employment checks to ensure that:

- they are registered with the relevant regulatory body,

- there are no restrictions on their registration that would affect their ability to undertake the duties of the role being offered,
  - there are no pending investigations on their fitness to practice that must be considered.
- 5.2 You cannot start working with patients in a post which requires registration until valid identification and current registration has been checked directly with the relevant regulatory body.
- 5.3 As outlined in the appropriate policy/procedure, for example, Recruitment and Selection Policy, Agency Workers Policy and all permanent, fixed term, voluntary and casual/bank appointments (including those carried out by external agencies) are subject to proof of membership of any professional bodies applicable to the post.
- 5.4 Responsibility for ensuring that the above check is completed and that all such checks are recorded (on a 'recruitment tracker') rests with the recruitment team. A copy is placed on the individual's file when all the checks are met.
- 5.5 In relevant cases, the recruitment team will ensure checks are made directly with the appropriate professional body, in accordance with their recommendations. Evidence of the relevant professional or state registration will be retained by the recruitment team and recorded on ESR and Global Rostering System (GRS) as per **Section 6**.
- 5.6 In instances where the applicant fails to satisfy the checking requirements, the recruitment team will advise the recruiting manager(s), and steps will be taken to withdraw the offer of employment or cease employment as appropriate.

## 6. Record of registration details

- 6.1 Details of your professional registration (or pin) number and date of expiry will be recorded on ESR and GRS, where applicable for the post, for example, HCPC, GMC, NMC.

## 7. Renewal of Professional Registration details

- 7.1 It is important that you maintain your professional registration in order to practice in a clinical role, and the following table provides professional registration expiry details:

## POL155 – Professional Registrations Policy

Job Role	Council	Expiry
Registered Paramedics	Health & Care Professions Council	On a two-yearly basis on 31 <sup>st</sup> August (renewal window is from 1 <sup>st</sup> June to 31 <sup>st</sup> August)
Doctors	General Medical Council (GMC)	As per the identified expiry date
Nurses and Midwives	Nursing and Midwifery Council (NMC)	As per the identified expiry date

7.2 Once you have renewed your professional registration, the information is updated on ESR and GRS, as required.

## 8. Professional registration checking process

8.1 Ultimately, it is your responsibility to ensure that you are appropriately registered at all times, and that you let your line manager know if anything affects this.

8.2 The following clinical registration checking process is undertaken by the Information Analytics Team:

- ESR reports are generated monthly to identify any registrations that have expired,
- The team will inform the relevant HR representative of any expired registrations for the appropriate action to be taken (see **Section 10**).

## 9. Verification of registration

### 9.1 Registered paramedics

9.1.1 The paramedic must be checked against the HCPC Register by specifying the profession as 'paramedic' and entering their last name at:

<https://www.hcpc-uk.org/check-the-register/>

*If the individual is registered their details will be listed on the register.  
If their name does not appear on the register, they are NOT registered and cannot practice.*



## 9.2 Registered nurses

- 9.2.1 The nurse and/or midwife must be checked against the NMC Register by using their PIN number (where known) and their first and last name at:

<https://www.nmc.org.uk/search-the-register/>

- 9.2.2 If you do not have enough information on the person, asterisks can be used to produce a more accurate search. The asterisks should be used either after the first name(s) and/or the last name.

***If the individual is registered their details will be listed on the register. If their name does not appear on the register, they are NOT registered and cannot practice.***

## 9.3 Doctors

- 9.3.1 The doctor must be checked against the GMC Register by using their GMC number (where known) and their first and last name at:

<https://www.gmc-uk.org/registration-and-licensing/our-registers>

- 9.3.2 The individuals name, GMC reference number, status and year of qualification will show on the register. If there are any concerns around their licence to practise, you need to phone the GMC to confirm whether the doctor is registered. If the GMC confirm that the doctor is not registered with them, they cannot practice.

## 10. Late renewal of registration

- 10.1 We understand that there may be exceptional circumstances where you have applied for the renewal of your registration in good time, but an unforeseen circumstance has occurred, for example, a delay with the registering body.
- 10.2 In such situations your line manager and/or a HR representative will check directly with the relevant professional body, in accordance with their recommendations, to ensure that you are appropriately registered.

## 11. Failure to maintain registration - employees

- 11.1 Failure to maintain the required registration is a serious matter, which can place your continued employment in your role at risk.

11.2 If you do not maintain your registration, your line manager and an HR representative will:

- meet with you to discuss the situation,
- remind you of the need to reregister in order to continue in your role,
- put in place remedial actions to ensure that you do not operate in a capacity for which you are not eligible to do while you remain unregistered,
- let you know the date when evidence of your re-registration is required.

11.3 If evidence has not been provided by this date, your line manager and an HR representative will consider moving you temporarily to an alternative role with the associated pay relating to that post. This is a short-term interim measure to allow you to address your non-registration. This period should not normally be for more than 4 weeks.

11.4 If you do not re-register during the agreed period, action may be taken in accordance with the Disciplinary Policy which could result in dismissal.

## **12. Failure to maintain registration – volunteers, casual workers and agency workers**

12.1 If you are a volunteer, casual worker or agency worker and you fail to maintain your professional registration, you will not be permitted to undertake any work/activities within the Trust.

12.2 If you have not registered within the required time frame, an appropriate manager will write to you to inform you that you are not permitted to practice until you meet the registration requirements for the post.

## **13. Loss of registration - employees**

13.1 It is important that you notify your line manager immediately if your professional body has:

- placed you under investigation
- informed you that you are subject to a hearing,
- suspended or terminated your registration.

## POL155 – Professional Registrations Policy

- 13.2 In accordance with your contract of employment, if your professional registration is suspended or terminated you will be unable to continue in your substantive post.
- 13.3 This may be treated as a breach of the terms and conditions of your employment and managed in accordance with the Disciplinary Policy. This could result in action taken up to and including redeployment to a post in which personal registration is not required, or termination of your contract of employment.

## 14. Policy review

- 14.1 This policy will be reviewed on a three yearly basis or amended in the light of new employment legislation and/or relevant case law.

## Appendix A

## Equality Impact Assessment

Name of process/policy	Professional Registrations Policy		
Is the process new or existing? If existing, state policy reference number	Existing (POL155)		
Person responsible for process/policy	HR		
Directorate and department/section	People Services		
Name of assessment lead or EIA assessment team members	HR Policy Subgroup		
Has consultation taken place? Was consultation internal or external? (please state below):	Internal consultation through HR Policy Subgroup members		
The assessment is being made on:	Guidelines		
	Written policy involving staff and patients	X	
	Strategy		
	Changes in practice		
	Department changes		
	Project plan	X	
	Action plan		
	Other (please state)		

Equality Analysis																					
<p>What is the aim of the policy/procedure/practice/event?</p> <p><b>This policy is to ensure that all staff in post who are subject to registration with a professional body are registered and this is kept up to date in order to comply with the requirements of their employment contract.</b></p>																					
<p>Who does the policy/procedure/practice/event impact on?</p> <table border="0"> <tr> <td><b>Race</b></td> <td><input type="checkbox"/></td> <td><b>Religion/belief</b></td> <td><input type="checkbox"/></td> <td><b>Marriage/Civil Partnership</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Gender</b></td> <td><input type="checkbox"/></td> <td><b>Disability</b></td> <td><input type="checkbox"/></td> <td><b>Sexual orientation</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Age</b></td> <td><input type="checkbox"/></td> <td><b>Gender re-assignment</b></td> <td><input type="checkbox"/></td> <td><b>Pregnancy/maternity</b></td> <td><input type="checkbox"/></td> </tr> </table>				<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>	<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>	<b>Age</b>	<input type="checkbox"/>	<b>Gender re-assignment</b>	<input type="checkbox"/>	<b>Pregnancy/maternity</b>	<input type="checkbox"/>
<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>																
<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>																
<b>Age</b>	<input type="checkbox"/>	<b>Gender re-assignment</b>	<input type="checkbox"/>	<b>Pregnancy/maternity</b>	<input type="checkbox"/>																
<p>Who is responsible for monitoring the policy/procedure/practice/event? <b>HR</b></p>																					
<p>What information is currently available on the impact of this policy/procedure/practice/event?</p> <p><b>Having reviewed and updated the policy and completed a full consultation process, no negative impact was raised, and with the evidence available there is no negative impact.</b></p>																					
<p>Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? <b>No</b></p>																					
<p>Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, if yes please provide evidence/examples:</p> <table border="0"> <tr> <td><b>Race</b></td> <td><input type="checkbox"/></td> <td><b>Religion/belief</b></td> <td><input type="checkbox"/></td> <td><b>Marriage/Civil Partnership</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Gender</b></td> <td><input type="checkbox"/></td> <td><b>Disability</b></td> <td><input type="checkbox"/></td> <td><b>Sexual orientation</b></td> <td><input type="checkbox"/></td> </tr> <tr> <td><b>Age</b></td> <td><input type="checkbox"/></td> <td><b>Gender re-assignment</b></td> <td><input type="checkbox"/></td> <td><b>Pregnancy/maternity</b></td> <td><input type="checkbox"/></td> </tr> </table> <p>Please provide evidence:  <b>This policy is designed to be inclusive of all employees who require professional registration.</b></p>				<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>	<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>	<b>Age</b>	<input type="checkbox"/>	<b>Gender re-assignment</b>	<input type="checkbox"/>	<b>Pregnancy/maternity</b>	<input type="checkbox"/>
<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>																
<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>																
<b>Age</b>	<input type="checkbox"/>	<b>Gender re-assignment</b>	<input type="checkbox"/>	<b>Pregnancy/maternity</b>	<input type="checkbox"/>																

## POL155 – Professional Registrations Policy

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so, please provide evidence/examples: **No**

<b>Race</b>	<input type="checkbox"/>	<b>Religion/belief</b>	<input type="checkbox"/>	<b>Marriage/Civil Partnership</b>	<input type="checkbox"/>
<b>Gender</b>	<input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>
<b>Age</b>	<input type="checkbox"/>	<b>Gender re-assignment</b>	<input type="checkbox"/>	<b>Pregnancy/maternity</b>	<input type="checkbox"/>

Please provide evidence:

**Having reviewed and updated the policy and completed a full consultation process, no negative impact was raised, and with the evidence available there is no negative impact.**

### **Action Plan/Plans – SMART**

Specific

Measurable

Achievable

Relevant

Time Limited

### **Evaluation Monitoring Plan/how will this be monitored?**

Who – see **Monitoring Table**

How

By

Reported to

## Appendix B - Monitoring Table

What	Who	How	Frequency	Evidence	Reporting arrangements	Acting on recommendations	Change in practice and lessons to be
Regular audit of professional registration.	People Services Information	ESR report	Monthly	ESR records, monthly report and email records.	IA team to provide HRBP's with report.	IA/HRBP/ ER team meetings.	Any change in practice will be identified and: <ul style="list-style-type: none"> <li>• process updated with IA and HRBP team</li> <li>• policy updated where required.</li> </ul>