

### Employee Policy Workforce

#### 1. Policy Statement

NHSBT is committed to the principle of protecting the health and well being of patients and donors who use our services. We adhere to this principle by identifying all roles that require a professional registration and ensure our employee in those posts are eligible to practice that role.

This document outlines the procedures governing the verification of any post requiring registration with:

- Nursing and Midwifery Council (NMC)
- General Medical Council (GMC)
- Health and Care Professions Council (HCPC).

This policy applies to all employees who have a role which is regulated by one of the above, including contractors, fixed term employees, agency workers, honorary contract holders, those on secondment and doctors in training.

#### Our expectations

If your role requires professional registration, it is your responsibility to ensure that your registration and any licence to practise, is current at all times. You are not allowed to practise without valid registration. You must notify your manager and HR Direct as soon as you know your registration has lapsed and you must not carry out any duties until this has been discussed fully with your manager and have confirmed the types of duties (if any) you are able to continue to carry out have been confirmed formally. Should you continue to work knowing your registration is not valid, you could be personally liable for your actions and face additional disciplinary measures/sanctions by us and/or your professional body. We are accountable legally, professionally and as an employer. Your registration details are recorded on the Electronic Staff Record Database (ESR) and copies are held by HR Direct.

We will not reimburse any fees relating to your membership of a professional body or society.

#### 2. The Process

HR Direct will check all renewal registration and currency of registration details on a regular basis

Any practitioner who fails to re-register and/or to maintain their licence to practise:

- may be suspended without pay\*
- will not receive backdated pay when registration has been reinstated
- may be subject to investigation in accordance with the Disciplinary policy

\*If suspension is considered for a Registered Nurse, the case must be discussed with an NHSBT Chief Nurse, in addition to following the process in the Disciplinary Policy.

If you are required to have registration to fulfil your role and duties, any lapse in that registration will result in you being unable to fulfil your contractual obligation. Therefore, in this situation you may be suspended from duty with no pay. We may consider a temporary change to your duties, if appropriate, and should we do so you will receive the salary at a pay band/rate appropriate to those duties.

The organisation will automatically commence an investigation which may result in Disciplinary action up to and including dismissal. Your response and any mitigation or extenuating circumstances will be considered as part of any investigation and by a Disciplinary panel. Even if you achieve re-entry on to the register within appropriate timescales i.e. individual council's timescales, you may still be subject to disciplinary action for allowing your registration to lapse.

### **Pre-Employment**

All applicants are required to quote their registration number and expiry date on their application form.

On receipt of the short listing from the recruiting manager, the Recruitment and Resourcing Department (RRD) will check currency of registration for all applicants. Applicants without registration or who do not supply the required information will not be invited to interview. Should our checks highlight any caution or conditions/restrictions of practise then the recruiting manager will be informed so a decision can be made on how to proceed.

The manager or educational supervisor is responsible for checking currency and providing evidence to HR Direct prior to an individual commencing:

- an honorary contract
- agency work
- a secondment
- rotation for Doctors in Training (SpR/StR)

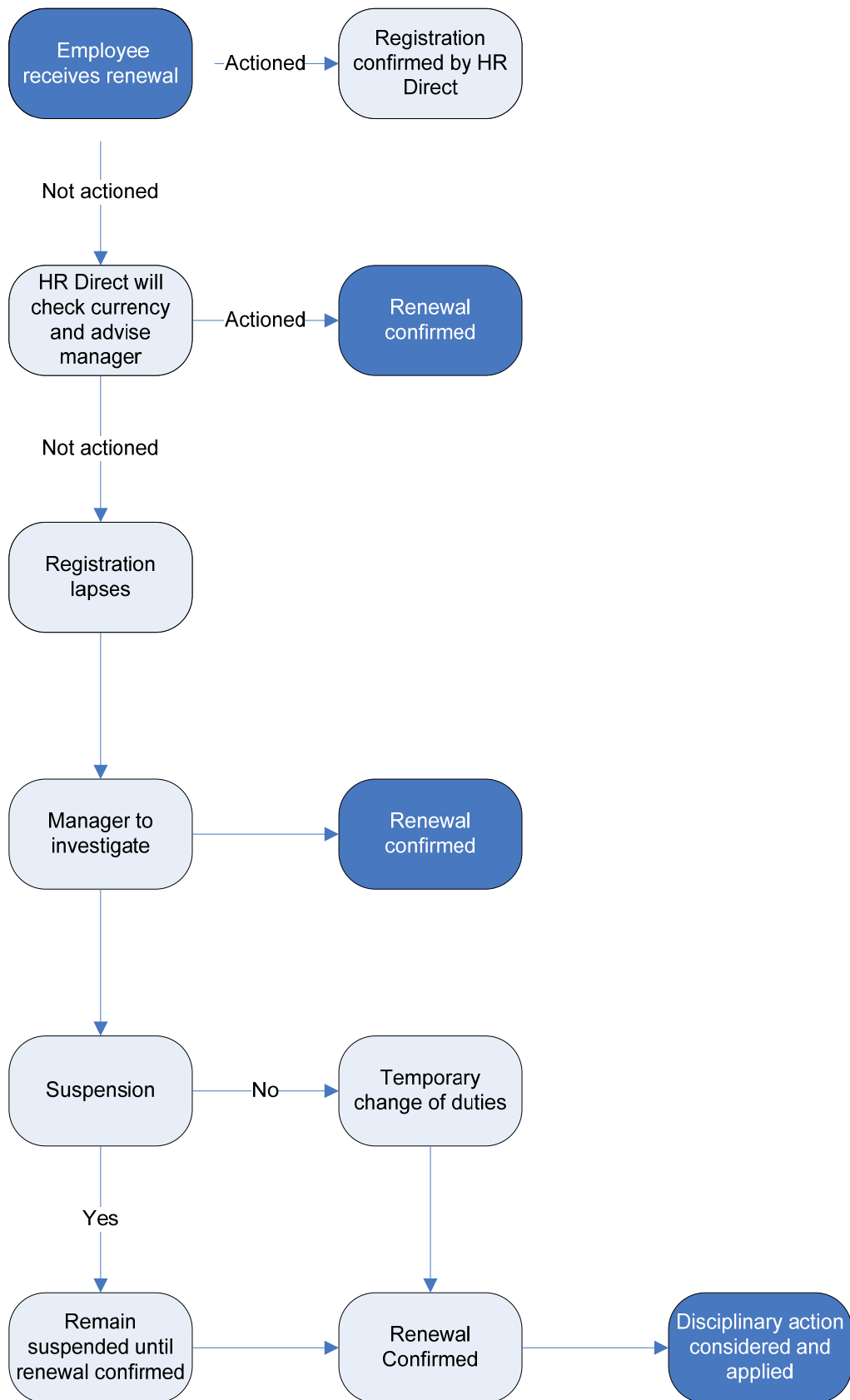
If it is found that the individual is not registered, and for doctors, does not hold a licence to practise then:

- the honorary contract will cease with immediate effect and the substantive employer will be informed
- an agency worker should not commence work or if already started their contract should cease immediately and the agency be informed
- the secondment will cease with immediate effect and the substantive employer will be informed.
- the rotation will cease and must be raised with the Lead Employer/Local Education and Training Board (LETB) as soon as possible

### **Bank/Zero hour/Ad Hoc Contract holders**

Registration of these needs to be checked at appointment and regularly after this. Where they have not worked for us for a period of 2 months, although it is the individual's responsibility, the manager must ensure they are registered and/or have a licence to practise. Should they not hold this, their current working arrangements with us will be suspended until they can demonstrate current registration.

### 3. Flowchart



## 4. Policy Approval and Review

Policy version	UCD/Workforce/Professional Reg/024v1.1
Title	Professional Registration Policy
Approved by SPC	February 2017
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