



PROFESSIONAL REGISTRATION POLICY

BADGER GROUP LTD
Badger House
121 Glover Street
Birmingham, B9 4EY

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Author	Issue Date	Version	Document Ref	Approved By	Approval Date	Next Review	Page
HR Department	April 2023	V2.5	HR-29	Exec	April 2023	April 2026	i

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DOCUMENT CONTROL

Document Storage

Location: p:\ops team\central policies & procedures - development - word docs\hr - human resources policies & procedure\hr-29 professional registration policy v2.5.docx

Version Control Log (Only last 3 versions, earlier versions can be found in the appropriate archive directory for the document)

Version	Date	Author	Description of Changes
V2.2	3 June 2016	HR Department	Minor amends to on-line registration checking procedure and contact numbers
V2.3	June 2019	HR Department	Minor amendments
V2.4	July 2022	HR Department	Under review, no changes currently
V2.5	March 2023	HR Department	Reviewed no changes

Approval

Version	Name	Position	Signature	Approval Date

Glossary

Term	Description

1 INTRODUCTION

This policy describes the systems that are in place to ensure that all professional staff are registered with the appropriate professional body, and that registration is verified, and a record made of the verification. Verification of registration must take place on appointment of a new member of staff (prior to commencement in the workplace) and whenever the registration must be renewed.

This policy also describes the action to be taken by line managers when a staff member is not registered with the appropriate professional body.

2 SCOPE OF THE POLICY

This policy applies to all staff who have clinical professional registration and who are employed by Badger.

3 RESPONSIBILITIES OF PROFESSIONAL STAFF

It is the responsibility of all professional staff to ensure that they are registered with the appropriate Professional Body and to produce documentary evidence of this when requested by line managers or the Human Resources department. Registration is a condition of employment with Badger and is included in all employment contracts.

It is also a condition that professional registration is always maintained. If, for any reason, a member of staff is not registered he/she must notify his/her line manager immediately.

Professional Bodies have their own code of conduct which must always be adhered to. Failure to remain on the Professional Register will lead to a staff member being unable to practise as a registered practitioner. Staff will not be permitted to work for Badger until re-registration has taken place. This will be without pay. It is therefore in the interests of staff, their managers and Badger to ensure all registrations are current, patients are protected, and staff fully covered to practice in their areas of expertise.

Clinical staff will be required to ensure their manager is provided with evidence of their registration on renewal of registration. All clinical staff are also responsible for ensuring they are fully indemnified.

4 RESPONSIBILITIES OF BADGER

A record of professional registrations will be kept by all line managers who will also be required to ensure locally that registration is renewed.

Recruiting managers and HR must ensure that all staff commencing employment with Badger are fully qualified and registered to work.

When applicants are invited to attend an interview for a post that requires professional registration, they should be informed of the requirement for them to bring with them proof of their registration, and the expiry date of that registration. The information should be photocopied and kept with all recruitment paperwork until the interview/process has been completed.

It is the responsibility of the Human Resources department, and the recruiting manager, to ensure that all new staff hold the appropriate registration and that the registration is current.

A member of the HR team will contact the relevant professional body, prior to offering a post, to ensure registration is current and to confirm authenticity.

In addition, Human Resources will ensure a copy of the registration documents from the successful candidate are retained in the personnel file.

Line managers should also keep a record of this information in relation to their own staff to ensure reminders are sent for pending renewals.

5 MAINTAINING PROFESSIONAL REGISTRATION

Although all clinical staff are reminded by their individual Professional Bodies of the expiry date of their current registration, line managers will also send out a reminder to all staff whose registration is due for renewal.

The reminder will ask staff to renew their registration and send a copy of their renewal documentation to the Human Resources department and the line manager, no later than the expiry date of their current registration, to ensure continuous registration is maintained. This process must be completed by the beginning of the following month in which renewal is due to ensure continuity of registration. A copy of the registration card, or confirmation letter, is then filed in personnel files and the database updated.

If registration is not verified, or renewal confirmation is not received by the expiry date, it is the responsibility of the manager to approach the individual staff member for an explanation regarding their failure to maintain their professional registration. If no proof or renewal is given to the line manager by the date of renewal, it will be necessary for the line manager and HR should be contacted and involved in this process.

It is imperative that all staff are aware of the seriousness of not complying with the requirement to renew their registration with their Professional Body. Line managers should remind clinical staff that failure to remain on the Professional Register will lead to a staff member being unable to practice as a registered practitioner. They will be removed from duty, without pay, until registration has taken place.

6 AGENCY STAFF

In the unlikely event that Badger uses the services of an agency, agencies are required to obtain copies of relevant qualifications or authorizations and to offer such documents to Badger (The Conduct of Employment Agencies and Employment Businesses Regulations 2003).

7 AUDIT OF REGISTRATION CHECKS

Periodically throughout the year the Head of Governance, or a delegated individual, will randomly audit the documentation to ensure registration checks are being undertaken the audit report will be sent to the Head of Nursing and HR department.

8 PROCEDURE FOR CHECKING NURSING REGISTRATION

Nurses applying for a post with Badger are required to bring proof of their registration to the interview. If successful, the registration is checked by the human resources department.

Nurses are required to re-register with the Nursing and Midwifery Council every year so nurses already working for Badger must provide evidence of their continuous registration as outlined in this policy.

To check the status of a nurse's registration,

Online Verification

1. Log on to www.nmc-uk.org
2. Click on 'Search the Register'
3. At the next screen select 'Search the register'
4. Two boxes appear –enter details required
 - a. Practitioner PIN
 - b. First Name
 - c. Surname

5. Click on the 'submit' button
6. Print out the list, update HR records and file in practitioners personnel file

Telephone Helpline

For all additional enquiries, please telephone the call centre on 020 7333 9333.

Evidence of this check is kept in the nurse's personnel file

9 PROCEDURE FOR CHECKING DOCTOR REGISTRATION

In addition, and on successful completion of the interview/process, an on line check at www.gmc-uk.org is carried out by the human resources department to ensure each doctor is currently registered with the General Medical Council. Evidence of this check is kept in the doctor's personnel file.

Online Verification

To check the status of a doctor's registration:

1. Logon to www.gmc-uk.org
2. Click on 'Search the Register'
3. Enter GMC Number and search
4. Print out registration status, update HR records and file in practitioners personnel file

Telephone Helpline

For all additional enquiries please phone 0161 923 6602

Doctors are required to re-register with the General Medical Council annually.