

REGISTRATION FOR HEALTHCARE PROFESSIONALS' POLICY

Policy Statement

Practising Registered Healthcare Professionals are responsible for ensuring they are registered with the appropriate regulatory body and that they can provide their employer with evidence of their valid registration.

Public Health Wales also recognises its responsibility as an employer, by checking the professional registration of new employees and monitoring the renewal of registration for existing staff by accessing the relevant Regulatory Body Practitioner Register.

Policy Commitment

The purpose of this policy is to confirm reporting responsibilities to ensure effective monitoring and management of the registration of regulated healthcare professionals within Public Health Wales.

Supporting Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

Other related documents are:

- All Wales Medical Appraisal Policy
- All Wales Disciplinary Policy and Procedure
- PHW71-TP01: Validating Registration of Healthcare Professionals' Procedure
- Procedure for Notifying and Reporting Possible Fitness to Practice Concerns for Healthcare Professionals Regulated by the Health and Care Professions Council (HCPC) and Nursing and Midwifery Council (NMC)
- Recruitment and Selection Policy

Scope	
Public Health Wales (PHW) staff that require professional registration in order to practise, include:	
<ul style="list-style-type: none"> · Medical · Dental · Pharmacists · Nursing and Midwives · Allied Health Professionals · Healthcare Scientists · Public Health Consultants (if they hold a regulated professional qualification) 	
Equality and Health Impact Assessment	An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.
Approved by	People and Organisational Development Committee
Approval Date	
Review Date	
Date of Publication:	
Group with authority to approve supporting procedures	People and Organisational Development Committee
Accountable Executive Director/Director	Executive Director Nursing, Quality and Integrated Governance Executive Medical Director/National Director for Health Protection and Screening Services
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Disclaimer

If the review date of this document has passed, please ensure that the version you are using is the most up to date either by contacting the document author or the [Board Business Unit](#)

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
3		Sept 2009		Velindre Black 52 policy
4	April 2022	15/03/23 Finalised October 2023	October 2023	Improved formatting Title Change Removed the All-Wales Nursing Revalidation Policy Scope-Included midwives
5	March 2026			Website link to PHW Policies and Procedures updated Title changes to Directors Changes to Authors Section 2 Included reference to procedure PHW71-TP01 Procedures aligned with organisational records-management and retention policies Section 3 updated to refer managers to follow procedure PHW71-TP01

1. Introduction

It is the policy of Public Health Wales (PHW) to ensure that all employees who have a statutory requirement to be registered (and, where appropriate, licensed) in order to practice their profession, are appropriately registered at all times.

Registered Healthcare Professionals are responsible for ensuring they are registered with the appropriate regulatory body and that they can provide PHW with evidence that their registration is current and valid. However, PHW also recognises its responsibility as an employer, by checking the professional registration of new employees and monitoring the renewal of registration for existing staff by accessing the relevant Regulatory Body Practitioner Register.

2. Roles and responsibilities

2.1 Employee responsibilities

It is the responsibility of the individual employee to ensure that they maintain such registration as is necessary to enable them to practice their profession within the NHS.

New employees will be required to provide evidence of professional registration and qualifications prior to commencement of their employment with PHW.

Existing employees are responsible for ensuring that their line manager (or other person identified to them by their line manager) is provided with evidence of their registration and the next expiry date, at the time of renewal of their registration.

2.2 PHW responsibilities

It is the responsibility of PHW to ensure that the registration status of staff is confirmed, recorded and monitored on an ongoing basis.

That this policy is brought to the attention of new and existing managers who have responsibility for the employment and management of professionally registered staff.

Before any offer of employment is made, the appointing manager should check with the appropriate regulatory body, that a potential new employee is fit to practice and whether any special conditions or restrictions apply in line with the Recruitment and Selection Policy.

The Manager of Registered Healthcare Professionals must ensure that systematic registration checks are in place and undertaken for all registered staff for whom they have managerial responsibility. This must be done in accordance with the Validating Registration of Healthcare Professionals' Procedure. Managers need to ensure they have an appropriate system in place to check evidence of individual registration. This will be subject to regular audit. Failure to check a professional's details against the appropriate register places the public, PHW, the employee, and their colleagues at risk. It is therefore essential for managers to check the professional's registration, both before appointment and as required thereafter. Evidence of current registration must be either the original certificate issued by the relevant regulatory body, or online screen confirmation using the regulatory bodies own registration checking website.

The role for ensuring that the follow up process for checking professional registration is undertaken must be undertaken either by the employee's line manager, or an appropriate other manager designated by the relevant Division/Directorate.

2.3 People and Organisational Development Directorate

People and Organisational Development (POD) Directorate are responsible, on behalf of Public Health Wales, for ensuring that the Electronic Staff Record (ESR) is maintained and that there is a centralised record of professional registrations, including registration numbers and renewal dates. The POD Directorate will provide timely and accurate reports from the ESR system as required by the Executive/Board Committees or appropriate professional leads on the registration status of regulated healthcare staff.

3. Disciplinary Investigation / Action

In all cases of lapsed registration or a suspension of registration, a review of the circumstances will be undertaken. The manager should follow the process set out in Validating Registration of Healthcare Professionals' Procedure, and managers with responsibility for professionally registered staff. If further investigation is considered appropriate by the line manager, this should be undertaken according to the All Wales Disciplinary Policy and Procedure, and advice sought from the POD Directorate.

4. Monitoring and auditing

Checking of evidence of individual registration will be subject to regular audit, in order to provide assurance to the Executive Team and Board.

Appendix A: Professional Regulatory Bodies

General Chiropractic Council (GCC)

GCC website: www.gcc-uk.org/

GCC enquiry service: **020 7713 5155**

General Dental Council (GDC)

GDC website: www.gdc-uk.org

GDC's enquiry service: **(0) 20 7167 6000**

General Medical Council (GMC)

GMC website: www.gmc-uk.org

GMC enquiry service: **0161 923 6602**

General Optical Council (GOC)

GOC Website: www.optical.org/

GOC enquiry service: **020 7580 3898**

General Osteopathic Council (GOsC)

GOsC website: www.osteopathy.org.uk/home/

General enquires: **020 7357 6655**

General Pharmaceutical Council (GPhC)

GPhC website: www.pharmacyregulation.org/registration

General enquires: **0203 713 8000**

Health and Care Professions Council (HCPC)

HCPC website: www.hcpc-uk.org/

General enquires: **(0)300 500 6184**

Nursing Midwifery Council (NMC)

NMC website: www.nmc.org.uk

Registration enquires: **020 7333 9333**

Pharmaceutical Society of Northern Ireland (PSNI)

PSNI website: www.psni.org.uk/

General enquires: **028 9032 6927**