

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
- 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

The Public Health Wales staff that require professional registration in order to practise, include:

- 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
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Group with authority to approve supporting procedures	People and Organisational Development Committee
Accountable Executive Director/Director	Executive Director Quality, Nursing and Allied Health Professionals. 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

1. Introduction

It is the policy of Public Health Wales 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 Public Health Wales with evidence that their registration is current and valid. However, 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.

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 Public Health Wales.

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 Public Health Wales responsibilities

It is the responsibility of Public Health Wales to ensure that the registration status of staff is confirmed and monitored on an ongoing basis and that the 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 officer should check with the appropriate regulatory body, that a potential new employee is fit to practice and whether any special conditions set by the regulating body may apply.

The manager of Registered Healthcare Professionals must ensure that arrangements are in place for a systematic review to be completed at least annually to ensure that the renewal of registration is carried out for all registered staff for whom they have managerial responsibility. 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, Public Health Wales, 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 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 People and Organisational Development Directorate will provide timely and accurate reports from the Electronic Staff Record (ESR) as required by the Executive / Board Committees 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. If further investigation is considered appropriate by the line manager, this should be undertaken according to the Public Health Wales Disciplinary Policy and Procedure, and advice received from the People and Organisational Development 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**