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Iechyd Cyhoeddus
Cymru
Public Health
Wales

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Registration Policy for Health Professionals

Policy Statement

Health professionals have the ultimate responsibility for ensuring they are registered with the appropriate regulatory body and that they provide Public Health Wales with confirmation of their valid registration. However, Public Health Wales recognises its responsibility for checking the professional registration of new employees and monitoring the renewal of registration for existing staff.

Policy Commitment

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

Supporting Procedures and Written Control Documents

Procedure for validating professional registration

Other related documents are:

- All Wales Nursing Revalidation Policy
- All Wales Medical Appraisal Policy
- All Wales Disciplinary Policy and Procedure

Scope

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

- Medical
- Dental
- Pharmacists
- Nursing
- Allied Health Professionals
- Healthcare scientists
- Public health consultants (if they hold a regulated professional qualification)

Equality and Health Impact Assessment

An EHIA has been completed

Approved by

People and Organisational Development Committee

Approval Date

10 January 2019

Review Date

10 January 2022

Date of Publication:

06 February 2019

Group with authority to approve supporting procedures	People and Organisational Development Committee
Accountable Executive Director/Director	<ul style="list-style-type: none"> • Executive Director of Quality Nursing and Allied Health Professionals • Executive Director of Public Health Services and Medical Director
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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 [Corporate Governance](#).

Summary of reviews/amendments

Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
3		Sept 2009		Velindre Black 52 policy

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.

Health professionals have the ultimate responsibility for ensuring they are registered with the appropriate regulatory body and that they provide Public Health Wales with confirmation of their valid registration. However, Public Health Wales recognises its responsibility in checking the professional registrations for new employees and monitoring the renewal of registrations.

2 Roles and responsibilities

• *Employee responsibilities*

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

Each individual employee will be required to provide evidence of professional registration and qualifications prior to commencement of their employment with Public Health Wales.

Each individual employee is responsible for ensuring that their manager is provided with evidence of their registration and the expiry date, on renewal of their registration.

The employee is also responsible for maintaining any Continual Professional Development (CPD) portfolio that is required by the regulatory body.

• *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, with 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 new recruit to a regulated health profession is fit to practice and whether any special conditions apply.

The manager of registered health professionals must ensure that arrangements are in place for a systematic, annual or bi-annual review to ensure that the renewal of registration is carried out and checked for all of their registered staff. 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 and the professional's colleagues at risk. It is essential for managers to check the professional's registration, both before appointment and as required thereafter. The Manager must have seen the original certificate or online screen confirmation.

The role for ensuring that the follow up process for checking professional registration is undertaken must be designated to an appropriate manager by each Division/ Directorate.

It will be the responsibility of the People and Organisational Development Directorate to ensure 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 professional staff. The appropriate Divisional Directors/ Executive Directors are responsible for ensuring adequate checks are in place for checking and recording the professional registration of their managers, who are required to register with a regulatory body.

All staff should be facilitated in the development of professional portfolios required for registration/ revalidation and, where possible and within available resources, the maintenance of CPD portfolios.

3 Disciplinary Investigation / Action

In all cases of lapsed registration or a suspension of registration an investigation of the circumstances will need to be undertaken. Disciplinary action may be appropriate having regard to the employee's culpability in all of the circumstances of the case.

Where it is felt that disciplinary action may be appropriate, Public Health Wales Disciplinary Policy and Procedure should be followed and advice received from the Human Resources Department.

8 Monitoring and auditing

Appropriate systems need to be in place to check evidence of individual registration. These 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**

Health and Care Professions Council (HCPC)

HPCP website: www.hcpc-uk.co.uk

General enquires: **0300 500 6184**

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.co.uk/

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**