

Policy Relating to the Registration of Professional Staff

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Purpose of Agreement	This policy aims to assist line managers in understanding the reasons for ensuring professional registrations are maintained and their responsibilities regarding this. In addition, the policy will also provide managers with an understanding of the processes the HR Services Team undertake in order to ensure compliance.
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Review Log

Include details of when the document was last reviewed.

Version Number	Review Date	Name of reviewer	Page Number	Reason for amendments
1.	Oct 16		3 of 16	Summary of Policy- Flow diagram added
2.	Oct 16		5 of 16	Introduction and Purpose- 1.1-Wording amended
3.	Oct 16		5 of 16	Introduction and Purpose- 1.2- Wording amended
4.	Oct 16		5 of 16	Introduction and Purpose- 1.3 added
5.	Oct 16		5 of 16	Scope and Definitions- 2.1- Wording amended
6.	Oct 16		5 of 16	Scope and Definitions- 2.2 added
7.	Oct 16		5 of 16	Scope and Definitions- 2.3 added
8.	Oct 16		5 of 16	Scope and Definitions- 2.5- Word 'revalidation' added
9.	Oct 16		6 of 16	Process/Requirements- 3.1.2 added
10.	Oct 16		6 of 16	Process/Requirements- 3.1.3- Wording amended
11.	Oct 16		6 of 16	Process/Requirements- 3.1.5- Paragraph removed
12.	Oct 16		6 of 16	Process/Requirements- Numbering amended
13.	Oct 16		6 of 16	Process/Requirements- 3.1.5- minor wording amended
14.	Oct 16		6 of 16	Process/Requirements- 3.1.7, 3.1.8, 3.1.9 & 3.1.10 added
15.	Oct 16		7 of 16	Maintenance of Professional Registration- 3.2.1 & 3.2.2 added
16.	Oct 16		7 of 16	Maintenance of Professional Registration- 3.2.4- Wording amended & bullet point added
17.	Oct 16		7 of 16	Maintenance of Professional Registration- 3.2.5- minor wording amendment
18.	Oct 16		7 of 16	Roles & Responsibilities- 4.2 added
19.	Oct 16		7 of 16	Roles & Responsibilities- 4.3 & 4.4- Wording amended
20.	Oct 16		8 of 16	Roles & Responsibilities- 4.5- Wording amended
21.	Oct 16		8 of 16	Training- 5.1 & 5.2 added
22.	Oct 16		8 of 16	Training- 5.3- Wording amended
23.	Oct 16		8/9 of 16	Success Criteria/Monitoring Compliance & effectiveness of the document- 7.1- Bullet points added & table removed
24.	Oct 16		10 of 16	References & links to other documents- 9.1- website address added to 2 nd bullet point

25.	Oct 16		10 of 16	References & links to other documents- 9.2- bullet points amended
26.	Oct 16		11 of 16	Professional Registration Requirements & Dates- titles amended & website addresses included
27.	Oct 16		12/13 of 16	Appendix 2- Interview Declaration Form added
28.	Aug 17		4	HR Services changed to People Services (PS) Amended to include reference to Employee self-service and Management self-service. Changes to PS actions to suspending individuals pay.
29.	Aug 17		6,7,8,10	HR updated to People throughout document
30.	Aug 17		7	Reference to Management self-service included. Paragraph 3.1.5 amended, and paragraph 3.2.3 amended to reflect differences between contractual terms and professional body terms.
31.	Aug 17		8	Automated link to ESR included. Reference to suspending pay unless notified to downgrade individual by the Chief Nurse/Chief Medical Officer.
32.	Aug 17		8	Paragraph 3.3- Pay for newly registered professional staff or professional returning to practice inserted.
33.	Aug 17		9	Paragraph 3.4 Pay for Registered staff who have a lapsed registration and are awaiting re-registration included.
34.	Aug 17		9	Recruitment/Line Managers responsibilities bulleted and responsibilities for checking/auctioning ESR notifications included. Reference to investigating reasons for delays in re-validation/notifying the Chief Nurse/Chief Medical Officer.
35.	Aug 17		10	PS Team responsibilities bulleted and reference to managers self-service inserted.
36.	Aug 17		15, 16, 17, 18	Appendix 3 inserted. Appendix 4 inserted. Appendix 5 inserted. Appendix 6 inserted.

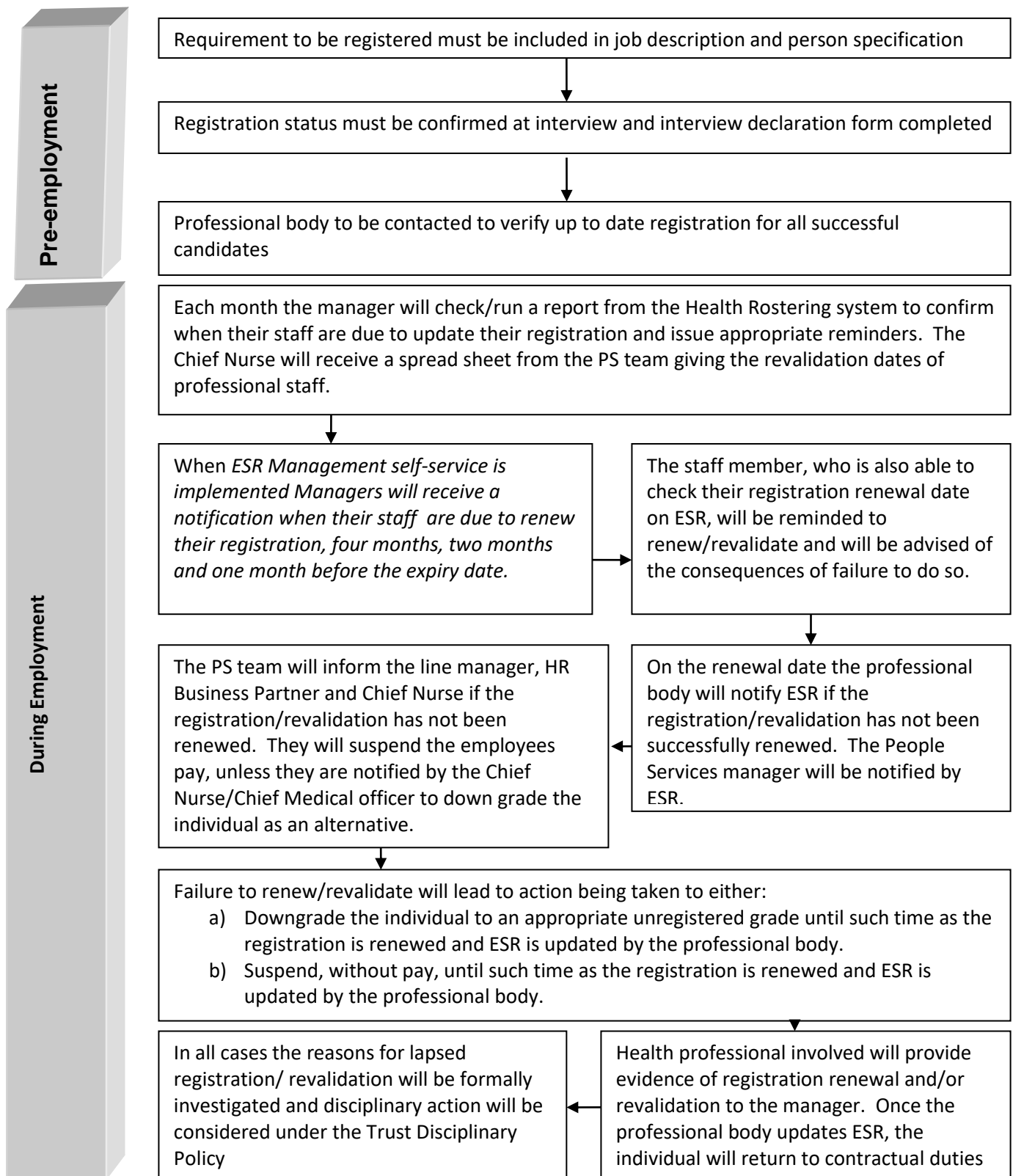
Review Log:

Include details of when the document was last reviewed:

Version Number	Review Date	Lead Name	Ratification Process	Notes
1		HR Services Manager	New Policy	
2	18/8/16	Interim Head of Professional Standards & Regulation	Consulted with Director HR & Organisational Development, Chief Nurse, HR Business partners, Clinical Governance & Quality leads and staff within clinical services	
3	03/08/17	Senior Pay and Remuneration Manager	Consulted with Chief Nurse, Chief Medical Officer, HR Business Partners, Head of People Services, HR Services Manager	
4	May 2022	Gemma Bulloch	Chair's action – expiration date extended to February 2023 to allow time to sufficiently review and rework	No changes made to policy, content remains safe

SUMMARY OF POLICY

The flow diagram below outlines the actions required in relation to this policy. This does not negate the need for those involved in the process to be aware of and follow the detail of this policy.



POLICY RELATING TO THE REGISTRATION OF PROFESSIONAL STAFF

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1. INTRODUCTION AND PURPOSE

- 1.1 The verification of registration status of professional staff is essential to ensure that both Solent NHS Trust and the public can be confident that all professional staff providing a service are appropriately qualified and registered with the relevant professional body, meeting statutory registration requirements.
- 1.2 This policy seeks to clarify arrangements within Solent NHS Trust for the verification and maintenance of professional registration, whilst at the same time clarifying the particular responsibilities of those involved.
- 1.3 Professional registration is intended to protect the public by ensuring those who practice as a health professional are doing so safely. Failure to comply with this policy could potentially put the safety and even the lives of patients, staff and the public at risk.

2. SCOPE & DEFINITIONS

- 2.1 This policy applies to all directly and indirectly employed staff within Solent NHS Trust, including bank, temporary and substantive staff who are required to hold and maintain professional registration to undertake the duties of their role. It is also acknowledged that Associate Hospital Managers and Non-Executive Directors may also hold Professional Registrations and therefore are required to adhere to their respective Codes of Practice and Professional Bodies policies.
- 2.2 Where staff requiring professional registration attend the Trust to provide a service via an agency or contractor, the agency or contractor will be responsible for providing registration details to the Trust for the individuals who will be providing the service.
- 2.3 This policy will also apply to staff that require a professional registration and attend the Trust to participate in specific work placements or as honorary contract holders. The Trust will seek confirmation from the host organisation that they have verified the professional registration of an individual prior to the commencement of their duties with Solent NHS Trust
- 2.4 For the purposes of this policy there are three distinct scenarios that are addressed, i.e. arrangements relating to the recruitment of successful job applicants, newly qualified staff, and arrangements in respect of existing staff members.
- 2.5 Disciplines covered by this policy are identified within Appendix 1 together with the relevant professional registration/revalidation body and designated annual/biennial registration date.

3. PROCESS / REQUIREMENTS

3.1 Verification of Professional Registration when Recruiting New Staff

- 3.1.1 The line manager is responsible for reflecting in the person specification for the vacant post the requirement to possess professional registration (and with which body).
- 3.1.2 When invited to interview, shortlisted candidates will be asked to bring with them professional registration documents (i.e. cards and certificates, etc.). The recruiting manager is responsible for recording and photocopying these. Copies should be forwarded to the People Services (PS) Team without delay.
- 3.1.3 The Recruiting Manager will ask all candidates who are interviewed to complete a declaration sheet, and ensure it has been signed. This sheet, found at appendix 2, requires the candidate to give full details in circumstances where he/she is currently the subject of a fitness to practice

investigation or proceedings by a licensing or regulatory body in the United Kingdom or in any other country. This declaration also asks the candidate whether he/she has ever been disqualified from the practice of a profession, been removed from the register or had conditions made on their registration by the fitness to practice committee or a licensing or regulatory body in the United Kingdom or any other country.

- 3.1.4 The line manager will be responsible for scrutinising such information and using this to inform his/her decision regarding the candidate's suitability for the post in question. Immediately thereafter these forms should be forwarded to the PS Team.
- 3.1.5 As part of the recruitment arrangements, the PS Team will access the relevant professional body to confirm that the successful candidate's registration is up to date and acceptable for the purposes of the post they are to be offered. No offer of employment will be made until this process has been completed satisfactorily.
- 3.1.6 Each regulatory body has different procedures for disclosing fitness to practice information. Further guidance is contained in the *NHS Employers' Professional Registration and Qualification Checks Guidance (July 2013)*, a copy of which can be accessed on the NHS Employers' website at: <http://www.nhsemployers.org/~media/Employers/Publications/Employment%20checks%20NEW%20April%202016/Professional%20registration%20and%20qualifications%20checks%20FINAL.pdf>
- 3.1.7 Staff may be offered a post as a 'Student awaiting PIN' or equivalent if they have not received confirmation of their professional registration. This will be reflected in their contract of employment. During this period prior to registration confirmation, staff may not work in any capacity as a 'Registered Nurse/Midwife, Dental Nurse, therapist or other registered professional.
- 3.1.8 A doctor or dentist may not work until their registration is confirmed via the GMC/GDC however it may be appropriate for an individual to observe for training purposes whilst waiting for registration to come through. Please refer to the Trust policy HR19 Medical Appraisal and Revalidation Policy 2015 for more information.
- 3.1.9 It is the line manager's responsibility to update the PS Team when the individual staff member's registration is confirmed. The Professional Body will update ESR, and when this has been completed the individual will be able to work in their professional capacity. This cannot, under any circumstances, be back dated to the starting date. *When Management Self Service is introduced the manager will receive a notification from ESR that the change has been made, prior to this the PS team will advise the manager when the update has been made.*

3.2 **Maintenance of Professional Registration**

- 3.2.1 Staff are responsible for ensuring that their professional body renews their registration; in most cases this will involve the professional making a declaration of intention to practice and a payment. In the case of doctors and nurses it will also include their need to fulfil the requirements for revalidation as set out by their professional bodies. They may check directly with their professional body or on ESR Employee Self Service if they wish to confirm the date that their registration is due to expire.
- 3.2.2 Staff should be aware that if they update their professional registration renewal date via ESR Self Service their manager is notified directly by ESR. The next professional body automated upload will overwrite this information if the professional register has not been updated which can take up to six weeks. Again the Trust will automatically be notified by ESR, and the manager will then be required to investigate the reason for the discrepancy under the disciplinary procedures.

- 3.2.3 Staff are reminded that it is a contractual requirement they ensure they are registered with their professional body even if they are absent from work due to sickness, Maternity/Paternity/Adoption leave or on a career break. The Trust acknowledges that this may be different to the requirement of some professional bodies, but if the employee wishes to remain on their current band/grade during the period of absence, contractually they must maintain their professional registration at all times.
- 3.2.4 Should an employee be required to revalidate whilst on a period of Maternity/Paternity/Adoption leave it is their responsibility to ensure they have completed the requirements for revalidation prior to commencement of this leave.
- 3.2.5 On a monthly basis and in respect of each professional group the PS Team will produce a report of those employees whose professional registration is due to expire within the following month and forward it to the Chief Nurse. The manager will be expected to review the registration expiry dates of their staff, via Health Roster and when Managers Self Service is introduced, via ESR. The Professional Body, will update ESR via an automated link when the employee has renewed their professional registration.
- 3.2.6 If the employee has failed to renew their registration the PS Team will notify the relevant line manager, HR Business Partner and Chief Nurse/ Chief Medical Officer. The line manager will then be responsible for making urgent contact with his/her staff member in order to ascertain the facts of the matter and ensure their staff member organises renewal of registration as a matter of urgency and, hence, prevents any lapse in this respect.
- 3.2.6 In circumstances where the employee has failed to take appropriate action, the line manager will remind the staff member that in line with the Trust Disciplinary Policy this failure could lead to the following actions:
- Downgrading to an appropriate unregistered grade until such time as registration is renewed;
 - Suspension, without pay, from work until such time as registration is renewed.
- 3.2.8 In the event that any employee fails to maintain their professional registration or fails to successfully revalidate as required for the post they hold, the matter will be escalated and dealt with in accordance with the Trust's Disciplinary Policy. Their pay will be suspended by the PS team unless they are notified by the Chief Nurse/Chief Medical Officer that they should be down-graded until their registration is renewed.
- 3.2.9 The PS team will notify the manager of the action taken, so that the manager can issue the draft letter attached at Appendix 5, or Appendix 6.

Revalidation:

- 3.2.10 For those professional groups who require revalidation the individual/employee must ensure that all elements and evidence for revalidation are fully completed and submitted to the professional body in advance of the submission date. The individual/employee will be notified of their final submission date in advance by their professional body.
- 3.2.11 The employee who is due to revalidate must ensure that they completed the confirming process at the appraisal prior to their revalidation date but must allow sufficient time to ensure information can be submitted within professional body timescales to ensure there is no lapse in registration to practice. Please refer to Trust policy HR19 Medical Appraisal and Revalidation Policy for more detailed information relating to doctors and dentists.
- 3.2.12 For nurses, where the confirmer is not registered with the NMC they must ensure the professional conversation has been completed by an appropriate colleague who is currently registered with the NMC.

3.3 Pay for Newly Registered Professional staff or professionals returning to practice (Appendix 3).

3.3.1 Whilst a newly qualified member of staff will not be able to work as a Registered Nurse/Midwife, Dental Nurse, therapist or other registered professional until their professional registration is confirmed, the Trust recognises that there may be a benefit if the individual works within the Team in a non-professional capacity. In these circumstances the individual may be able to start work and be paid in a lower band one point below the rate they would receive had they received their professional registration. See appendix 3.

3.4 Pay for Registered staff who have a lapsed registration and are awaiting re-registration (Appendix 4).

3.4.1 Whilst the Trust will automatically suspend a staff member without pay if they do not renew/revalidate their professional registration within the timescales specified by the Professional Body, and as a result their registration lapses, the Trust may agree to allow them to continue to work at a lower band pending re-registration.

3.4.2 In these cases, the Line Manager/Operational Director must agree with the Chief Nurse/Chief Medical Officer that there is a role the individual can undertake pending their registration being confirmed. In these circumstances the individual will be placed on the bottom point of the pay band below the band that requires a professional registration in order to work. See Appendix 4 for more details.

3.4.3 If a staff member has notified their intention to retire they will be expected to maintain their professional registration throughout their notice period and any subsequent annual leave period for which they are employed.

3.4.4 The Trust acknowledges that there may be rare occasions when a staff member's professional registration lapses, during a period of long term absence. In these circumstances if the date of termination of employment has already been issued, and they are being paid their notice/annual leave, they will continue to be paid at their current grade/band until their notice period/annual leave expires.

4. ROLES & RESPONSIBILITIES

4.1. The **Chief Executive** has ultimate accountability for the strategic and operational management of the organisation, including ensuring adherence to all policies.

4.2. **Chief People Officer** is responsible for ensuring that there are robust processes and procedures in place to allow for effective and on-going registration checks for professional staff and that associated policies remain up to date and in line with current legislation.

4.3. The **Assurance Committee** is responsible for approving this policy and ensuring that it represents best practice.

4.4. **Directors, Chief Operating Officers, Clinical Directors and Operational Directors** are responsible for ensuring the requirements of this policy are met.

4.5. **Recruitment/Line Managers** are responsible for:

- ensuring there is an explicit reference to the requirement for professional registration in job descriptions/person specifications
- ensuring the appropriate arrangements for professional registration are in place prior to making any formal job offer

- verifying the professional registration status of new staff
- checking the dates their staff are due to renew their registration by on a monthly basis via the Health Roster system, and actioning any notifications received from ESR about changes to professional registration status in a timely manner
- completing appraisals or appraisal review prior to revalidation dates once notified by the individual
- notifying employee's that their pay has been suspended/reduced
- investigating reasons for delays in re-validation/renewal of professional registrations
- notifying the Chief Nurse/Chief Medical Officer of the outcome of their investigations
- taking the appropriate remedial action in respect of any staff member whose registration is either nearing expiry or has, in fact, been allowed to lapse.

4.6. **The PS Team** is responsible for:

- ensuring that the processes outlined in this policy are adhered to
- for verifying the professional registration status with the Professional Body of individual staff members upon appointment
- emailing the chief nurse details of employees whose registration/revalidation is due for renewal on a monthly basis
- stopping pay when registrations have expired unless notified to down grade those individuals by the Chief Nurse/Chief Medical Officer
- Notifying the manager when pay has been suspended or reduced
- Re-instating pay once ESR has been updated by the professional body.

4.7. **All staff** within Solent NHS Trust who are required to be registered with a professional body are responsible for:

- adhering to this policy at all times
- checking with their professional body or ESR self-service when their professional registration is due to expire
- taking any relevant action to ensure that their professional registration is updated by the professional bodies' deadline.

5. TRAINING

5.1 All staff within the PS team who are responsible for advising managers will receive training on their responsibilities under this policy as part of their induction, and receive ongoing updates in relation to updated Employment Legislation.

5.2 Trust staff undertaking the role of confirmer for Nursing and Midwifery staff revalidation will be conversant with NMC guidance and have access to bespoke training as appropriate.

5.3 Line managers will be required to ensure their respective staff are made aware of this policy when this is cascaded through usual dissemination routes.

6. EQUALITY & DIVERSITY AND MENTAL CAPACITY ACT

6.1 Solent NHS Trust is committed to treating people fairly and equitably regardless of their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

6.2 An equality and human rights impact assessment has been carried out for this policy and no significant issues have been identified (Appendix 7).

This policy has also been assessed and meets the requirements of the Mental Capacity Act 2005.

7. SUCCESS CRITERIA / MONITORING COMPLIANCE AND THE EFFECTIVENESS OF THE DOCUMENT

7.1 By reference to recruitment files and HR records, assurance will be provided that all appropriate staff are registered with their respective professional body both prior to appointment and then continuously throughout their employment with the Trust. As a minimum the following will be monitored:

- % registration checks completed prior to commencement of employment
- % of staff whose registration is renewed within timescale
- % staff whose registration lapsed and were outside of the exceptions
- % staff who did not revalidate within timescale.

8. REVIEW

8.1 This policy may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed after 3 years or as required following any amendments to national guidance.

9. REFERENCES AND LINKS TO OTHER DOCUMENTS

9.1 This policy is underpinned by the following:

- 'Safer Recruitment – A guide for NHS Employers' (NHS Employers, 2006)
- NHS Employers Check Standards (NHS Employers, 2010) – www.nhsemployers.org

9.2 It should be read in conjunction with the following Trust Policies:

- HR01 Recruitment and Selection Policy
- HR13 Disciplinary Policy
- HR52 Volunteers Policy
- HR20 Policy for medical and dental cover for absent colleagues
- HR03 Obtaining and Providing Employee References Policy
- HR02 Disclosure and Barring Checks Policy
- HR19 Medical Appraisal and Revalidation Policy
- LD03 Supporting Learning in Practice Policy

PROFESSIONAL REGISTRATION REQUIREMENTS AND DATES

ANNUAL REGISTRATION

Professional Staff Group	Professional Registration Body	Registration Date
Doctors	General Medical Council Website: www.gmc-uk.org	Variable
Dentists	General Dental Council Website: www.gdc-uk.org	31 December
Nurses/Health Visitors	Nursing & Midwifery Council Website: www.nmc-uk.org	Variable
Pharmacists	General Pharmaceutical Council Website: www.pharmacyregulation.org	31 December
General Practitioners	General Medical Council Website: www.gmc-uk.org	Variable
	National performers List	3 yearly update
Dental Nurses/Therapists	General Dental Council Website: www.gdc-uk.org	31 July

BI-ANNUAL REGISTRATION

Professional Staff Group	Professional Registration Body	Registration Date
Podiatrists	Health and Care Professions Council Website: www.hcpc-uk.org	31 July
Occupational Therapists	Health and Care Professions Council Website: www.hcpc-uk.org	31 October
Physiotherapists	Health and Care Professions Council Website: www.hcpc-uk.org	30 April
Speech & Language Therapists	Health and Care Professions Council Website: www.hcpc-uk.org	30 September
Practitioner Psychologists	Health and Care Professions Council Website: www.hcpc-uk.org	31 May

Interview Declaration Form

Manager – please cross out the criminal convictions section if no DBS
Check required for your position

Name of Applicant:

DECLARATIONS:

Under the terms of the 1998 Data Protection Act the information you provide will be treated confidentially and will not be divulged to any third parties without your specific consent. Please answer these questions by ticking the relevant box. The Trust would like to assure you that declaring convictions will not necessarily preclude you from being offered the post as each case is treated on its own merits. However if you do not declare a conviction that you have that would appear on a criminal records check certificate then it is likely to affect your chances of employment in the Trust.

CRIMINAL CONVICTIONS – to be completed only by staff who will require a DBS Check

Applicants for the majority of posts in the NHS are exempt from the Rehabilitation of Offenders act 1974. From 29 May 2013, the DBS removed certain specified old and minor offences from criminal record certificates issued from this date and as such you should declare if you have any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance. Failure to disclose this information could result in dismissal.

Have you ever been charged with or convicted of a criminal offence, been bound over or cautioned, reprimanded or given a final warning, or are you currently the subject of any police investigation, which might lead to a conviction, an order binding you over or a caution in the UK or any other country.

YES NO

If **YES**, please provide details of the criminal offence, order binding you over or caution, reprimand or final warning, or details of any current proceedings which might lead to a conviction, an order binding you over or a caution, reprimand or final warning.

Please include the approximate date, the offence, the authority and the country, which dealt with the offence.

DISMISSAL BY REASON OF MISCONDUCT – all applicants

Have you ever been dismissed by reason of misconduct from any previous employment, office or other position?

YES NO

Please provide details

PROFESIONAL QUALIFICATIONS OR MEMBERSHIP – where applicable

Professional Body:

Date Obtained:

Qualifications or Grade of Membership:

Registration Number:

Expiry Date:

Are you currently the subject of a fitness to practice investigation or proceedings by a licensing or regulatory body relating to health / social care professionals in the UK or in any other country

YES NO

Have you ever been disqualified from the practice of a profession, been removed from the register or had conditions made on your registration by the fitness to practice committee of a licensing or regulatory body in the UK or any other country

YES NO

Please provide details to any questions you have answered yes:

SIGNATURE – all applicants

I hereby declare that all the information I have given is complete and true. I will inform Solent NHS if, prior to taking up any position offered to me by the Trust, I am dismissed by reason of misconduct from any position, I am charged with a criminal offence or the subject of a fitness to practice investigation, in the UK or any other country, which is not mentioned above.

I give my permission for Solent NHS Trust to carry out a status check if I subscribe to the DBS Update Service and will provide Solent with the relevant information which will allow them to carry out this check.

Signature:

Print Name

Date

PAY RATES NEWLY QUALIFIED STAFF AND RETURN TO PRACTICE STAFF AWAITING CONFIRMATION OF REGISTRATION

Professional Group	Point of scale
Clinical Psychologists	Point immediately below lowest point of band 7
Counsellor/ Practitioner Psychologists	Point immediately below lowest point of band 5
Dental Nurses/Therapists	Point immediately below lowest point of band 3
Nurses and Health Visitors	Point immediately below lowest point of band 5
Occupational Therapists	Point immediately below lowest point of band 5
Pharmacists	Point immediately below lowest point of band 5
Physiotherapists	Point immediately below lowest point of band 5
Podiatrists	Point immediately below lowest point of band 5
Speech & Language Therapists	Point immediately below lowest point of band 5
Social Workers	Point immediately below lowest point of band 5

Please note in order for someone to be classified as “newly qualified” they would not already be on the professional register in some other professional capacity. For example; with Health Visitors this only applies to the initial registration, so if they are already on the register as a Registered Nurse they would not be classified as “newly qualified” for the purposes of this appendix.

REGISTERED STAFF WHO ARE DOWNGRADED PENDING RE- REGISTRATION WITH THEIR PROFESSIONAL BODY

Professional Group	Point of scale
Clinical Psychologists	Lowest point of Band 6
Counsellor/ Practitioner Psychologists	Lowest point of Band 4
Dental Nurses/Therapists	Lowest point of Band 2
Dentists	A point below Dental Core training Level
Doctors	A point below Foundation Doctor Year one
General Practitioners	A point below Foundation Doctor Year one
Nurses/Health Visitors	Lowest point of Band 4
Occupational Therapists	Lowest point of Band 4
Pharmacists	Lowest point of Band 4
Physiotherapists	Lowest point of Band 4
Podiatrists	Lowest point of Band 4
Speech & Language Therapists	Lowest point of Band 4
Social Workers	Lowest point of Band 4

LETTER TO STAFF WHOSE PAY IS SUSPENDED**Private and Confidential**

[Name]

[Address]

[Date]

Dear [Name]

Re: Lapsed Professional Registration - Suspension of Pay

I am writing to advise you that the Trust has been notified by your professional body [*Insert Professional Body name*], that your professional registration has lapsed from [*Insert date*]

In accordance with the Trust Policy Relating to the Registration of Professional Staff, because you are unable to fulfil the requirements of your role, your pay has been suspended from [*Insert date*].

During the period of this suspension, and whilst you are not professionally registered you must not work in a professional capacity either within the Trust or in any other organisation.

You will remain suspended until the [*Insert Professional Body name*] advises ESR that it has been reinstated, or the Chief Nurse confirms that you can undertake work which does not require a professional registration and you will be paid the salary in the bottom of the band commensurate with that role.

Your manager will be inviting you to attend an investigatory meeting to discuss the reason for your lapse in professional registration. Whilst on suspension you should be available during normal working hours to attend any meetings and to be able to maintain communication as required.

You may wish to contact a union representative for support and advice. You may be accompanied at your investigatory meeting by a union representative or workplace colleague.

I appreciate this may be an anxious and distressing time for you. As discussed with you, you may wish to contact Workplace Options on 0800 243 458. You were also advised you could self refer to Occupational Health for any additional support they may be able to offer you, should you wish to do so.

It is appropriate to advise you that depending on the outcome of the investigatory meeting, disciplinary action may be taken against you.

I have enclosed a copy of the Policy Relating to the Registration of Professional Staff.

If you have any queries regarding this letter, please do not hesitate to contact your manager.

Yours sincerely

[Managers Name]

[Title]

LETTER TO STAFF WHOSE PAY IS REDUCED**Private and Confidential**

[Name]

[Address]

[Date]

Dear [Name]

Re: Lapsed Professional Registration – Reduction in Pay

I am writing to advise you that the Trust has been notified by your professional body [*Insert Professional Body name*], that your professional registration has lapsed from [*Insert date*].

In accordance with the Trust Policy Relating to the Registration of Professional Staff, because you are unable to fulfil the requirements of your role, your pay was suspended from [*Insert date*]

The reasons for the lapsed professional registration have been investigation and the Chief Nurse has agreed that you can undertake work as a [*insert role name e.g. Health Care Assistant*] which does not require a professional registration and you will be paid the salary in the bottom of the band commensurate with that role.

From [*Insert date*] you will be paid £[*insert annual salary*] per annum, pro rata for part time staff. This rate of pay will remain in force until such time as ESR is notified by [*Insert Professional Body name*] that your professional registration has been re-instated.

All your other terms and conditions of employment will remain the same.

You are reminded that you must not work in a professional capacity either within the Trust or in any other organisation until your professional registration has been re-instated.

Yours sincerely

[Name]

[Title]

Equality Impact Assessment

Step 1 – Scoping; identify the policies aims	Answer		
1. What are the main aims and objectives of the document?	To assist line managers in understanding the reasons for ensuring professional registrations are maintained and their responsibilities regarding this. In addition, the policy will also provide managers with an understanding of the processes the HR Services Team undertake in order to ensure compliance.		
2. Who will be affected by it?	Staff members, members of the public and those working within partner organisations as applicable.		
3. What are the existing performance indicators/measures for this? What are the outcomes you want to achieve?	HR data is subject to monitoring and review to ensure there is no discrimination within the process.		
4. What information do you already have on the equality impact of this document?	Previous information gathered as a result of the existence of former policies within Solent's predecessor organisations.		
5. Are there demographic changes or trends locally to be considered?	No.		
6. What other information do you need?	None.		
Step 2 - Assessing the Impact; consider the data and research	Yes	No	Answer (Evidence)
1. Could the document unlawfully discriminate against any group?		X	This policy is designed to ensure equity of treatment and adherence to legal requirements.
2. Can any group benefit or be excluded?		X	All groups would be treated equally in accordance with the stipulations of the policy.
3. Can any group be denied fair & equal access to or treatment as a result of this document?		X	As above.
4. Can this actively promote good relations with and between different groups?	X		All groups are treated equally and in accordance with best practice guidelines.
5. Have you carried out any consultation internally/externally with relevant individual groups?	X		Policy is formed by amalgamating those from Solent's predecessor organisations. It has since been circulated to staff side colleagues and line management representatives for consultation purposes.
6. Have you used a variety of different methods of consultation/involvement	X		As above.
Mental Capacity Act implications			
7. Will this document require a decision to be made by or about a service user? (Refer to the Mental Capacity Act document for further information)		X	Does not impact upon patients directly.

If there is no negative impact – end the Impact Assessment here.