

Date of Meeting:	12 th May 2022
Agenda Reference:	Item No: 5
Sponsoring Director:	Director of Workforce
Author(s):	Head of HR
Title of Report:	Fitness to Practice
Purpose of Report:	Content to be noted

1 SITUATION

This paper outlines the process for monitoring professional registration status at The State Hospital for all staff for whom professional registration is a statutory requirement for employment. It also provides assurance to Clinical Governance Committee members that all members of staff hold current professional registration.

2 BACKGROUND

Human Resources submit a Fitness to Practice update report to the Clinical Governance Committee on an annual basis. Key issues to highlight with regard to the registration checking process are that:

- (1) Registration checks for all staff groups that require professional registration are undertaken by the Human Resources Department via national online systems administered by the relevant registration bodies. Checks include pre-employment checks and registration renewal checks.
- (2) It is the individual staff member's responsibility to maintain and renew their professional registration in accordance with the requirements of their professional body.
- (3) Any registration issues identified by the Human Resources Department are reported to the respective member of staff and their line manager who should ensure that action is taken as necessary to renew the professional registration as soon as possible.

3 ASSESSMENT

NMC registration and revalidation checks

Annual registrations and 3-yearly revalidation for all registered nurses are checked with the NMC online. An online check is carried out in the middle of each month to ascertain the status of any registration renewals or revalidations that are due by the end of that month. If a member of staff has not yet renewed their registration or revalidated, a reminder email is sent to both the individual and their line manager.

Where professional registration is a condition of employment, and an employee allows their registration to lapse, through their own actions, they are no longer able to work in the capacity for which they are employed. They will not therefore be permitted to work as a in a role which requires professional registration.

Where a suitable post exists, The State Hospital will allow staff to work in an unregistered post until their registration certificate is confirmed for their substantive post. This will be as a Band 3 Nursing Assistant.

During 2021/22, there were one lapse in registration. This is an increase on the previous year, where there were no lapsed registrations.

GMC registration checks

Registrations for all Consultant Psychiatrists, Specialty Doctors and Junior Doctors are checked with the GMC online at commencement of their employment at The State Hospital, and on a monthly basis thereafter. Should any issues be highlighted the Medical Director/Associate Medical Director would be notified immediately with a follow up letter issued to the Doctor, and a copy sent to their line manager. During 2021/22, this process had to be followed on one occasion. This is an increase from the previous year.

HCPC registration checks

Checks are made on a monthly basis for all members of staff with HCPC registration. As with the other staff groups, a letter would be issued to the member of staff and copied to their line manager if any issues were highlighted. During 2021/22, there were no occasions when this process had to be followed.

The table below provides a summary of the registration status for the different staff groups as of 31 March 2022.

Registration Body	Staff Group	Number of Practicing Staff	Number of Registrations	Comments
NMC	Nursing	201	201	
GMC	Medical			
	Consultants	11	11	
	Specialty Doctors	3	3	
HCPC	Allied Health Professionals / Psychology	21	21	

Additional registration checks

Staff groups that require professional registration who work in the hospital through a Service Level Agreement (i.e. Pharmacy and Social Work) are also subject to an annual fitness to practice check through the Hospital’s Human Resources Department. During 2021/22, there were no registration/fitness to practice issues identified in relation to this group.

Trainee doctor professional registrations are checked and maintained by their host board.

3 RECOMMENDATION

The Clinical Governance Committee is asked to **note** the report.

MONITORING FORM

How does the proposal support current Policy / Strategy / LDP / Corporate Objectives?	To support clinical governance and support professional registration of staff
Workforce Implications	Considered in this report
Financial Implications	Considered in report
Route to the Committee <i>Which groups were involved in contributing to the paper and recommendations?</i>	Staff Governance Request
Risk Assessment <i>(Outline any significant risks and associated mitigation)</i>	Fully outlined and considered in the report
Assessment of Impact on Stakeholder Experience	Fully outlined and considered in the report
Equality Impact Assessment	N/A
Fairer Scotland Duty <i>(The Fairer Scotland Duty came into force in Scotland in April 2018. It places a legal responsibility on particular public bodies in Scotland to consider how they can reduce inequalities when planning what they do).</i>	N/A
Data Protection Impact Assessment (DPIA) See IG 16	Tick One <input checked="" type="checkbox"/> There are no privacy implications. <input type="checkbox"/> There are privacy implications, but full DPIA not needed <input type="checkbox"/> There are privacy implications , full DPIA included.