

Date of Meeting:	12 May 2023
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

1. It is the individual staff member's responsibility to maintain and renew their professional registration in accordance with the requirements of their professional body.
2. Registration emails are sent via the national online system eESS to individuals and their line Manager when registration is due.
3. To support registration checks for all staff groups that require professional registration Human Resources will run a check via the national online systems administered by the relevant registration bodies. These include pre-employment checks and registration renewal checks.
4. Human Resources submit a Fitness to Practice update report to the Clinical Governance Committee on an annual basis.
5. 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 in accordance with the Professional Registration Policy. This may result in Early Resolution or formal interventions in accordance with the 'Once for Scotland Conduct or Capability Policies'. Failure to maintain appropriate registration may affect pay in accordance with the Professional Registrations Policy.

## 3 ASSESSMENT

### **NMC registration and revalidation checks**

To support registered staff an annual registration 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 for urgent redress.

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 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. An example of this may be as a Band 3 Nursing Assistant.

During 2022/23, there were was one lapse in registration and four extensions to revalidation granted.

**GMC registration checks**

To support Consultant Psychiatrists and Specialty Doctors, all registrations are checked with the GMC online at commencement of their employment at The State Hospital, and on a monthly basis thereafter. Noting that recruitment and ongoing checks for Doctor’s in Training are undertaken by their Lead Employer. 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 2022/23, there were no occasions when this process had to be followed.

**HCPC registration checks**

To support staff, all registrations are checked with the online at commencement of their employment and are made on a monthly basis for all members of staff with HCPC registration thereafter. 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 2022/23, 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 2023.

Registration Body	Staff Group	Number of Practicing Staff	Number of Registrations	Comments
NMC	Nursing	205	205	
GMC	Medical			
	Consultants	10	10	
	Specialty Doctors	2	2	
	Doctor’s in Training for noting	7	7	
HCPC	Allied Health Professionals / Psychology	20	20	

**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 2022/23, 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

<b>How does the proposal support current Policy / Strategy / LDP / Corporate Objectives?</b>	To support clinical governance and support professional registration of staff
<b>Workforce Implications</b>	Considered in this report
<b>Financial Implications</b>	Considered in report
<b>Route to the Committee</b> <i>Which groups were involved in contributing to the paper and recommendations?</i>	Staff Governance Request
<b>Risk Assessment</b> <i>(Outline any significant risks and associated mitigation)</i>	Fully outlined and considered in the report
<b>Assessment of Impact on Stakeholder Experience</b>	Fully outlined and considered in the report
<b>Equality Impact Assessment</b>	N/A
<b>Fairer Scotland Duty</b> <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
<b>Data Protection Impact Assessment (DPIA) See IG 16</b>	Tick One X 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.