

Date of Meeting:

Agenda Reference:

Item No:

Sponsoring Director:

Director of Workforce

Author(s):

Head of HR

Title of Report:

Fitness to Practice

Purpose of Report:

For Noting

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 Staff and Clinical Governance Committee members that all relevant members of staff hold current professional registration.

2 BACKGROUND

It is the individual staff member's responsibility to maintain and renew their professional registration in accordance with the requirements of their professional body.

Registration emails are sent via the national online system eESS to individuals and their line Manager when registration is due.

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.

Human Resources submit a Fitness to Practice update report to the Staff and Clinical Governance Committee on an annual basis.

Any registration issues identified by the Human Resources Department are reported to the respective member of staff and their line manager at the earliest opportunity for them to 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 an employee's pay in accordance with the Professional Registrations Policy or employment where they fail to maintain registration.

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 support 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 2023/34, there were no lapses in registration.

One extension to revalidation was granted. This was due to staff absence. There was no impact on the service as a result of this as the individual was permitted by the NMC to continue to work in their registered position during the extension.

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 2023/24, there were no occasions when this process had to be followed.

HCPC registration checks

To support staff, all registrations are checked 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 2023/24, 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 22 February 2024

Registration Body	Staff Group	Number of Practicing Staff	Number of Registrations	Comments
NMC	Nursing	210	210	
	Administrative Services	3	3	
	Support Services	5	5	
GMC	Consultants	13	13	
	Specialty Doctors	3	3	
	Doctor’s in Training (for noting)	5	5	
HCPC	Allied Health Professionals	9	9	
	Psychology	11	11	

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 2023/24, there were no registration/fitness to practice issues identified in relation to this group.

4 RECOMMENDATION

The Staff 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 Staff Governance Committee <i>Which groups were involved in contributing to the paper and recommendations?</i>	Clinical Governance Committee
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 (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).	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.