



Professional Registration and Revalidation Policy

Inmind Reference:	HR09
Category:	Human Resources
Version Number:	1
Reviewed on:	February 2018
Next review date:	February 2020
Lead Officer:	HR Manager
Equality Impact Assessment completed:	Yes

Applicable Legislation/Regulations:

Codes of Practice:

The Code for Nurses and Midwives, NMC, 2015
 Good Medical Practice, GMC, 2013

Purpose:

To ensure that:

- all those who work within Inmind Healthcare Group who are required to demonstrate professional registration in order to practice are aware of their responsibilities to maintain this registration.
- processes are in place for the monitoring of professional registrations
- all nurses understand their responsibility under their registration with the Nursing and Midwifery Council (NMC) to adhere to the requirements of revalidation.

To provide information to all nurses regarding the systems in place within Inmind to support them in their revalidation process.

Version Control Table

Date Ratified	Version Number	Status
	1	Live

Date	Key Revision
12/02/18	New policy

Please check to ensure this is the most current electronic copy of this document as it is updated and published in electronic format only (hard copies may become out of date).

1.0 The Policy

- a) Inmind Healthcare Group acknowledges its responsibility to ensure that all those practising within it, whose condition of practice is bound by registration with a professional body, are monitored to ensure they remain appropriately registered throughout the course of their work.
- b) As such the organisation has systems in place to ensure that Registered Managers monitor the registration status of all such individuals within their service.
- c) In relation to registered nurses within the organisation, Inmind understands that “revalidation is the responsibility of individual nurses and midwives and they own the revalidation process” (NMC Employers Guide to Revalidation, 2015).
- d) However, the organisation will ensure that it has processes in place to support registered nurses to successfully complete their revalidation.
- e) In order to ensure continuity of care to service users, Inmind will monitor with nurses the progress of their revalidation, and expects all nurses to be open and transparent regarding their progress and revalidation plans.
- f) Where appropriate Inmind will act as a “Confirmer” in the revalidation process.
- g) In doing so, the organisation understands that if there are grounds for believing that the nurse or midwife about whom it provided information knowingly made a false declaration in their revalidation application, information supplied by the organisation honestly and in good faith as an employer may be used to investigate any alleged breach of the Code and for the purpose of any subsequent fitness to practise proceedings against the nurse or midwife.

2.0 The Procedure

2.1 Responsibilities for Professional Registration

- a) All professionals, whose employment/work with Inmind Healthcare Group is dependent on their continuing registration with an external professional body to be allowed to practice in their role, have an individual responsibility to ensure they remain appropriately registered.
- b) If an individual is aware that their registration has lapsed or been withdrawn for any reason, they must inform the Registered Manager of this without delay. Nurses should be aware that practising whilst not on the NMC register is a criminal offence and could lead to a fine of up to £5,000.
- c) If an individual allows their professional registration to lapse, providing the individual has reported this lapse to their Registered Manager and has not continued to undertake normal duties following the lapse, the Company where appropriate will allow the individual to work at a lower pay grade (for example, Support Worker) with a reduction in their pay, pending their readmission to the professional register. However, the Company reserves the express right to suspend without pay any individual who is unable to practice in their contracted role.
- d) Individuals should be aware that any lapse or termination of registration which leaves them unable to fulfil the role for which they have been employed/offered work, is considered by the Company to be an act of gross misconduct to be addressed via the disciplinary procedure and potentially grounds for dismissal.
- e) If an individual fails to report an issue which could affect their professional registration, this is also considered to be gross misconduct and potentially grounds for dismissal and as such will be addressed via the disciplinary procedure.
- e) Registered Managers have a responsibility to ensure that they keep a record of all professional registrations and their expiry/revalidation dates, and undertake appropriate checks to ensure this remains up-to-date.

2.2 Responsibilities for Nurse Revalidation

- a) It is the responsibility of **all individual nurses** to:
 - ensure they meet the requirements under the NMC Revalidation process
 - engage fully with Inmind in relation to the progress of their revalidation including in supervision, training and annual appraisal
 - update Inmind on the progress of their revalidation when requested
 - work continually toward revalidation throughout the 3-year revalidation period
 - retain all evidence relating to their revalidation within their professional portfolio (this may be in either a paper or electronic portfolio).

- b) It is the responsibility of **anyone acting in a supervisory capacity to a registered nurse** to:
- Discuss progress and support in revalidation with the nurse and document this within the supervision document
 - Where appropriate agree with nurses the use of supervision time to undertake and document reflective discussion and practice related feedback in line with revalidation requirements
 - Raise any concerns about an individual's progression with their revalidation to the Registered Manager
- c) It is the responsibility of the **Registered Manager** to:
- Monitor the progress of registered nurses in relation to their revalidation
 - Address any concerns with individual nurses in relation to their revalidation

2.3 Inmind's role in the "Confirmation" process

- a) Appropriate managers within Inmind will act, where appropriate, as "confirmers" for registered nurses employed by the organisation.
- b) For nurses who work within Inmind, who are employed also by another organisation, it is expected that they will seek confirmation from the employer within whom they undertake the most practice hours.
- c) Nurses who work on only an ad hoc basis within Inmind, should understand that it may not be appropriate for an individual manager to act as a "confirmer" for their revalidation, if the individual believes they do not have sufficient knowledge of their practice to do so.

2.4 Processes supporting Revalidation

- a) Nurses will be supported in the revalidation process via Inmind's existing support and development processes.
- b) Training and development (see also Training Policy)
- Nurses have the opportunity to identify and discuss training courses which they feel would be of benefit to the service and their own professional development, and to attend training that can contribute toward their fulfilment of the revalidation CPD requirement.
- c) Supervision (see also Supervision Policy)
- Nurses can use supervision as an opportunity to reflect on their practice and to hold practice related feedback discussions to fulfil the requirement of their revalidation.
 - Supervision will also be used as an opportunity for the nurse to give an update as to their progress in the revalidation process

- d) Annual Appraisal (see also Appraisal Policy)
- Nurses can use their Annual Appraisal as an opportunity to reflect on their practice and to hold practice related feedback discussions to fulfil the requirement of their revalidation.
 - These reviews will also be used as an opportunity for the nurse to give an update as to their progress in the revalidation process

2.5 Revalidation progress updates

- a) Inmind requires all registered nurses to keep a progress log detailing where they are up to in their revalidation process. This update can be requested by the organisation at any time throughout the three-year revalidation cycle and nurses are expected to be open and transparent regarding their progress.

2.6 Access to documentation and information

- a) To assist nurses further with the revalidation process, nurses are encouraged to access <http://revalidation.nmc.org.uk/what-you-need-to-do> as this contains useful key information.

2.7 Revalidation and Appraisal for Doctors

- a) Inmind appoints a Responsible Officer to oversee any medical professionals working within the services who meet the relevant criteria. In accordance with legislation, the organisation has the appropriate structures in place to meet its status as a Designated Body.
- b) All doctors working within the services will undertake an annual appraisal conducted either within the organisation or externally, dependent upon their prescribed connection.
- c) The appraisal process is a supportive practice with a focus upon continuous quality improvement. Appraisals should provide feedback for the individual, recognise positive performance and identify any potential areas of concern to enable them to be addressed at the earliest opportunity. Any serious performance or conduct concerns must be addressed outside of this process using internal procedures and best practice guidance.
- d) The appraiser should use the information available to them, from the service(s) in which the individual practices, to obtain a full picture of the individual's practice in order to agree a meaningful Personal Development Plan (PDP).
- e) All doctors are responsible for ensuring the full scope of their practice is included within their annual appraisal, and will need to ensure they have individual arrangements in place for sharing information between all employers for whom they may provide medical services.

- e) The Responsible Officer has overall responsibility for the implementation of the appraisal system for all medical professionals who fall within Inmind's scope and will make recommendations to the GMC on a doctor's fitness for revalidation. They will also oversee the Revalidation process and ensure that the organisation's procedures are reviewed in line with any changes to legislation.
- f) The Appraisee is responsible for:
 - Participating fully within the appraisal process
 - Maintaining a professional portfolio, including feedback from each of their employers, records of training, CPD and reflective practice, and any additional documentation required
 - Bringing with them to the appraisal a record of all incidents (including SIs), complaints and compliments they have been involved in
- g) All doctors with appraisal responsibility should have this included within their own appraisal to ensure their competence in this area remains current. Appraisers must declare any conflicts of interest or bias relating to their appraisees.
- h) The detail of discussions during the appraisal process will generally be considered confidential. However, the Responsible Officer (if not the appraiser) should be provided with a copy of the appraisal report and any supporting documentation. The appraiser should raise any concerns arising from the appraisal to the Responsible Officer without undue delay.

Appendix 1

Equality Impact Assessment for this policy

Protected Characteristic (domain)	Area of conflict	Resolution
Age	Nil	N/A
Disability	Nil	N/A
Gender Reassignment	Nil	N/A
Pregnancy & Maternity	Nil	N/A
Race	Nil	N/A
Religion or Belief	Nil	N/A
Sex	Nil	N/A
Sexual Orientation	Nil	N/A
Marriage and Civil Partnership	Nil	N/A

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you feel you are disadvantaged by this policy, please contact the Registered Manager and the service will actively respond to the enquiry.