BrisDoc Patient care by people who care

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Professional Registration Policy

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Professional Registration Policy

Introduction

BrisDoc's policy is to ensure that, where a clinical role or activity requires professional registration, patients are treated by clinicians who hold the appropriate current registration and are authorised to undertake the duties required.

We are committed to:

- Ensuring every clinician holds the professional registration, licence or other regulatory status required for their role and duties.
- The confirmation of a clinician's registration status forms a vital part of the public's protection.
- Meeting our legal and regulatory responsibilities by ensuring that anyone undertaking work requiring professional registration is included on the relevant professional register.
- Regularly reviewing and maintaining a database that keeps professional registration records up to date.
- Taking prompt and proportionate action where registration has lapsed, is suspended, or is subject to conditions or restrictions that may affect the clinician's role.
- Reminding clinicians in advance of known renewal or expiry dates, while recognising that maintaining registration remains the individual's responsibility.
- Maintaining effective records and assurance to protect patients, the public and BrisDoc.
- Ensuring registration checks are completed before a clinician starts duties requiring registration and are repeated throughout their engagement.

Purpose

The purpose of this policy is to protect patients and the public by ensuring that clinicians engaged by BrisDoc hold and maintain any professional registration, licence to practise or performers list status required for their role.

Scope

This policy applies to all clinical employees, workers, bank/casual workers, locums, sessional staff, contractors and agency-supplied staff undertaking a clinical role for BrisDoc for which professional registration, a licence to practise or inclusion on a relevant performers list is required. It includes, but is not limited to, doctors (including locum GPs), nurses, nursing associates, paramedics, pharmacists, pharmacy technicians and physician associates, together with any other regulated professional engaged by BrisDoc.

The professional registration requirements in this policy apply equally to all clinicians within scope, regardless of their employment or contractual status.

The arrangements for completing and recording checks, and for managing any concerns identified, may differ according to the individual's engagement. Employees and workers are managed through BrisDoc's workforce procedures, while self-employed locums, sessional clinicians and other

contractors are managed through the relevant service's contractor engagement and clinical governance arrangements.

These differences do not reduce the requirement to verify and maintain appropriate professional registration.

Responsibilities

BrisDoc

BrisDoc meets its responsibility by ensuring:

- Systems are in place to verify and monitor professional registration for all clinicians engaged by BrisDoc. Responsibility for completing and recording checks is allocated according to the individual's employment or engagement arrangements, with appropriate records maintained within RotaMaster and/or the relevant workforce or contractor records.
- Where a person is found not to hold required registration, has allowed it to lapse, or is subject to a restriction that may affect their role, they must be removed immediately from duties requiring that registration while the position is verified. The relevant service lead, People Team and/or contractor engagement team, as appropriate to the individual's engagement, will assess the patient safety, regulatory, contractual and employment implications and determine prompt, proportionate action. This may include:
    - Temporary alternative duties;
    - Suspension on normal pay for an employee where necessary; or
    - Pausing the allocation of work to a worker, locum or contractor in accordance with their contract.
    - An investigation or review under the appropriate BrisDoc policy, contractual arrangement or clinical governance process where the circumstances indicate a possible conduct, capability, contractual or professional concern.

Where an employee is suspended, suspension is a neutral act and will be kept under review. Where work allocations are paused for a self-employed clinician or contractor, this will be managed in accordance with the terms of their engagement and any relevant clinical governance requirements.

Any temporary change to an employee's contractual duties or pay will be made only where agreed or permitted by the contract. BrisDoc will also consider whether a patient safety review or external notification is required.

The Clinician

It is the responsibility of every clinician within scope of this policy to:

- Maintain the registration, licence, performers list status and any required annotations appropriate to their role;
    - Provide their registration details and any information reasonably required to enable BrisDoc to verify their status directly with the relevant regulator;
    - Keep their contact details up to date with the relevant regulator;

- Immediately inform their line manager or designated BrisDoc clinical/operational contact, as appropriate to their engagement, of any lapse, suspension, restriction, condition, investigation, or other change that may affect their registration, fitness to practise, performers list status or ability to undertake their duties. The receiving manager or contact must ensure that the relevant workforce and governance teams are notified promptly. The Medical Director and Director of Nursing, AHPs and Governance should also be informed.
- This includes any referral, enquiry or investigation by a professional regulator or NHS England (including issues arising from work or events outside of BrisDoc) that may affect the clinician's registration, fitness to practise or performers list status. Notification must be made when the clinician becomes aware of the matter, rather than awaiting its outcome.

The Line Manager or Responsible Service Lead

Line managers are responsible for ensuring these requirements are met for employed clinicians and workers. For self-employed locums, sessional clinicians and other contractors, responsibility sits with the Responsible Service Lead, working with the team responsible for contractor engagement.

They must ensure that:

- Professional registration and any role-specific requirements are verified before the clinician starts duties requiring registration. The check must confirm that registration is current, appropriate to the role and not subject to conditions or restrictions that prevent the required duties.
- The team responsible for registration checks is notified before a clinician commences or changes duties where additional professional registration, licensing or performers list requirements may apply.
- Any clinician whose registration has lapsed, or whose registration is subject to a restriction that may affect their duties, is immediately prevented from undertaking the relevant clinical work while the position is verified. The appropriate People, contractor engagement and clinical governance teams must be informed, and further action taken in accordance with the individual's employment or contractual arrangements.

Responsible Team

The People Team is responsible for professional registration assurance for all employed clinicians and workers across BrisDoc.

For self-employed clinicians, locums, sessional clinicians and contractors:

- in Severnside, the Rota Team is responsible for completing and recording the required professional registration checks;
- for Practice Services, the People Team is responsible for completing and recording the required professional registration checks.
- The responsible team must:
- Verify professional registration directly through the relevant regulator's online register and, where applicable, the NHS Performers List before the clinician undertakes duties requiring registration.

- Record the registration number, profession/register, status, date and source of verification, person completing the check, relevant conditions or restrictions, and the renewal or next check date.
- Carry out ongoing checks at least annually, with additional checks at renewal, following regulator notifications or concerns, and before material changes in duties.
- Ensure that any lapse, suspension, condition, restriction or other concern is escalated promptly to the Responsible Service Lead and appropriate governance team.

Registration Details

General Practitioners (GPs)

All GPs must hold appropriate registration with the General Medical Council (GMC), be included on the GP Register and hold a licence to practise - see Appendix 1.

Registration, GP Register and licence status must be confirmed through the GMC's online register. The check must include any conditions, undertakings, warnings or other information relevant to the role.

Checks must be completed before duties start and at least annually thereafter. The GMC online register is the authoritative source; certificates must not be relied upon as evidence of current status.

For a GP to practise as a GP in England, they must also be included on the NHS England Performers List. This must be verified through the public Performers List for England: https://secure.pcse.england.nhs.uk/PerformersLists

In addition, BrisDoc will confirm:

- Appropriate medical indemnity arrangements where required for the work undertaken;
- The date of their last GP appraisal, normally within the preceding 15 months, or evidence of an agreed exception.

Registered Nurses and Nursing Associates

Nurses and nursing associates must be registered with the Nursing and Midwifery Council (NMC) - see Appendix 1. Registrants pay an annual fee and renew their registration through revalidation every three years. BrisDoc will check registration before duties start and at least annually thereafter.

Where prescribing forms part of the role, BrisDoc must confirm that the appropriate prescribing qualification or annotation is recorded on the NMC register.

Appendix 2 provides a guide to registration and qualification codes. The current NMC register is authoritative.

Paramedics

Paramedics must be registered with the Health and Care Professions Council (HCPC) - see Appendix 1. A Paramedic must hold the professional registration appropriate to their substantive profession and role. HCPC registration is renewed every two years within a profession-wide cycle. BrisDoc will check registration before duties start and at least annually thereafter.

Pharmacists and Pharmacy Technicians

Pharmacists and pharmacy technicians must be registered with the General Pharmaceutical Council (GPhC) - see Appendix 1. Registration is renewed annually. BrisDoc will check registration before duties start and at least annually thereafter.

Physician Associates

Physician associates are regulated by the GMC. During the statutory transition period, BrisDoc will verify registration where held and require applications to be made in sufficient time. From 13 December 2026, a person must hold GMC registration to work as, or use the title of, physician associate in the UK. Anyone not registered by that date must not undertake duties as a physician associate.

Frequency of Registration Checks

Registration checks must be completed before the person starts duties requiring registration and at least annually thereafter. Additional checks will be completed at renewal, following any notification or concern, and before a material change in duties.

	Professional Registration	Performers List	Indemnity	GP Appraisal
GP	Before starting; checked at least annually	Before starting; checked at least annually	Before starting; checked annually for salaried GPs and as required for other GPs	Before starting and in line with appraisal assurance arrangements
Nurses / Nursing Associates	Before starting; checked at least annually and at renewal	N/A	N/A	N/A
Paramedics	Before starting; checked at least annually and at renewal	N/A	N/A	N/A
Pharmacists / Pharmacy Technicians	Before starting; checked at least annually and at renewal	N/A	N/A	N/A
Physician Associates	Before starting once registered; checked at least annually. Registration is mandatory from 13 December 2026.	N/A	N/A	N/A

Evidence of checks must be recorded within RotaMaster and/or the relevant workforce or contractor engagement record, according to the clinician's engagement arrangements. Records must identify the date and source of verification, person completing the check, registration status and any relevant conditions or restrictions.

The responsible service must ensure that registration assurance records are available for monitoring, audit and clinical governance purposes.

Copies of certificates or PIN cards need not be retained where the current online register has been checked. Records will be managed in accordance with BrisDoc's data protection and retention requirements.

Appendix 1: Registration Confirmations and Contact Details

Confirming Registration

Professional registration must be verified directly through the relevant regulator's current online register. Certificates, PIN cards/numbers and information supplied by the individual may assist identification but must not be relied upon as confirmation of current registration, as registration status may change. Evidence of the online check must be recorded in accordance with this policy.

The links below are provided for direct registration checks and should be used in preference to saving certificates or screenshots supplied by the individual.

General Medical Council (GMC)

Address	London Office, Regent's Place, 350 Euston Road, London NW1 3JN
Website	https://www.gmc-uk.org/registration-and-licensing/our-registers
Telephone	0161 923 6602
Email	gmc@gmc-uk.org

Nursing and Midwifery Council (NMC)

Address	23 Portland Place, London, W1B 1PZ
Website	https://www.nmc.org.uk/registration/search-the-register/
Telephone	General enquiries: 020 7637 7181; registration enquiries: 020 7333 9333
Employer confirmations	https://www.nmc.org.uk/registration/employer-confirmations/
Email	UKenquiries@nmc-uk.org

Health and Care Professions Council (HCPC)

Address	Park House, 184-186 Kennington Park Road, London, SE11 4BU
Website	https://www.hcpc-uk.org/check-the-register/
Telephone	0300 500 4472
Email	registration@hcpc-uk.org

General Pharmaceutical Council (GPhC)

Address	1 Cabot Square, London E14 4QW
Website	https://www.pharmacyregulation.org/registers
Telephone	020 3713 8000
Email	**info@pharmacyregulation.org**

Appendix 2: Nurse Registration and Qualification Codes

These codes are provided as a guide only. The current NMC online register is the authoritative source for registration status and recorded qualifications.

Nurses part of the register Sub part 1

- RN1: Adult nurse, level 1
- RNA: Adult nurse, level 1
- RN3: Mental health nurse, level 1
- RNMH: Mental health nurse, level 1
- RN5: Learning disabilities nurse, level 1
- RNLD: Learning disabilities nurse, level 1
- RN8: Children's nurse, level 1
- RNC: Children's nurse, level 1

Nurses part of the register Sub part 2

- RN2: Adult nurse, level 2
- RN4: Mental health nurse, level 2
- RN6: Learning disabilities nurse, level 2
- RN7: General nurse, level 2
- RN9: Fever nurse, level 2

Midwives part of the register

- RM: Midwife

Specialist community public health nursing part of the register

- RHV: Health visitor
- HV: Health visitor
- RSN: School nurse
- SN: School nurse
- ROH: Occupational health nurse
- OH: Occupational health nurse
- RFHN: Family health nurse
- FHN: Family health nurse
- RPHN: Specialist community public health nurse

Recordable qualifications

- V100: Community practitioner nurse prescriber
- V150: Community practitioner nurse prescriber (without SPQ or SCPHN)
- V200: Nurse independent prescriber
- V300: Nurse independent / supplementary prescriber

- LPE: Lecturer practice educator
- TCH: Teacher
- SPA: Specialist practitioner: Adult nursing
- SPMH: Specialist practitioner: Mental health
- SPC: Specialist practitioner: Children's nursing
- SPLD: Specialist practitioner: Learning disability nurse
- SPGP: Specialist practitioner: General practice nursing
- SCMH: Specialist practitioner: Community mental health nursing
- SCLD: Specialist practitioner: Community learning disabilities nursing
- SPCC: Specialist practitioner: Community children's nursing
- SPDN: Specialist practitioner: District nursing

Change Register

Date	Reviewed and amended by	Revision details	Issue number
June 2015	CL Nicholls	Change GP Contracts Team to Workforce Governance Co-ordinator, update CQC standards, update 4-way model, inclusion of Rotamaster as the database for maintaining records, removal of reference to centralising checking body for alerts about GPs.	
March 2019	S Aubertin / N Clegg	Change reference from HR to Workforce Team Update of who the policy applies to (to include Pharmacists) Updates to the responsibilities of the Manager and Workforce Team Added in Section 5.4 – table of frequency of checks Included website details for HCPC and GPhC in Appendix 1 Updated Nurse Registration Codes in Appendix 2	
May 2020	M Batten	Change performer list checks for GPs to annual. Updated Indemnity checks to annual for salaried GPs only.	
October 2023	M Duncan/ H Hinton	Title Page: Job titles changed. Introduction: Removal of business plan. All sections: Changed from employee to co-owner. All sections: Re-wording/grammar change	3.2
October 2026	M Duncan	Full review of the policy. Updated scope and responsibilities; strengthened arrangements for verifying professional registration and managing lapses, restrictions and conditions; clarified action where registration requirements are not met; added nursing associates, pharmacy technicians and physician associates; updated registration, renewal and assurance requirements; refreshed regulator information and terminology. Clarified the application of the policy to employed clinicians, workers, self-employed locums, sessional clinicians and contractors. Updated responsibilities for registration verification, recording and escalation to reflect differing employment and contractual arrangements, while retaining consistent professional registration assurance requirements across all services.	4.0