



## **Policy 54**

### **PROFESSIONAL REGISTRATION**

It is the responsibility of all staff to ensure that A24 Group candidates adhere to the Professional Registration Body rules and regulations to ensure we provide fully compliant staff at all times.

- At point of registration, all potential candidates undergo a check with the Professional Body to ensure their registration is clear and fully up to date.
- Should any issues arise at this point, this is escalated to our Risk Committee who completes a full and detailed check before making a decision whether this candidate can continue their registration.
- Checks are done to compare evidence of Original Qualification to the information held by the Professional Registration Body.
- During the course of a candidates' registration and during the Compliance process, an automated check is done on a daily basis to ensure there are no issues on any candidate's professional registration.
- This is done by our Systems Development Department who has an agreement with the applicable registered body, whereby a list of all candidates' on our database is electronically sent to confirm current registration and verification of any reprimands, cautions, conditions.
- The Professional Body returns feedback within 48 hours on all candidates on the list to confirm their current Registration Status and to notify the A24 Group of any potential issues on their register.
- A compliance check is run automatically by our profiling system. This will generate a report regarding any Professional Registration issues.
- This report is checked daily and any file without a clear Professional Registration check is flagged.
- These files are immediately placed into an inactive profile status to prevent the candidate from working any shifts until the Professional Registration is reviewed.

- Our Risk Committee will be notified of any such issues and will conduct a full investigation before deciding whether these candidates can continue their registration with the A24Group.
- Once a decision is taken a member of the risk committee will notify all applicable parties of the risk decision taken, and the applicants profile will be amended accordingly.
- Additionally the A24 Group has a dedicated Compliance and Quality Control Teams who will conduct manual professional body checks prior to an applicant being made eligible to work, which ensures the most recent information is captured on the applicant's personal profile.

**Automated System Restrictions:**

- The A24 Group's bespoke profiling system, has automated restrictions implemented which will restrict any applicant with registration issues from being booked without prior permission being obtained from the client.
- Once permission is obtained in writing, the request will be escalated to the Risk Committee for review and retrospective instruction will be given to the Systems Development Department to grant time specific permission in accordance to the assignment in question, which will allow the consultant to confirm the booking.

enterprisebeta.dev.net/index.cfm?event=clientSearchResults

NAME	TELEPHONE	TYPE	BRANCH	REG	KLIN	C	CONSULTANT
Abbeyfield Wey Valley - Hatch Mill (Not Bookable)	+44 (0)12 5289 9041	Sub-office	Surrey				Doubell Nicolene
			Nurses/Carers Surrey				Doubell Nicolene

Reasons For Not Being Compliant for contract NHS CPP

Candidate has a current NMC caution or condition against their professional registration, please inform your manager for further information.

Notice of booking restriction

Attempt to add booking

DATE ADDED	CREATOR	NOTE TYPE	NOTE PREVIEW
20 Apr 2016 04:56:38 PM	Jared Sangerhaus	Call Received	Transferred to ... (more)
19 Apr 2016 04:44:52 PM	Nadine Anthony	Booking Filled	RGN to cover Ge... (more)
19 Apr 2016 04:44:52 PM	Nadine Anthony	Booking Filled	RGN to cover Ge... (more)

**End of Policy**