**Appendix D – Registered Staff Groups Excluding Doctors and Dentists**

OD and People check directly with websites as per appendix A on staff whose registration is due to lapse

During the week before renewal date (six weeks for staff requiring revalidation)

First working day of the month

Decision taken to review/terminate contract by Department Manager / OD and People Director

Registration renewed -

resume working in a registered capacity

Registration not renewed

Member of staff prevented from working in registered capacity following expiry of registration. Director of Nursing / Professional Head informed

Ongoing review of website in conjunction with DSN/Professional Head.

Registration Not Renewed

Professional body website checked by OD and People

DSN/Professional Head to follow up with staff member

Registration Not Renewed

Email sent to DSN/Professional Head/People Business Partner detailing staff with registrations due to lapse

Registration Renewed

**No Further Action**

Registration Renewed

**No Further Action**

VERSION 3.30

APRIL 2012

DATE OF NEXT REVIEW: APRIL 2015

APPENDIX D TO PROFESSIONAL REGISTRATION POLICY

AUTHOR: HEAD OF HR SYSTEMS