1 month prior to registration renewal date

**Appendix B – Medical Staff**

Clinical leads and HR receive notification from GMC (via ESR) that a Doctor’s registration/licence is due to lapse

On registration renewal date and weekly thereafter \*

OD and People check professional body website

OD and People remind member of staff that they will be prevented from further working in a registered capacity if their registration/licence expires

Leads Clinician, Clinical Director and Medical Director advised.

Registration/licence not yet renewed

Registration/ licence renewed

NO FURTHER ACTION

Ongoing review of website

Registration/licence expires

Registration/licence renewed

NO FURTHER ACTION

Member of staff prevented from working in a registered capacity.

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

\* The GMC currently allow a registration renewal period after the registration renewal date, before the registration “expires”. Medical Staff remain registered throughout this period.

NB The GMC will not confirm this period exists formally, and therefore their practice may change in future.

VERSION 3.30

APRIL 2012

DATE OF NEXT REVIEW: APRIL 2015

APPENDIX D TO PROFESSIONAL REGISTRATION POLICY

AUTHOR: HEAD OF HR SYSTEMS