

Verification of Professional registration and qualification checks

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Amended	18 th June 2021
Next Review Date	18 th June 2022
Approved by	Inna Care Policy Team

As part of the recruitment and ongoing compliance process, agency workers are required to provide proof of current and ongoing valid membership with their professional body.

Our obligations at Inna Care require us to be able to confirm the following regarding our agency workers:

- establish professional standards of competence, ethics and conduct
- establish professional standards for training
- be updated with regards to the register kept by the Professional and Regulatory Body regarding those who do and do not meet the professional standards
- deal with registrants who fall short of the professional standards

Before a Temporary Worker is appointed and placed, we shall always check the following three areas:

- that the individual is registered to carry out the proposed role;
- whether the individual is subject to any current restrictions or Alert Notices on their registration that might affect the duties proposed;
- if the individual's fitness to practise is being/or has been investigated and the Professional Regulatory Body, the Supplier has a duty to disclose this information to the Participating Authority immediately.

During the registration process, applicants are asked to confirm whether they are, or have been under investigation by their professional body. If the answer, full details will be obtained at this time.

At point of recruitment, agency workers will be required to supply their original Certificate or a Statement of Entry. Only Original documentation will be accepted. These items will be scanned by Inna Care, signed and dated as original seen and retained within the worker's file. Inna Care will ensure that any information presented is cross referenced against other documentation supplied as part of the recruitment in orders to identify any potential discrepancies. Where these are highlighted, they will be raised with the candidate and the appropriate action taken. Where necessary, evidence of annual correspondence from the professional body will be obtained by Inna Care and retained in the worker's file.



As well as the original documentation supplied by the agency worker, Inna Care will also conduct a PIN/Membership check (NMC, GMC, GDC, HCPC) on the information supplied in order to further verify as to whether the worker has current/valid membership. Checks will be carried out at point of registration; immediately prior to any assignment start date (24/48 hours) and every 4 weeks thereafter on workers in long term assignments. Evidence of all checks will be retained in the agency workers file.

Where information is returned on a web check – Inna Care will ensure that full information is obtained from the agency worker prior to deployment, with the necessary steps taken in line with the restrictions which may be in place on a worker's PIN. Inna Care will refer any concerns (where necessary) to the professional body to seek further advice and clarification before placing the candidate into any assignment.

During the initial recruitment, candidates will be notified of their obligation to update Inna Care with any changes of the status of the professional registration. They will agree to these terms by signing the agency worker handbook.

If an ongoing web check highlights information on a worker's PIN – Inna Care will initially contact the agency worker to discuss the findings. Based on the information presented to them, Inna Care will take a stance on whether to contact the client in order to notify them of any changes. The necessary processes will be followed which may include removing a candidate from their shift until such a time that an investigation is complete or their registration is updated satisfactorily.

Where necessary and requested to, Inna Care will assist with any ongoing investigations with the professional body and will expect the agency worker to do the same.

Evidence of all checks and written communications will be retained on file.

As part of the registration process and prior to the deployment of the temporary worker into the authority, Inna Care will ensure that all relevant professional qualifications have been sufficiently verified.

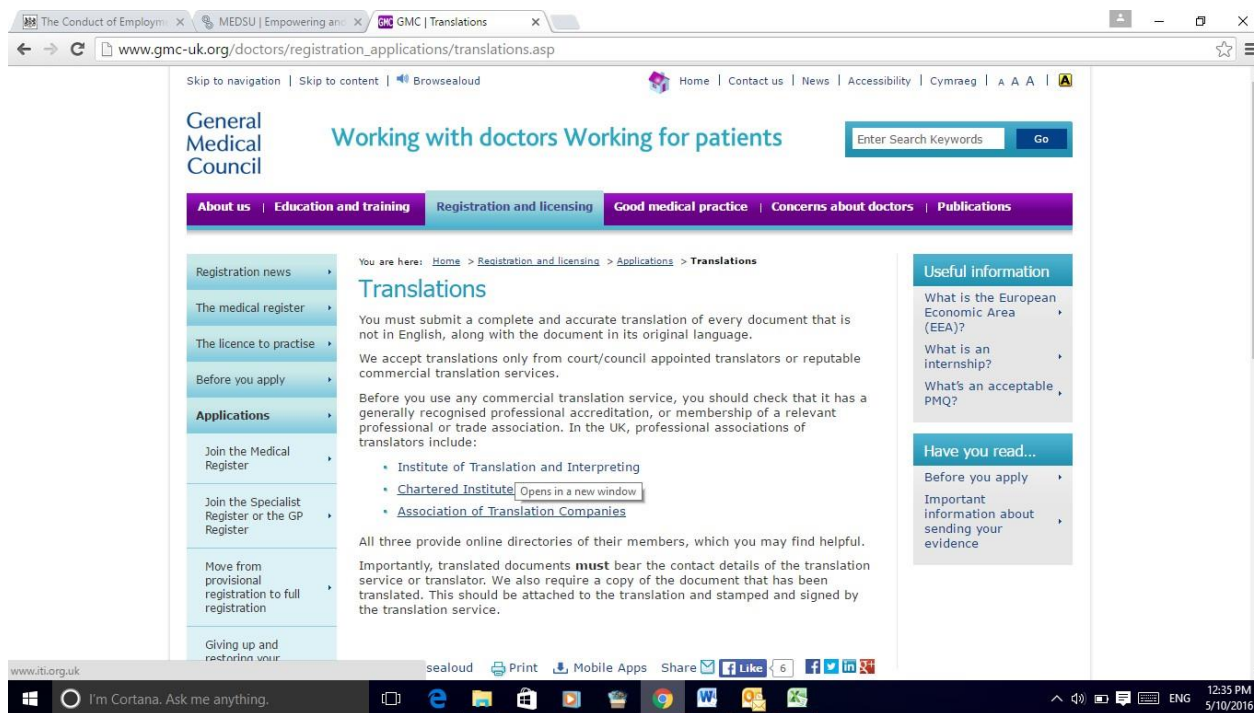
The worker will be expected to detail on the agency Application Form the professional qualifications obtained. Evidence will then be sent from the temporary worker in the form of the Professional Qualification Certificate. The original item must be provided by the temporary worker, with Inna Care further verifying this by signing and dating the copies taken of the original certificates as 'Original Seen'. This will include: the wording 'original seen'; date for which the original item was seen and scanned and legible signature of the person who saw the original item. The verified copies of the qualification certificates will be retained in the worker's file.

Should any professional qualification certificate be presented in another language other than English, Inna Care will ensure that the certificate(s) are translated into the English language by suitable and



professional company. Evidence of the original qualification certificate and the translation will be verified as original seen and retained in the worker’s file.

Example of guidance for translation of documentation:



Where a different name or names are present on the supplied professional qualification certificate that do not match those supplied on ID and Right to Work documents , Inna Care will look to establish a genuine link between the names to further confirm that the certificate(s) provided by the worker is genuinely theirs. Sufficient proof of name change will be sort in the form of either: marriage certificate; divorce certificate; change of name deed poll or any other legal document which can sufficiently prove a change in the worker’s name. Proof of name change documents must be original seen, with verified copies retained in the worker’s file.

Inna Care will cross check all professional qualifications supplied next to the details presented within the application form and any other vetting correspondence.

In line with the framework guidance, Inna Care will ensure that agency workers have the necessary professional qualifications.

<p>Consultant</p>	<p>MBBS or equivalent medical qualification; MRCP (UK) or other relevant Royal College Postgraduate Examination equivalent; and where required for the individual Assignment or Call-off Contract:</p> <ul style="list-style-type: none"> Registered on relevant Professional Body Specialist Register; and Section 12 (2) Mental Health Act 1983 approval
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Associate Specialist	MBBS or equivalent medical qualification; MRCP (UK) or other relevant Royal College Postgraduate Examination equivalent; and where specifically required for the individual Assignment or Call-off Contract: <ul style="list-style-type: none"> Section 12 (2) Mental Health Act 1983 approval
Specialty Doctor (formerly Staff Grade)	MBBS or equivalent medical qualification; MRCP (UK) or other relevant Royal College Postgraduate Examination equivalent; and where specifically required for the individual Assignment or Call-off Contract: <ul style="list-style-type: none"> Section 12 (2) Mental Health Act 1983 approval
Registrar SP4	MBBS or equivalent medical qualification.
Registrar SP3 (formerly SpR grade)	MBBS or equivalent medical qualification.
Registrar SP2	MBBS or equivalent medical qualification.
Registrar SP1	MBBS or equivalent medical qualification.
Foundation Year 2 (formerly SHO grade)	MBBS or equivalent medical qualification; UK Medical practitioners to have at least 12 months' experience at FHO1 grade or equivalent; and Overseas Medical practitioners to have at least 6 months experience in the UK.
Foundation Year 1 (formerly HO or PrHO grade)	MBBS or equivalent medical qualification; UK graduates to have completed the PrHO or FHO1 year; and Overseas graduates to have completed the PrHO or Intern year overseas.
Sessional or 'locum' General Practitioner ('GP')	MBBS or equivalent medical qualification; MRCGP (UK) or other relevant Royal College Postgraduate Examination equivalent; Registered on relevant Professional Body's GP Register; and Registered on a relevant NHS Trust's Performer's List
Locum General Dental Practitioner	BDS or BChD or equivalent dental surgery qualification Registered on relevant Professional Body's Register; and Registered on a relevant NHS Trust's Dental Performer's List

- i. Health Careers (see www.healthcareers.nhs.uk/explore-roles); and
- ii. Recruitment to medical specialty training in England (see www.specialtytraining.hee.nhs.uk/); and
- iii. the relevant associations, colleges, Royal Colleges and faculties thereof:

Organisation name	Website address
National Association of Sessional GPs	www.nasgp.org.uk

College of Emergency Medicine	www.rcem.ac.uk
Royal College of Anaesthetists	www.rcoa.ac.uk/
Royal College of General Practitioners	www.rcgp.org.uk/
Royal Society of Medicine	www.rsm.ac.uk/
Royal College of Obstetricians and Gynaecologists	www.rcog.org.uk/
Royal College of Ophthalmologists	www.rcophth.ac.uk/
Royal College of Paediatrics and Child Health	www.rcpch.ac.uk/
Royal College of Pathologists	www.rcpath.org/
Royal College of Physicians	www.rcplondon.ac.uk/
Royal College of Psychiatrists	www.rcpsych.ac.uk/
Royal College of Radiologists	www.rcr.ac.uk/
Royal College of Surgeons of England	www.rcseng.ac.uk/
Royal Society of Tropical Medicine and Hygiene	www.rstmh.org
Faculty of Dental Surgery	www.rcseng.ac.uk/fds
Faculty of General Dental Practice	www.fgdp.org.uk
Faculty of Intensive Care Medicine	www.ficm.ac.uk
Faculty of Occupational Medicine	www.fom.ac.uk/
Faculty of Pharmaceutical Medicine of Royal College of Physicians	www.fpm.org.uk
Faculty of Public Health	www.fph.org.uk
Faculty of Sexual & Reproductive Healthcare	www.fsrh.org/default.asp
Faculty of Sport and Exercise Medicine	www.fsem.ac.uk

In the case of Other Clinical staff:

- iv. Health Careers (see www.healthcareers.nhs.uk/explore-roles); and
- v. NHS Employers national job profiles:
 1. Allied health professionals (see www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation/national-job-profiles/allied-health-professionals);
 2. Emergency services staff (see <http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation/national-job-profiles/emergency-services>);
 3. Health science services staff (see <http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation/national-job-profiles/health-science-sevices>);
 4. Professional manager (clinical, clinical technical service) (see <http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/job-evaluation/national-job-profiles/other>); and
- vi. the relevant associations, colleges, Royal Colleges and faculties thereof:

Organisation name	Website address
British Association of Art Therapists	www.baat.org/
British Association of Clinical Dental Technology	www.bacdt.org.uk/
British Association of Dental Therapists	www.badt.org.uk/

British Association for Drama therapists	www.badth.org.uk/
British Association for Music Therapy	www.bamt.org/
British Association of Prosthetists and Orthotists	www.bapo.com/
British Dietetic Association	www.bda.uk.com/
College of Occupational Therapists	www.cot.org.uk/
College of Paramedics	www.collegeofparamedics.co.uk/
College of Operating Department Practitioners	www.codp.org.uk/
Institute of Biomedical Scientists	www.ibms.org/
Royal College of Speech and Language Therapists	www.rcslt.org/
Royal Pharmaceutical Society of Great Britain	www.rpharms.com/
The British Academy of Audiology	www.baaudiology.org/

Where any concerns arise over the professional qualification or professional registration evidence supplied, Inna Care will contact the educational body/relevant body to further confirm that the information supplied is true and correct.

NMC –

<https://www.nmc.org.uk/>

Address: 23 Portland Pl, London W1B 1PZ

Phone: 0207 637 7181

Email: complaints@nmc-uk.org

GMC

<http://www.gmc-uk.org/>

Address: 350 Euston Rd, London NW1 3JN

Phone: 0161 923 6602

Email: practise@gmc-uk.org

GDC

<http://www.gdc-uk.org/Pages/default.aspx>

Address: 37 Wimpole St, London W1G 8DQ

Phone: 0207 167 6000



Email: info@dentalcomplaints.org.uk

HCPC

<http://www.hcpc-uk.co.uk/>

Address: Park House, 184 Kennington Park Road, London SE11 4BU

Phone: 0845 300 6184

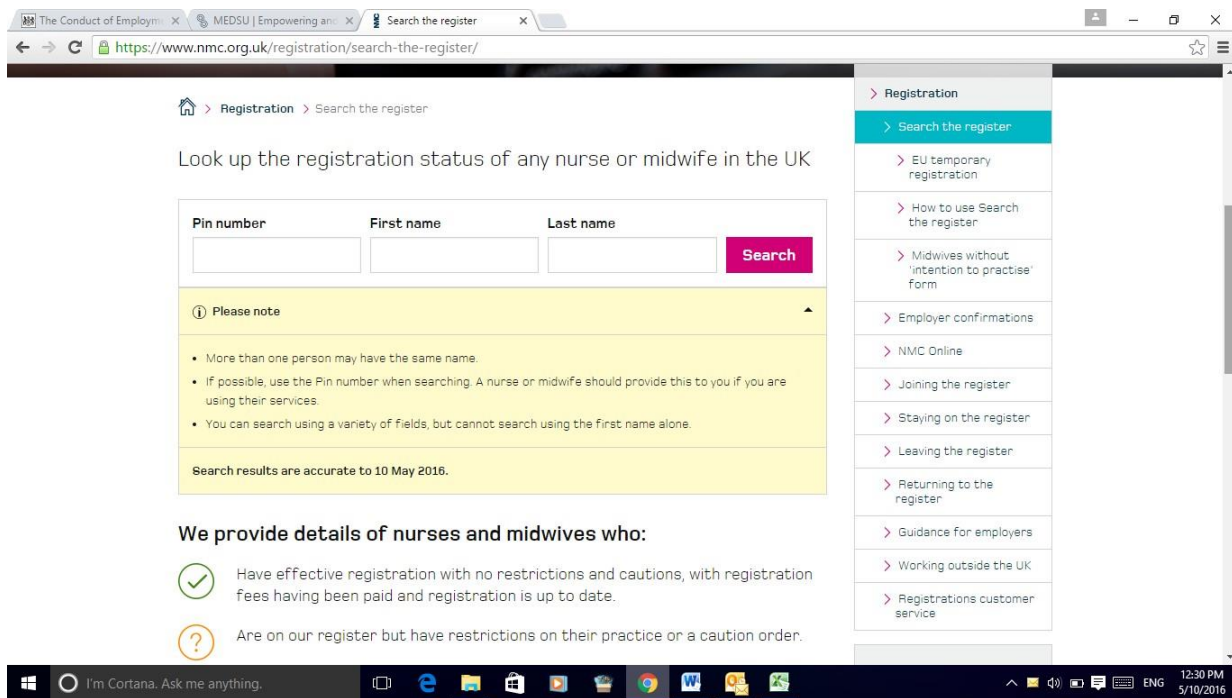
Email: ftp@hcpc-uk.org

NHSCFA

Email: generalenquiries@nhsca.gsi.gov.uk

Telephone (switchboard): [020 7895 4500](tel:02078954500)

Examples of web tools used for checking current/valid membership:



Inna care Verification of Professional Registration and Qualification Checks

List of Registered Medical Practitioners | Doctor Search - Google Chrome

webcache.gmc-uk.org/gmclmp_enu/start.swe?SWECmd=GotoView&WEBHWND=&_sn=0GEBvHURqBo8geW17siTf7qSRjFyDV3rUSN1k

Doctor Search

The List of Registered Medical Practitioners lets you check the registration status of any doctor who is registered with us or who has been registered at any time since 20 October 2005.

You can also find information about doctors' fitness to practise history from the same date. This includes sanctions that were applied before 20 October 2005 but which were still active at that time. For example, it does show if a doctor was suspended from the register for six months from 18 October 2005.

It does not include sanctions from before 20 October 2005 that were not active at that time. For example, it would not show if a doctor was suspended from the register for six months between 1 January 2005 and 1 July 2005.

Please [contact us](#) if you need information from before this time period.

You can find more information on what is or is not available online in our [helptext](#).

If you need help searching for a particular doctor, read our [helptext about doctors' names, reference numbers and other search advice](#).

GMC Reference Number

Given Name

Surname

Sounds Like

Only doctors on the GP Register

Gender

Search

[Search for more than one doctor using their GMC reference numbers](#)

any publicly available fitness to practise history since 20 October 2005

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The Conduct of Employment... MEDSU | Empowering and... HPCPC - Check the Register...

www.hpc-uk.org/check/

Register

by surname or registration number

How to check the Register

To check the Register you will need to know the profession of the person whose registration you wish to check. You will also need to know either their surname, or their registration number. A registration number has up to six numbers, and starts with two letters, for example PH123456.

To check someone's registration status using our 'Check the Register' facility above, you will need to:

- select their profession from the drop down menu;
- choose to search by either surname or registration number;
- enter their details; and
- click on the 'search' button

Search results

You will be shown how many results have been matched, with a default of ten registrants displayed per page. You can choose to display more registrants per page and you can use the first, last and page number buttons to navigate.

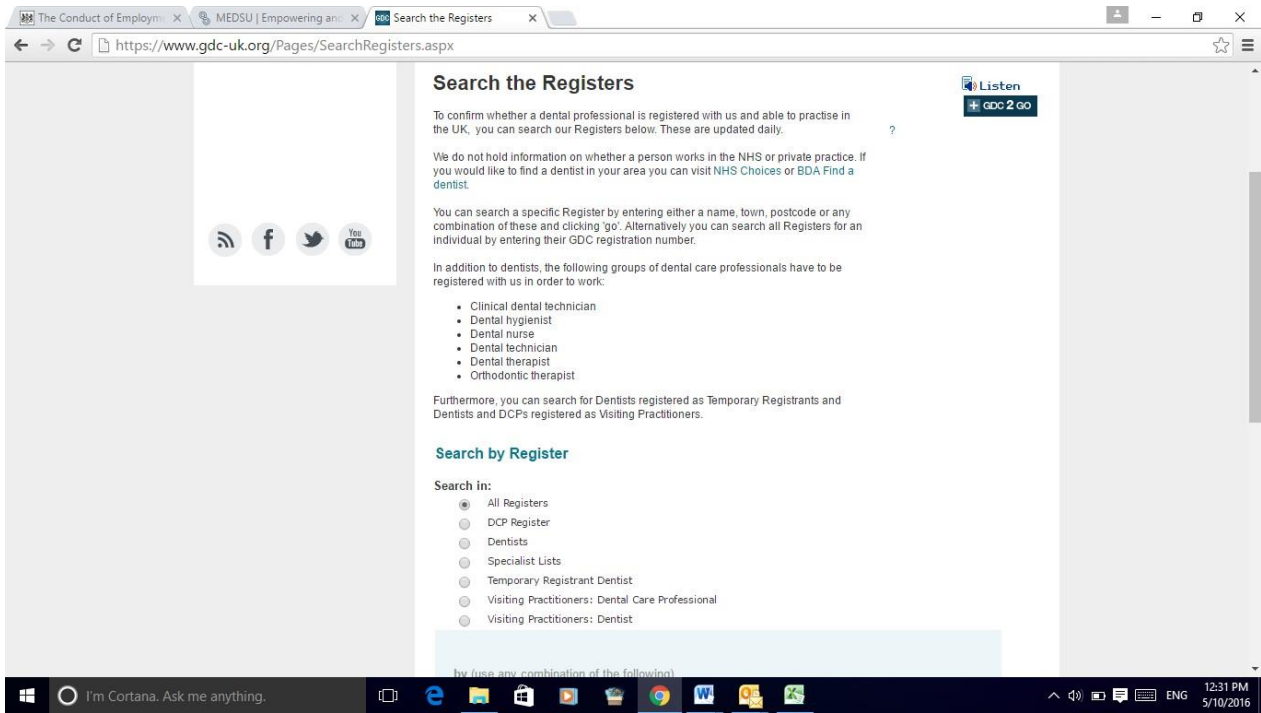
The search results will display:

- their name;
- their registration status;
- their registration number; and
- the approximate geographical area in which they work.

Clicking on the name of an individual registrant will display further details about them. This includes their current registration period and any additional entitlements they have. If you search by registration number you'll jump straight to this view.

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At all time, Inna Care will comply with latest NHS Employment Check Standards (see www.nhsemployers.org/your-workforce/recruit/employment-checks/nhs-employment-check-standards/professional-registration-and-qualification-checks).

Review

This policy statement will be reviewed annually as part of our commitment to upholding professional standards. It may be altered from time to time in the light of legislative changes, operational procedures or other prevailing circumstances.

