



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Procedure Professional Registration

National Ambulance Service (NAS)

Document reference number	NASCG011	Document developed by	<i>Office of the Director/HR PM & MI</i>
Revision number	<i>0</i>	Document approved by	<i>NAS Leadership Team</i>
Approval date	<i>29th September 2011</i>	Responsibility for implementation	<i>Area Operations Managers</i>
Revision date	<i>29th September 2015</i>	Responsibility for review and audit	<i>Education and Competency Assurance Team</i>

NASCG011 NAS Professional Registration Document reference no. NASCG011
Revision no. 0 Approval Date 29th September 2011

Table of Contents:

1.0 Policy Statement	3
2.0 Purpose	3
3.0 Scope	3
4.0 Legislation/other related policies	4
5.0 Glossary of Terms and Definitions	4
6.0 Roles and Responsibilities	4
7.0 Procedure/Guidelines	5
8.0 Implementation Plan	8
9.0 Revision and Audit	8
10.0 References	8
11.0 Appendices	8

1.0 POLICY STATEMENT

- 1.1 This document outlines the Procedure on Professional Registration for the National Ambulance Service (NAS).

2.0 PURPOSE

- 2.1 To ensure that all persons being appointed to or currently holding positions which require professional registration in the NAS are appropriately registered. This encompasses both strategic and operational roles held on an individual or management group basis.
- 2.2 To ensure compliance with HSE Policy and the relevant standards of the relevant regulatory bodies.

3.0 SCOPE

- 3.1 This Procedure applies to permanent and temporary staff as well as persons undertaking work on a casual, agency or contract basis.
- 3.2 Current or future roles which require professional registration in the NAS include:
- A. All EMS staff operating any form of emergency response vehicle (minimum Paramedic registration with the Pre Hospital Emergency Care Council)
 - B. Paramedic Supervisor (minimum Paramedic registration with the Pre Hospital Emergency Care Council)
 - C. All ICV staff operating any form of Intermediate Care vehicle which may be tasked to respond to 999 calls in a first responder or supportive role (minimum EMT registration with the Pre Hospital Emergency Care Council)
 - D. Operations Resource Manager (minimum Paramedic registration with the Pre Hospital Emergency Care Council) (effective 1st June 2007)*
 - E. Fleet, Logistics and Estates Manager (minimum Paramedic registration with the Pre Hospital Emergency Care Council) (effective 1st January 2011)*
 - F. Quality, Safety and Risk Manager (minimum Paramedic registration with the Pre Hospital Emergency Care Council) (effective 1st January 2011)*
 - G. Education and Competency Assurance Officer (Clinical) (minimum Advanced Paramedic registration with the Pre Hospital Emergency Care Council)

- H. Doctors (Irish Medical Council)
- I. Nurses (An Bord Altranis)

3.3 The list is not exhaustive and may be subject to amendment

*These requirements will be subject to review so as to establish their practicality and feasibility once the Pre Hospital Emergency Care Council publish Competency Assurance requirements.

4.0 LEGISLATION/OTHER RELATED POLICIES

- A. HSE HR Circular – 004/2010 – Management of Professional Registers and Amendments to such Registers
- B. Medical Practitioners Act 2007
- C. International Academy of Emergency Medical Dispatch – Accreditation
- D. Education and Training Standards – Pre Hospital Emergency Care Council
- E. PHECC EMS Priority Dispatch Standard
- F. HIQA Response Times and Quality Standards

5.0 GLOSSARY OF TERMS AND DEFINITIONS

5.1 None Applicable

6.0 ROLES AND RESPONSIBILITIES

- 6.1 Managers, staff and trade union representatives are responsible for providing advice and guidance to employees and external applicants on the application of this procedure.
- 6.2 All persons undertaking, or applying for, posts within the NAS which require professional registration are responsible for ensuring that they hold the necessary registration. Any lapses in registration are the sole responsibility of the post holder.
- 6.3 All persons undertaking, or applying for, posts within the NAS which require professional registration are responsible for providing such information and documentation as is necessary to confirm their necessary registration status.
- 6.4 The Human Resources Directorate are responsible for ensuring that evidence of professional registration is obtained prior to appointment, where any such professional registration is a pre-requisite.
- 6.5 The Education and Competency Assurance Team are responsible for monitoring the status of any professional registration and for liaison with the relevant regulatory body.

7.0 PROCEDURE

7.1 RECORDING OF REGISTRATION INFORMATION

- 7.1.1 Documentary evidence of registrations will be retained on personnel files by the Human Resources Directorate.
- 7.1.2 Details of registrations will also be accessible on line by authorised NAS Managers from the Pre Hospital Emergency Care Council. This electronic record will include details of the individual's registration (or PIN) number, registration status and date of expiry.

7.2 PRE-EMPLOYMENT CHECKS

- 7.2.1 Pre-employment checks apply equally to both external and internal applicants for posts in the NAS.
- 7.2.2 No person can start working with patients in a post which requires professional registration until valid identification and current registration has been checked directly with the relevant regulatory body.
- 7.2.3 All permanent, fixed term, agency and casual appointments in the NAS (including those carried out by all external agencies) are subject to receipt of Proof of professional registration applicable to the post.
- 7.2.4 Responsibility for ensuring that the above check is completed rests with the Human Resources Directorate.
- 7.2.5 In instances where the applicant fails to satisfy the checking requirements, the Human Resources Directorate will not issue any offer of employment.

7.3 CHECKING PROCESS FOR CURRENT STAFF, AGENCY AND CASUAL WORKERS

- 7.3.1 Although it should be stressed that ultimately it is the responsibility of the individual themselves to ensure that they are appropriately registered at all times, the following registration checking process will be undertaken by the Education and Competency Assurance Team to support this requirement:

Step One

- 7.3.2 Once a quarter, a nominated member of the Education and Competency Assurance Team will review on line records to ascertain which registrations are due to expire in the forthcoming three months.

NASCG011 NAS Professional Registration Document reference no. NASCG011 Revision no. 0 Approval Date 29 th September 2011
--

Step Two

7.3.3 For any persons whose registrations are due to expire, a standard SMS Text will be issued to the employees to remind them that they need to renew their registration immediately.

Step Three

7.3.4 Prior to the expiry of their registration, the employee is required to advise the Education and Competency Assurance Team that they have renewed their registration by sending a copy of their certificate/licence to the Education and Competency Assurance Team. This should be done in a timely manner and as soon as possible.

Step Four

7.3.5 Following receipt of the documentary evidence (e.g. certificate/licence of registration), the Education and Competency Assurance Team will check directly with the relevant professional/regulatory body in accordance with their recommendations, that the information which has been provided is valid

7.4 LATE PROVISION OF DOCUMENTARY EVIDENCE

7.4.1 In exceptional circumstances (i.e. only if the employee has applied for the renewal in good time, but has not received it back due to a delay with the registering body), the NAS may give permission to allow the evidence of renewal to be forwarded to the NAS up to a month after the expiry date. In such situations, the Education and Competency Assurance Team will check directly with the relevant professional/regulatory body, in accordance with their recommendations, to ensure that the individual is appropriately registered.

7.5 VERIFICATION OF REGISTRATION

Registered EMTs, Paramedics and Advanced Paramedics

7.5.1 For Registered EMTs, Paramedics and Advanced Paramedics the registrant name needs to be checked against the relevant Division of the Register held by the Pre Hospital Emergency Care Council.

Registered Nurses

7.5.2 For Registered Nurses and Midwives, the registrant names need to be checked with An Bord Altranis.

Doctors

7.5.3 For Doctors, the registrant name(s) need to be checked with the Irish Medical Council.

7.6 FAILURE TO MAINTAIN REGISTRATION – EMPLOYEES

7.6.1 Failure to maintain the required registration is a serious matter which places the employees continued employment in at risk.

7.6.2 Employees who do not maintain their up to date registration with their professional body will be deemed to be operating without licence and will be suspended from employment until such time as their name has been re-entered into the relevant live register.

7.6.3 Any continued failure to regain registration will be actionable under the HSE's Disciplinary Procedure and may result in dismissal.

7.7 FAILURE TO MAINTAIN REGISTRATION – AGENCY AND CASUAL WORKERS

7.7.1 Failure to maintain the required registration is a serious matter. Agency and Casual workers will not be permitted to undertake any work/activities with the NAS unless appropriately registered.

7.7.2 If an Agency or Casual worker has not registered within the required time frame, the relevant Area Headquarters will write to them and advise them that they will not be permitted to practice until they meet the registration requirements for the post.

7.8 ANNUAL VERIFICATION OF REGISTRATION STATUS

7.8.1 Each senior Manager will certify annually to the Director of the NAS, no later than the 1st March, that all relevant employees hold a current live registration with their professional body.

7.8.2 In cases where registration renewal is carried out on a personal 12 month anniversary basis as opposed to a general annual renewal the relevant senior Manager will verify that such registration has taken place.

NASCG011 NAS Professional Registration Document reference no. NASCG011 Revision no. 0 Approval Date 29 th September 2011
--

- 7.8.3 The relevant senior Manager or designated service managers will maintain the evidence to support this certification. This evidence will consist of the registration number, date of registration and expiry date of such registration.
- 7.8.4 The Director of the NAS is required to confirm to the Garda Vetting Liaison Office (GVLO) that all registration is in order by the 31st March each year.
- 7.8.5 The Director is required to confirm to the National Director, Reconfiguration that all registration is in order by the 31st March each year.

8.0 IMPLEMENTATION PLAN

- 8.1 On approval, this Procedure will be circulated electronically to all Managers, Supervisors and Staff
- 8.2 This Procedure will be available electronically in each Ambulance Station for ease of retrieval and reference
- 8.3 Each Operational Support and Resilience Manager will ensure that the Manager/Supervisor responsible for updating Policies and Procedures will return the Confirmation Form to NAS Headquarters to confirm document circulation to all staff.

9.0 REVISION AND AUDIT

- 9.1 This Procedure will be reviewed on an ongoing basis or when necessary following changes in clinical, legislation or governance arrangements
- 9.2 Periodically, the Education and Competency Assurance Team will make random checks of persons in positions requiring professional registration to ensure that their registration is current and that the NAS is in possession of the required documentary evidence or registration and that this information is recorded.
- 9.3 Revisions, amendments or alterations to the Procedure can only be implemented following consideration and approval by the Director following consultation with key stakeholders.

10.0 REFERENCES

None Applicable

11.0 APPENDICES

Appendix I - Procedure – Acknowledgement Form

NASCG011 NAS Professional Registration Document reference no. NASCG011 Revision no. 0 Approval Date 29 th September 2011
--