

INSERT DATE

**STRICTLY PRIVATE AND CONFIDENTIAL**

**ADDRESSEE ONLY**

INSERT NAME

INSERT ADDRESS

Sent by Email to: (If applicable)

Dear NAME

**Re: Professional Registration Lapse/ Suspension without pay**

Further to the meeting that was held on INSERT DATE with myself and INSERT NAME/S AND DESIGNATIONS OF ATTENDEES I write to confirm the outcome of our discussions. You were given the opportunity to be accompanied at the meeting by a colleague or trade union representative who was immediately available. You attended the meeting accompanied by xxx or you attended the meeting unaccompanied.

At this meeting I confirmed that we have received information that your professional registration with the HCPC /NMC/ GMC has lapsed and as this is a statutory and contractual requirement for your role, we will have to suspend you from duty without pay until we have confirmation that your registration has been reinstated.

I informed you of the conditions that apply to your suspension which were as follows:

• Whilst on suspension your pay will also be suspended.

• During suspension you must not, without prior permission, access Trust IT systems or premises other than to attend a meeting in relation to this process (which includes meeting with your trade union representative or to access Occupational Health services) or to attend as a patient or visitor.

• Whilst on suspension you should not contact any colleagues at work or make unnecessary telephone calls to colleagues at home unless to ask a colleague to accompany you at an investigatory meeting or hearing in the absence of a trade union representative.

• If you are required to attend Trust premises for any other reason you must gain permission from your line manager.

• You must not undertake paid work or employment (including Bank work internal or external) during the period of suspension.

• You must be available to attend any meetings when you would normally be at work.

• You are entitled to take any pre-booked annual leave whilst on suspension during which time you will not be expected to attend any meetings on site, following your leave period your suspension will continue. You confirmed that you are on annual leave from INSERT until INSERT and will therefore not be available for meetings during these dates.

• You should also notify us of any change of address or contact telephone number whether it is temporary or permanent.

I explained to you that failure to maintain your Professional Registration is a breach of your terms and conditions of employment with the Trust and I provided you with a copy of the document “Addendum to Disciplinary Procedure and to the Professional/Statutory Registration Policy and Procedures for Monitoring Registered Staff”

You advised of the circumstances which led to the lapse in your professional registration, and I summarise the key points as follows.

[summarise employee’s statement, including any evidence put forward].

Based on the above we agreed the following requirements. [Please amend and include any additional actions as agreed]

1. If not already, you must contact your professional registration body at the earliest opportunity and establish what actions you need to take to reinstate your professional registration.
2. You must keep me up to date with the outcome of any discussions with your professional registration body
3. We have agreed that a reasonable timeframe for your registration to be reinstated would be [ please state a deadline subject to the reason why the lapse has occurred, e.g. if pay related – provide 1 week deadline, if revalidation is required – provide 6 week deadline]
4. You must inform me at the earliest opportunity when your registration has been reinstated and provide evidence

You were advised that failure to comply with the above requirements within the agreed timeframe and/ or without a justified reason will result in formal disciplinary action being taken in accordance with the Trust’s Addendum to Disciplinary Procedure and to the Professional/ Statutory Registration Policy and Procedures for Monitoring Registered Staff.

I explained to you that if you wish to speak to anyone in confidence or in order to receive counselling during this period the Trust has a Staff Support Service who may be contacted on 0121 371 7170, alternatively you can email StaffCounselling.Services@uhb.nhs.uk. In addition to this, you can also access the staff wellbeing page from home by typing “UHB Wellbeing” into Google search.

You may speak in confidence with the Freedom to Speak up Guardian or Confidential Contacts who can be approached via email at FreedomToSpeakUpGuardian@uhb.nhs.uk or telephone on 0121 371 7221.

Finally, I would like to thank you for your honesty during this process, and your clear willingness to move forward from this in a positive way. If you have any questions or queries in respect of the content of this letter please contact me on NUMBER

Yours sincerely

**Line Manager**

cc Personal File

HR Representative