Suspending Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accompanied by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Suspension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suspension Script – Lapse of Professional Registration**

Welcome individual to the meeting.

You have been asked to attend this meeting because we have received information that your professional registration 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.

Before I commence this meeting, I need to advise you that you have the right to be accompanied by either a trade union representative or workplace colleague; however they need to be available immediately (this could be phone). Please can I clarify whether you wish for someone to accompany you today? If so I can allow a few minutes for you to contact them

Y / N (please circle)

Name of colleague if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I need to inform you of the conditions that apply to your suspension:

* 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.

Confirm if any bank has been booked: Yes / No

Dates of bank shift if yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* You must be available to attend any meetings when you would normally be at work. For night staff you will be expected to be available during the day.
* 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.

Confirm if any annual leave booked: Yes / No

Dates of leave if yes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* New annual leave requests must be made in line with normal arrangements.
* You should also notify us of any change of address or contact telephone number whether it is temporary or permanent.

Confirm current address and phone number/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to avoid any potential delays are you happy to receive communication from the Trust to your personal email ? If so please advise of the email address to use:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_INSERT HOME EMAIL ADDRESS

Once we have confirmation of your registration being reinstated then the suspension will be lifted.

You will be asked to explain the circumstances by which your registration lapsed and in the first instance you will be given an opportunity to reinstate your professional registration within a reasonable timeframe. Failure to do so could then lead to formal disciplinary action.

I will ensure this information is outlined to you in writing within 7 calendar days. This letter will also include a copy of the Trusts Addendum to Disciplinary Procedure and to the Professional/ Statutory Registration Policy and Procedures for Monitoring Registered Staff.

We appreciate this may be an unsettling time for you, if you have any questions or queries with regards to this process, then you should contact me.

**Confidentiality**

You are advised that this matter is confidential. You can of course speak to your union representative or a trusted workplace colleague (who is not involved in any way in this matter and who would not be called as a witness) to seek advice and moral support, as well as of course being able to speak confidentially with close family. If you are unsure about whom you can speak to about this matter, please do not hesitate to contact me or the Human Resources team on 01213717612 for further advice and guidance. You may also speak in confidence with the Freedom to Speak up Guardian who can be approached via email at FreedomToSpeakUpGuardian@uhb.nhs.uk or telephone on 0121 371 7221.

**Support for you**

I understand that this is a difficult time for you. The Trust offers a number of health and wellbeing support mechanisms which I would encourage you to access:

* The Trust’s Health and Wellbeing services using the following link [Health and well-being (uhb.nhs.uk)](https://www.uhb.nhs.uk/coronavirus-staff/health-and-well-being.htm).
* You were encouraged 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.
* If you would like an Occupational health referral then please let me know and I will make the necessary arrangements

You are strongly encouraged to take prompt action in relation to reinstating your registration.