1. Introduction and Who Guideline applies to

1.1 This guideline details the registration check to be done by the line manager and allocation of supernumerary time for the following groups of staff new to the University Hospitals of Leicester NHS Trust.

   a) Newly Registered/Qualified Nurses (NQN), Midwives (NQM) and Operating Department Practitioners (ODPs) – including those who have completed a return to practice course or second registration.

   b) Nurses and Midwives trained within the European Union (EU) and recruited directly to the Trust.

   c) Nurses trained from outside the European Union (Non-EU / Overseas) and recruited directly to the Trust who need to complete the Objective Structured Clinical Examination (OSCE).

1.2 Registration checks are verification that the newly registered / qualified member of staff has completed all necessary documentation and payment and is showing as live on the Nursing and Midwifery Council (NMC) Professional register or Health and Care Professions Council (HCPC) register for ODPs.

1.3 Supernumerary is where a member of staff works in their clinical area but is not counted within the staff numbers for that shift. They work alongside a Preceptor / mentor and are supervised and supported in practice to take responsibility for their work.

1.4 This guideline applies to the following staff employed in substantive posts:

   a) Newly Registered / Qualified Nurses, Midwives and Operating Department Practitioners (ODPs).

   b) Nurses recruited from the EU.

   c) Nurses recruited from outside the EU.

1.5 This guideline applies to the Line Managers of the staff groups detailed in 1.4.

1.6 These principles could also be used for other staff new to the Trust and registration checks and supernumerary requirements should be discussed and identified at local induction.

2. Guideline Standards and Procedures

2.1 Newly registered / qualified staff must not start in the Trust on their band 5 contract until they have their ratified results that they have passed their course or OSCE. HR Recruitment will issue the relevant contract to the member of staff depending on the evidence they provide during the registration process.

2.2 The delay between ratified results and staff getting their registration (PIN number) can vary between:

   - No delays where the newly registered / qualified staff will start straight away on their band 5 contract.

   - A delay of 3-4 weeks where the newly registered / qualified staff will start on a Band 2 ‘Pre-Registration’ contract or continue to work under their OSCE Nurse Band 3 contract.

2.3 Newly registered / qualified staff who start on a Band 2 contract must take evidence from the NMC/HCPC of their registration (download from NMC/HCPC online or paper copy) to HR Recruitment Services who will complete the necessary forms and issue the new contract. They must also show this evidence to their line manager who must ensure that a copy is recorded in their personnel file.
2.4 All newly qualified or newly registered staff must have their registration independently checked by their line manager and recorded in their Personnel file. This should be asked for on a weekly basis from the date of recruitment for up to six weeks.

2.5 Any staff not providing evidence of their Registration within six weeks of commencement may have their contract terminated as per the terms and conditions detailed in their contract. Advice on this procedure is to be sought from HR.

2.6 All new staff must have two weeks induction which should be supernumerary and include both Corporate and local induction requirements as per the Policy for Corporate and Local Induction (Permanent Staff) Trust Reference B4/2003.

2.7 Supernumerary time must not start until the member of staff has received their registration and after the two weeks induction.

2.8 Supernumerary time is summarised in flowcharts attached as the following appendices:

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<th>Supernumerary Time – Newly Qualified Nurses, Midwives and ODP’s</th>
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2.9 Preceptorship will start on commencement of post and run alongside Trust and Local Induction. Preceptorship is not a substitute for local induction; local induction is the responsibility of the line manager. Please see the Preceptorship Policy, Trust reference B4/2018 for more information.

3. Education and Training

There are no training requirements for the implementation of this guideline.

4. Monitoring Compliance

<table>
<thead>
<tr>
<th>Element to be monitored</th>
<th>Lead</th>
<th>Tool</th>
<th>Frequency</th>
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<tr>
<td>All newly registered / qualified staff will have their registration within six weeks of ratified results</td>
<td>HR Recruitment Lead and Senior Nurse – Clinical Practice Development</td>
<td>Contract termination Report</td>
<td>Continuous</td>
<td>Report to the Deputy Chief Nurse (education and Practice Learning) and Nursing and Midwifery Workforce Group every six months</td>
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5. Supporting References

Policy for Corporate and Local Induction (Permanent Staff) Trust Reference B4/2003
Preceptorship Policy Trust ref B4/2018

6. Key Words

Supernumerary, new starter, newly qualified, international, overseas, PIN, registration, newly registered
Appendix One

Registration Check and Supernumerary Time – Newly Qualified Nurses, Midwives and ODP’s

Week 1
Start with Ratified Results

- Issued Band 2 ‘Pre-Registration’ contract, first day is Trust induction, start local induction (responsible of line manager)
- Work clinical shifts as non supernumerary HCA (to wear DMU student uniform or white tunic and navy trousers if external)
- Trust ID badge to have approved sticker over job title stating ‘Pre-registration Nurse/Midwife/ODP’
- Commence preceptorship as ‘Pre-registration Nurse/Midwife/ODP’

Notes / exceptions:
If did not train at DMU consider some additional supernumerary shifts to orientate to clinical area and Trust Use this time effectively to complete e-learning and start preceptorship

Line manager undertake independent check of PIN/Registration every week from week 3 till seen

Week 1
Start with Registration and PIN

- Start in Trust as Band 5 Qualified Nurse / Midwife / ODP with evidence of Professional Registration from the NMC/HPC, Start two weeks supernumerary induction programme - first day is Trust induction, commence local induction (responsibility of line manager)
- Issued with registered Professional uniform and ID badge, wear supernumerary badge
- Commence Preceptorship and Medicines Management

Notes / exceptions:
Supernumerary is: Where a member of staff works in their clinical area but is not counted within the staff numbers for that shift. They work alongside their Preceptor and are supervised and supported in practice to take responsibility and work as a registered professional

weeks 2 – 6
Including 4 weeks supernumerary time as a minimum

Those who started on Band 2 ‘Pre-Registration’ contract:

- Receive registration with NMC/HPC and licensed to practice. Individual to take evidence to HR who will complete necessary documentation and change contract from HCA to Registrant, change to Registered Professional Uniform
- Start 4 weeks supernumerary time as Registered Professional, wear supernumerary badge.

All Newly qualified / Registered Staff:

- Start 4 weeks supernumerary time as Registered Professional, wear supernumerary badge. Some specialty areas may provide longer supernumerary time (e.g. Critical Care). This must be agreed by the Head / Deputy Head of Nursing
- Continue Preceptorship and local induction, complete first appraisal and first review in Preceptorship Handbook
- Complete all elements of the Medicines Management Clinical Competency Assessment

Notes / exceptions:
May be a delay in getting PIN number as this is dependent on NMC/HPC processes.
Line manager to record PIN Number in Personnel file
A delay in registration may result in a delay in start date of professional supernumerary time.
If issued a white tunic to return this to the linen room to prevent cost being taken from salary
Staff not to be moved out of their clinical area to cover staff shortages in other areas

Week 7 onwards

- Education Lead to confirm with Line Manager that Supernumary time has ended, collect supernumerary badge
- Continue with Preceptorship programme, support from Preceptor and Preceptorship framework till end of first year.

Notes / exceptions:
If further supernumerary support is required then Line Manager to confirm additional time period and complete action plan in Preceptorship Handbook. This must be agreed with the Matron
Any requirements for supernumerary time beyond week 8 must be discussed and agreed with the Matron

Registration Check and Supernumerary Guidelines for Registered Nurses, Midwives and ODP’s
V2 Approved by Policy and Guideline Committee on 10th March 2018, Trust Ref: B22/2016
Next Review: March 2021

NB: Paper copies of this document may not be most recent version. The definitive version is held on INsite Documents
**Appendix Two**

**Registration Check and Supernumerary Time – New EU nurses**

**Week 1**
- Start in Trust, first day is Trust Induction.
- If waiting PIN number to start as HCA ‘registrant in waiting’, ID badge to have approved sticker over job title stating ‘Pre-registration Nurse’ to wear white tunic and navy trousers.
- Commence Trust International Nurse Induction Programme and Preceptorship.
- Commence local induction and relevant sections of Preceptorship Handbook.
- Work in clinical area in supernumerary capacity alongside Preceptor / Mentor, wear supernumerary badge.

**Notes / exceptions:**
- Line manager undertake independent check of PIN/Registration every week from week 3 till seen.
- Line manager to record PIN Number in Personnel file.

**Weeks 2 - 7**
- Continue Trust International Nurse Induction Programme, attend Trust Induction – Clinical day 2.
- Commence CMG specific study days and English language sessions.
- Complete all elements of the Medicines Management Clinical Competency Assessment.
- Continue local induction and required e-learning, complete relevant sections in Preceptorship Handbook.
- Work in clinical area in supernumerary capacity alongside Preceptor / Mentor.

**Notes / exceptions:**
- If no PIN number to work as HCA – delay in PIN may have an impact on supernumerary time.
- Will attend 2-3 study days and do 2-3 clinical shifts a week.
- Staff not to be moved out of their clinical area to cover staff shortages in other areas.

**Week 8**
- Complete Trust EU nurse Induction Programme.
- Continue Preceptorship, CMG Specific Study days and English language sessions.
- Line Manager to review progress, complete first appraisal.
- May be able to finish supernumerary time if progressing well – if so Education Lead to collect supernumerary badge.

**Notes / exceptions:**
- Review supernumerary time if delay in PIN number, if working as HCA after week 8 no requirement to be supernumerary.

**Weeks 9 - 11**
- Continue Preceptorship, CMG Specific Study days and English language sessions.
- Line Manager to review progress weekly, may be able to finish supernumerary time and move to independent practice if progressing well – if so Education Lead to collect supernumerary badge.

**Notes / exceptions:**
- Some speciality areas may provide longer supernumerary time. This must be agreed by the Head / Deputy Head of Nursing.

**Week 12 onwards**
- Supernumerary time ends, Education Lead collect supernumerary badge.
- Continue Preceptorship if Newly Qualified International Nurse.

**Notes / exceptions:**
- If further support is required then Line Manager to confirm additional time period and complete action plan in Preceptorship Handbook. This must be agreed with the Matron.
- Any requirements for supernumerary time beyond week 12 must be discussed and agreed with the Matron.

**Supernumerary is:** Where a member of staff works in their clinical area but is not counted within the staff numbers for that shift. They work alongside their Preceptor and are supervised and supported in practice to take responsibility and work as a registered professional.
Week 1
- Start in Trust, first day is Trust Induction.
- Commence UHL Overseas Nurses induction programme
- Trust induction Clinical Day 2 incorporated into the programme.
- May work in clinical areas during this time. This will be in a supernumerary capacity, contracted as a Band 3 HCA. To wear white uniform with 'Pre Registration Nurse' title on their name badge.

Notes / exceptions:
- Will have worked for at least a year as an RN in a relevant area of practice.
- Will have passed ILETS to NMC requirements
- Will have passed a NMC computer based theory test.

Weeks 2 - 6
- Continue with UHL Overseas OSCE preparation programme
- May work in clinical areas during this time. This will be in a supernumerary capacity, contracted as a Band 3 HCA. To wear white uniform with ‘Pre Registration Nurse’ sticker on their name badge.

Notes / exceptions:
- OSCE booked at external accredited organisation for the week after OSCE preparation programme ends.

Weeks 8 - 9
- Up until test date: work in clinical areas in a supernumerary capacity, contracted as a Band 3 HCA. To wear white uniform with ‘Pre Registration Nurse’ sticker on their name badge
- Take OSCE test
- Receive notification of OSCE test results within 5 working days.

Notes / exceptions:
- PASS - apply for NMC PIN- takes 3 - 4 days
- FAIL - apply for resit, the Trust supports 2 resits (3 for those who applied after April 2017)

Weeks 10 - 18
PASS OSCE:
- Commence Preceptorship once have NMC PIN, including CMG Specific Study days, medicines management theory and test. Commence Band 5 development Framework
- Continue to wear white uniform until their new starter appraisal. Agree time to move to wearing RN Uniform with supernumerary badge, Staff Nurse title on ID badge.
- Supernumerary for at least 8 weeks with named mentor
- Staff not to be moved out of their clinical area to cover staff shortages in other areas

Notes / exceptions:
- Some speciality areas may provide longer supernumerary time. This must be agreed by the Head / Deputy Head of Nursing.
- Supernumerary time can be reviewed at weeks 4 and 6 if progressing well

Varying time scales
- IF FAIL FIRST OSCE: work in clinical area as a Band 3 HCA. To wear white uniform with ‘Pre Registration Nurse’ sticker on their name badge. Attend additional OSCE preparation sessions with Education team.
- Undertake OSCE RESIT

Notes / exceptions:
- If further support is required then Line Manager to confirm additional time period and complete action plan in Preceptorship Handbook. This must be agreed with the Matron
- Any requirements for supernumerary time beyond 8 weeks must be discussed and agreed with the Matron

Supernumerary is: Where a member of staff works in their clinical area but is not counted within the staff numbers for that shift. They work alongside their Preceptor and are supervised and supported in practice to take responsibility and work as a registered professional