



Florence

Management of NISCC Registrations Policy and Procedures (Northern Ireland)

Policy Lead	Mayvelyn Talag Registered Manager NI
Authors	Florence Governance Team
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1. Introduction

Florence is dedicated to maintaining the highest standards of professionalism and competence among its healthcare workforce, aligning with the regulations set by the Northern Ireland Social Care Council (NISCC). The Nursing Agency NISCC Registration Policy provides a comprehensive framework outlining the procedures and responsibilities governing NISCC registration for care professionals employed by Florence. This policy encompasses the entire lifecycle of registration, from initial application processes to ongoing professional development, compliance monitoring, and renewal procedures.

The policy emphasises Florence's commitment to facilitating the NISCC registration process for its care professionals. New employees are supported in providing necessary evidence, completing application forms, and navigating the registration journey. The agency places a strong emphasis on monitoring and maintaining the registration status of its care professionals, ensuring timely renewals and continuous adherence to NISCC requirements. Florence is not only committed to regulatory compliance but also strives to foster ongoing professional development opportunities for its healthcare workforce. Non-compliance with NISCC registration requirements is addressed with disciplinary measures, showcasing Florence's dedication to upholding the highest standards in healthcare provision.

In terms of governance, Florence Management assumes the responsibility of overseeing the implementation of this policy and ensuring compliance. The policy is communicated to all relevant care professionals through internal channels, fostering awareness and understanding. Regular reviews of the policy are conducted to ensure alignment with evolving NISCC regulations, and any changes in requirements are promptly incorporated to maintain policy relevance and effectiveness. Overall, the Nursing Agency NISCC Registration Policy serves as a testament to Florence's unwavering commitment to excellence and professionalism in healthcare service delivery.

2. Policy Statement

Florence is committed to ensuring the professional competence and compliance of its healthcare workforce with the standards set by the Northern Ireland Social Care Council (NISCC). This Nursing Agency NISCC Registration Policy establishes



the procedures and responsibilities for NISCC registration, outlining the expectations for both the agency and its care professionals.

Florence facilitates the registration process for eligible employees, ensuring adherence to the NISCC Code of Practice and maintaining valid registration throughout employment. The agency supports employees in submitting required documents, guides them through the application process, and monitors registration status. Florence is dedicated to ongoing professional development, providing opportunities for training to meet NISCC requirements. Compliance with NISCC regulations is essential, and non-compliance may result in disciplinary action.

Florence commits to cooperating fully with NISCC investigations and promptly updating the policy to reflect any changes in NISCC requirements. This policy is subject to regular review and is communicated to all relevant care professionals through internal channels to foster awareness and adherence. Florence Management holds the responsibility for policy oversight and implementation.

3. Scope

This policy applies to all care professionals employed by Florence who are required to be registered with the Northern Ireland Social Care Council.

4. Definitions, Roles and Responsibilities

CEO (Chief Executive Officer) The CEO is ultimately responsible for the overall management and direction of the company. The CEO has the ultimate responsibility for setting the tone and culture for the organisation, ensuring that all employees understand the policy's importance, and overseeing its implementation.

Central Team - All direct employees of Florence that are not care professionals working through the Florence platform

Service User - a person who uses health and/or social care services. Sometimes known as a "patient", "client" or "person in care".

Care Professionals - Anyone on the Florence platform that carries out work on behalf of Florence in other organisations, for example registered nurses



and care assistants.

Employees - everyone employed by Florence directly and indirectly, including care professionals using the platform and the central team.

Registered Manager is responsible for ensuring that this policy meets the needs of regulators in Northern Ireland.

Regulation and Quality Improvement Authority (RQIA) - is the independent body responsible for monitoring and inspecting the availability and quality of health and social care services in Northern Ireland, and encouraging improvements in the quality of those services.

5. Procedure

NISCC Registration Requirements:

All care professionals employed by Florence must meet the registration requirements set forth by the Northern Ireland Social Care Council. This includes adhering to the NISCC Code of Practice, and maintaining valid registration throughout their employment.

6. Registration Process:

1. Florence will facilitate the NISCC registration process for all eligible care professionals.
2. Care professionals must provide evidence of their qualifications, professional development, and other required documents for NISCC registration during onboarding.
3. Florence will support care professionals in completing the NISCC application forms and guide them through the registration process.
4. Florence will verify and keep records of each care professional's NISCC registration status.



7. Renewal and Maintenance

Florence is responsible for monitoring the expiration dates of care professionals' NISCC registrations and will remind and assist care professionals in the timely renewal of their NISCC registration.

It is the responsibility of care professionals to provide updated information to Florence regarding any changes in their NISCC registration status.

8. Training and Professional Development

Florence will provide opportunities for care professionals to engage in ongoing professional development to meet NISCC requirements and will support care professionals in obtaining and maintaining the necessary qualifications for NISCC registration

9. Compliance

Non-compliance with NISCC registration requirements may result in disciplinary action, up to and including termination of employment with Florence.

Florence will cooperate fully with any NISCC investigations and provide required documentation promptly.

10. Monitoring

This policy will be reviewed regularly (at least every three years) to ensure compliance with NISCC regulations and updated as necessary.

Changes to NISCC requirements will be promptly incorporated into this policy.

11. Policy Changes/Version History

Date	Reviewed Changes
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02/09/24	Registered manager name change



