

# Brigstock Family Practice



## 9. Locums & Practicing Privileges

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Revisions:		<b>ENSURE APPENDIX 82 - LIST OF POLICIES REVIEW DATE IS UP TO DATE AND UPLOADED ON TO THE WEBSITE.</b>
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31.08.2013	MS	<b>Reviewed</b>
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## 9.1 Pre & Post Employment Checks

### 9.1.1 Introduction

It is necessary to outline clearly the procedures for those clinicians who are granted practising privileges (i.e. the grant to a person who is not employed by Brigstock Family Practice permission to practise in the clinic). This policy outlines what the procedures are in place to safeguard practising privileges and the clinic's patients.

### 9.1.2 Pre-Interview Questionnaire

In order to check the suitability of a new clinician not employed directly by Brigstock Family Practice, the clinic performs a number of checks using a pre-interview questionnaire (see appendix 30) and a locum Induction check list (appendix 111). The following pre and post-employment checks are carried out before a clinician is granted practising privileges:

- that the practitioner is registered with the appropriate professional regulatory body;
- that the practitioner is trained and is experienced in the type of treatment he/she is to be given practising privileges to perform;
- that the practitioner declares whether or not he/she:
  - is currently the subject of any police investigation and/or prosecution, in the UK or any other country;
  - has ever been convicted of any criminal offence required by law to be disclosed,
  - received a police caution in the UK, or a criminal conviction in any other country;
  - is currently the subject of any investigation or proceedings by any body having regulatory functions in relation to health/social care professionals including such a regulatory body in another country;
  - has ever been disqualified from the practice of a profession or required to practise it subject to specified limitations following a fitness to practise investigation by a regulatory body, in the UK or another country.
- that the practitioner is interviewed before employment, and that records of interview and written references are retained;
- that qualifications relevant to the post applied for are verified by validation at the interview;

### **9.1.3 Post Employment Outcomes**

The Pre-interview checks have been devised to ensure clients receive treatment from appropriately recruited, trained clinicians. Post employment practising privileges are reviewed for each clinician every two years, as a minimum and may be reviewed more frequently as a result of concerns about practice or complaints received by the clinic. As a result the clinic will ensure:

- that the clinician is appropriately registered, whether that registration covers the duties to be undertaken and whether there are any restrictions in place or investigations underway by the relevant regulatory/licensing body;
- that employment references are sought from the two most recent employers prior to making an offer of employment;
- that indemnification is checked and authenticated;
- that documentary proof is maintained of the continuing registration with the respective professional regulatory body;
- that the procedures for practitioners to follow when gifts are offered from patients, and what may and may not be accepted, are set out;
- that the practitioner who is offered practising privileges has his/her identity confirmed through the presentation of a valid birth certificate, and passport or driving licence;
- that there are arrangements in place for ensuring the validity of work permits are verified and that their status is clarified.

## **9.2 Practising Privileges**

### **9.2.1 Written Agreement**

Prior to commencing work at the clinic, the clinician will sign a Service Level Agreement which make reference to a Contract Specification. These documents set out:

- the details of the practising privileges, which includes a stated requirement of the clinician's availability to attend the establishment within a certain time limit if notified of a problem with a patient;
- that he/she will comply with the organisation's policies and procedures including the complaints procedure, and which requires the clinician to inform the appropriate person if a complaint is made directly to him/her in the first instance
- where to find the list of all policies the clinic's network detailing which policies they are expected to be familiar with
- that the clinician is required to place a copy of all clinical notes relating to care or treatment in the clinic's patient's health records on the Emis
- that practising privileges are reviewed for each clinician every two years, as a minimum and may be reviewed more frequently as a result of concerns about practice or complaints received by the clinic.

Whilst working within the clinic the clinician will also be supplied with a Locum Pack Appendix 111, 112 & 113) which provides details of the clinics policies, processes and protocols and forms the basis of the clinics induction process.

## **9.3 Continuing Professional Development**

All clinicians will undergo training in line with the clinics normal training procedures. These procedures are outlined in the Human Resources Policy; Section 8.10 Training.