

## Procedure

### Clinician Approval

## Contents

1.	Scope .....	1
2.	Purpose .....	1
3.	Responsibilities .....	1
4.	Definitions .....	2
5.	Associated Documents .....	2
6.	Clinician Approval .....	2
Appendix A	Clinician Approval Process Flow .....	4

### 1. Scope

- 1.1 This procedure applies to the approval of all clinicians involved in the delivery of products and / or services within the scope of the Thanet Health CIC Management System.

### 2. Purpose

- 2.1 The purpose of this procedure is to ensure that all clinicians involved in the delivery of products and / or services are approved through a rigorous process that ensures they are able to conform to all requirements.

### 3. Responsibilities

- 3.1 The Quality Department is responsible for the communication, operation and maintenance of this procedure.
- 3.2 Process owners are responsible for the effective implementation of this procedure.
- 3.3 Any individual process user can take responsibility for raising change requests if they believe there are requirements for change.
- 3.4 For all General Practitioners (GP's) the responsibility for undertaking this procedure lies with the GP Clinical Lead. For all other practitioners, the responsibility lies with the ACP Clinical Lead.

## 4. Definitions

- 4.1 **GP Clinical Lead:** A person within the organisation holding the responsibility for all GP's involved in a clinical service.
- 4.2 **ACP Clinical Lead:** A person in the organisation holding the responsibility for all ACP's (Advanced Clinical Practitioners) involved in a clinical service.
- 4.3 **Clinician:** A healthcare professional having direct contact with patients.
- 4.4 **Job Description:** A statement that outlines the specifics of a particular job or position within an organisation.
- 4.5 **Person Specification:** A profile of the ideal candidate for a particular job or role within an organisation.
- 4.6 **Professional Registration:** Recognition by a professional body that a person has achieved the required level of knowledge, understanding and competence.
- 4.7 **DBS Certificate:** A certificate from the Disclosure and Barring Service detailing any information relating to an individual's spent or unspent convictions.
- 4.8 **Mandatory Training:** Compulsory training determined as essential by an organisation for the safe and efficient delivery of services.
- 4.9 **Personal Attributes:** A quality or characteristic of a person that can help determine suitability for certain roles.

## 5. Associated documents

- 5.1 All associated documents referred to in this procedure are highlighted in bold and underlined.

## 6. Clinician Approval

- 6.1 Any clinician the organisation is proposing to use in the delivery of products / services must be approved in accordance with this procedure prior to them being used for the first time.
- 6.2 Where a clinician is an employee of the organisation, they must be employed via the documented **Recruitment Process** and approved via this procedure.
- 6.3 Where a clinician provides services as an external supplier, they must be approved via this procedure and as per the process flow chart in Appendix A.
- 6.4 The qualifications of the clinician must be checked against the relevant **Job Specification** and **Person Specification** for acceptability.
  - 6.4.1 If the qualifications are not acceptable the clinician must be rejected.
- 6.5 The professional registration of the clinician must be checked with the relevant professional body for acceptability.
  - 6.5.1 If the registration is not acceptable the clinician must be rejected.
- 6.6 A check for an up to date, suitable DBS certificate must be undertaken.

- 6.6.1 If there is no up to date certificate or a certificate is unsuitable for the services provided, an application for a new check must be submitted.
- 6.6.2 Upon receipt of the results the new DBS check must be reviewed for acceptability.
- 6.6.3 If the results are not acceptable the clinician must be rejected.
- 6.7 The status of mandatory training required for the role / service must be undertaken for acceptability.
  - 6.7.1 If the status of mandatory training is not acceptable, the clinician must be informed they cannot be considered for the delivery of any services until their training is up to date and evidence has been supplied.
- 6.8 An assessment of the clinician's personal attributes must be undertaken against the relevant **Job Description** and **Person Specification** for each service.
- 6.9 A determination shall be made of the suitability of the clinician against each service delivered.
- 6.10 Approval for the suitability of the clinician shall be recorded against each service on the Core Training System.

## Appendix A: Clinician Approval Process Flow

