



**RECRUITMENT OF LOCUM DOCTORS AND DENTISTS OPERATIONAL PROCEDURE**

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|----------------------|---------|--------------------|---|-------------------------------------|-----|
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| <b>Documents to read alongside this Procedure</b> | N/A |
|---|-----|

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**Disclaimer**

**When using this document please ensure that the version you are using is the most up to date either by checking on the UHB database for any new versions. If the review date has passed please contact the author.**

**OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED ON**

Cardiff and Vale University Health Board

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| Tr 357         | Nov 2008                |                |  |
| UHB1           | 17/07/2012              | 08/08/2012     | <ul style="list-style-type: none"> <li>• Updated to UHB format</li> <li>• References to Trust changed to UHB etc</li> <li>• Criteria for appointment to locum grades (appendix 1) updated to incorporate Specialty Grade doctors as per contract</li> </ul> <p>Changes completed by HR Policy and Compliance team.<br/>This does not constitute a full review of the procedure</p> |
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**RECRUITMENT OF LOCUM DOCTORS AND DENTISTS OPERATIONAL PROCEDURE**

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## 1) INTRODUCTION

The UHB subscribes to the aims and values that underpin the National Health Service across the United Kingdom. Fundamental to these are the provision of patient / client services of the highest standard and support for healthcare education, research and development.

## 2) POLICY STATEMENT

A Locum Doctor/Dentist is one who covers the temporary absence of a substantively employed Doctor/Dentist or who is temporarily covering a vacancy of an established post.

It is important to ensure that the same care is taken when making a locum appointment as with substantive appointments in accordance with the standards and guidelines of the *Code of Practice in the Appointment and Employment of HCHS Locum Doctors {DGM(97)68}*.

## 3) PRINCIPLES

A Locum Doctor/Dentist may be needed to cover one or a combination of the following circumstances:-

- Vacant post
- Sick leave
- Maternity leave / Paternity Leave / Adoption Leave
- Compassionate / Special leave
- Annual / Study leave
- Sabbaticals (Consultants)

The UHB will not engage locums who are currently the subject of reservations about standards or competence of previous performance or who are unwilling to provide their most recent reference. Wherever possible, locum cover will be provided by doctors from within the UHB. Only as a last resort will medical locum agencies be contacted.

It is important that the reason for requesting locum cover is established and that this reason can be fully justified. For instance, it would not be justifiable to request locum cover for annual or study leave in an area where similar post holders are employed on inclusive cover contracts, unless other colleagues are absent.

- Full advantage should be taken of using the range of junior doctors employed within the UHB within a given specialty e.g. Lecturers, Research Fellows, Clinical Fellows – to be remunerated at standard NHS Locum rates.

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- Correct application of the risk assessment protocols in relation to doctors going on maternity leave – to ensure that they undertake a mutually advantageous rota.
- Full use is made of the funded flexible junior doctors. Where they currently replace rota duties of existing juniors – a log should be kept in order for the regular trainee to ‘pay back’ duties at a future date.
- Where a specialty has a high vacancy rate, due to the inability to recruit either regular or locum doctors, the Clinical Director will work with the Medical Workforce Manager to examine all creative options, in order to minimise the extended use of full-time locum agency doctors.

### 4) APPLICATION

Issues relating to quality assurance, standards and risk management should be considered and the use of locums continually monitored in line with the UHB’s aim to optimise utilisation of its medical workforce and reduce the use of locum doctors/dentists.

It should be remembered that whilst there are many circumstances where provision of locum cover is acceptable, there is often no allowance within the budget(s) to fund such eventualities. Care should therefore be taken to ensure that any provision of locum cover is made as economically as possible and that delays in attempting to provide such cover are minimised. It should also be emphasised that requests for locum cover should be made whilst giving as much notice as possible to enable the Medical/Dental Workforce Department to seek suitable candidates appropriately and effectively.

### 5) PROCEDURE

**Note Medical – means both Medical and Dental Staff**

**NB** *{Throughout this procedure, reference is made to ‘the appropriate Medical Workforce Officer’ in respect of arranging locum cover. In certain areas, these duties may be undertaken by another appropriate designated staff member, therefore, this procedure is intended to apply to all staff involved in these duties}.*

#### 5.1 Approval of locum cover requests - Junior medical staff

In instances where short-term locum cover of sick leave is required for overnight or weekend on-call commitments, the appropriate Medical Workforce Officer will automatically look for on-call cover as soon as the substantive post holder has reported sick, confirmed his/her on-call duties, and the Clinical Director (or nominee) has authorised the appointment of a locum.

For longer periods relating to junior medical staff, and for longer periods of locum requirements, it will be necessary for the appropriate Clinical Director to discuss the need for provision of locum cover with the Medical Workforce Officer to ascertain whether it is appropriate to obtain locum cover, whether or not this may be achieved via advertisement, and establish the necessary criteria required to fulfil the post which may include amending a Job Description and Person Specification.

## **5.2 Approval of locum cover requests - Career grade medical staff**

In all instances relating to locum cover of career grade medical posts, it will be necessary for the appropriate Clinical Director to discuss and establish requirements relating to locum cover with the appropriate Medical Workforce Officer. It is envisaged that locums relating to career grades will usually be for longer-term periods i.e. vacancies or to cover extended leave. Discussions will again focus on what duties need to be covered, appropriate advertising of the post, and the experience and skills necessary to fulfil the requirements of the post via a Job Description and Person Specification.

## **5.3 Approval of locum cover requests – Consultant medical staff**

In instances where a locum is required for a newly established Consultant post, the appropriate Divisional Director must confirm funding is available for a locum to be appointed ahead of the permanent post.

Where it is decided that cover is required for specific elements of a Consultant post (e.g. on-call shifts), cover may be provided by Consultant colleagues from within the Department and remunerated in accordance with the 'Consultant extra duty payments schedule' as agreed prospectively by the Clinical Director and Divisional Director.

There may also be occasions where cover can be provide by Consultants or other suitably trained doctors from outside of the UHB (for instance, from neighbouring UHB's). Appropriate pre-employment checks must be carried out via the appropriate Medical Workforce Officer before the doctor can undertake any duties on behalf of the UHB. Similarly, remuneration for these duties must be made in accordance with the 'Consultant extra duty payments schedule' as agreed prospectively by the Clinical Director and Divisional Director.

## **5.4 Procedure for seeking locum cover**

Locum cover arrangements are made by either the Medical Workforce Department or Directorate Office unless short-term locum requirements are

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realised outside the working hours of the Medical Workforce Department. (See paragraph 4.9).

The criteria for appointment of locum grades of staff are set out in Appendix 1.

For all locum requirements that fall within office hours, the Medical Workforce Officer or other designated officer will follow the following procedures:-

### **5.4.1 Long-term locums**

Application for advertised posts will be made in the usual way by Application Form and/or, in the case of Consultant posts, by CV and Declaration Form. All submitted applications will be shortlisted against the Person Specification as normal. Interviews in respect of junior medical career grade locums staff will be conducted by a minimum of two Consultants in the specialty, including the appropriate Supervising Consultant or Clinical Director and accompanied by a representative of the Medical Workforce Department.

### **5.4.2 Short-term locums**

For short-term locum requirements (from one day up to four weeks), the Medical Workforce Officer / Directorate Office will:-

- i. Contact all medical staff within the relevant Department/Specialty, if appropriate, to ascertain whether any other staff within the area can work part or all of the additional duties. Appropriate remuneration will be discussed and agreed.
- ii. Contact all medical staff in other Departments/Specialties within the UHB who have the necessary experience and skills and competencies to fulfil the locum duties to ascertain whether they can work part or all of the additional duties. Appropriate remuneration will be discussed and agreed. Checking the availability of short-term locums will be carried out as a matter of urgency and the Clinical Director informed immediately it is known that internal locums are not available.
- iii. The Medical Workforce Department retain a bank of short-term locum doctors, who have undergone the appropriate checks to work within the Trust. The doctors are contacted by the Medical Workforce Officer / Directorate Office on a random basis, whilst ensuring that the doctor has the necessary skills and competencies to fulfil the locum duties.
- iv. Only when the above procedures have been exhausted will the Medical Workforce Officer contact the Clinical Director / Directorate Office for authorisation to approach appropriate Locum Agencies.
- v. In instances where potential locums are not already known to the Department in which the locum will be working, the appropriate Clinical Director or Supervising Consultant should examine the Curriculum Vitae and references to satisfy him / herself that the

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potential locum is suitably qualified/skilled to fulfil the locum requirements.

The reporting mechanisms in providing locum cover for H@N is reported in paragraph 4.9 (Appendix VIII).

### 5.5 Pre-employment checks on locums

In all instances where locums are appointed, a number of pre-employment checks must be satisfactorily completed. The Medical Workforce Officer must ensure all pre-employment checks are completed and in place prior to locum taking up any duties within the UHB.

Such checks must be made irrespective of whether the locum is employed on a short-term or long-term basis although in instances where Agency Doctors are recruited, some of the checks may be made by the Locum Agency in accordance with the UHB and PASA contractual arrangements.

The Medical Workforce Officer will usually be able to make most checks themselves unless the locum is covering duties overnight or at the weekend outside of office hours. In such instances, it is appropriate for any outstanding checks to be made via the Supervising Consultant or a nominated Deputy, for instance, a Specialist Registrar or other senior Doctor in the Department before the locum commences duty.

The checks to be made will be:-

- i) Proof of identity - this will usually be done via reference to the Passport of the Locum Doctor and will also enable the officer to confirm that a Doctor has appropriate visa / residency status.
- ii) Appropriate registration with the General Medical Council, taking care to ensure that any Doctors with Limited Registration are covered to work in the applicable area. It should also be established that no GMC proceedings are pending against the Doctor and that he has not been suspended.
- iii) Satisfactory documentary evidence of pre-employment health assessment by an Occupational Health Department, to include up-to-date certification of appropriate immunisations. (In the case of Agency Locums, it is advised also that immunisation reports supplied by the Agency are approved by the UHB's Occupational Health Department also).
- iv) Where appropriate, seek to ensure that the locum confirms he / she will not breach the controls on hours as set out in the *New Deal on Junior Doctors' Hours and European Working Time Directive*.



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- v) Ensure that references are appropriate and satisfactory. In all cases where doctors are not employed by the UHB, two satisfactory references must be obtained, one of which must be the current/most recent employer before confirmation of the locum can be made. Care should be taken to investigate the reason for any gaps in the CV or failure to obtain a reference from the most recent employer.
- vi) For locum Doctors who will be employed in excess of four weeks, the CRB Check procedure should be carried out. For all locums employed who have not completed the UHB's application form, the locum must sign a declaration of criminal convictions (See Appendix II).
- (vii) With the exception of agency locums Risk Assessment Forms are completed (Appendix III).
- viii) Advise, the locum that current membership of a Medical Defence Organisation is recommended.

Locums employed from outside the UHB, but not via an Agency, will usually be provided with a letter of appointment, if possible, which will further state the need for the above checks to be made.

### 5.6 Induction

#### **Robust arrangements for induction must be in place at directorate level.**

As with substantive employees, it is important that locums receive induction but that it is appropriate to the length of the doctor's appointment in the UHB and so this may be done via local departmental familiarisation or a broader organisational induction.

In instances where short-term junior doctor locums are appointed for overnight or weekend on-call work, the locum should be advised of the name of a fellow junior doctor on-call who they can meet at the start of their shift. This doctor will then be responsible for providing basic familiarisation (e.g. Department layout, canteen facilities etc.) and advice relating to procedures and duties to be performed throughout the course of the duty period. Security Office should also be advised of the locum appointment and make available any appropriate accommodation keys, bleeps etc.

The UHB induction sheet for junior doctors will be available electronically. It will contain all the key numbers / information which should enable a locum who is unfamiliar with the hospital to take emergency action.

The information sheet will be given to all the locum agencies used in the UHB and it is their responsibility to ensure that it is given to the doctor, prior to

them undertaking any work here. Locums employed by the Medical Workforce Department will be emailed the instructions, prior to them starting. If the doctor does not have access to email, it will be the responsibility of whoever authorised the locum in the directorate, to ensure that the locum receives it.

For longer-term junior doctor locums, an Induction should be provided and a fellow junior doctor in the team should be nominated as a 'buddy' so that they can provide basic familiarisation of the Department, hospital and the day-to-day work activities.

In respect of career grade staff, an Induction should be provided and a nominated medical colleague responsible for basic familiarisation. For Consultant staff, meetings should be arranged for the Consultant to meet key colleagues in the Department and Hospital.

### **5.7 Use of Medical Equipment**

In line with the Provision and Use of Work Equipment Regulations 1998, locums must not use medical equipment for which they have not received adequate training if such use may entail risk to patients or others.

This applies particularly to infusion pumps for which the UHB has a formal policy and training programme.

### **5.8 Payment**

The Clinical Director should review payments to all agency locums on a weekly basis.

Locum appointments made via Locum Agencies will be paid via the usual invoicing procedures. Once the invoices have been approved by the Medical Workforce Officer, the information regarding reason for locum, cost etc. must be entered onto the finance database. This information is made available to Finance, Workforce and OD and Clinical Directors. The information identifies costs, trends, reasons for absence etc and to facilitate follow up sickness interviews etc.

In instances where locums are enrolled and paid via the UHB payroll, all employment should be paid as is the case for substantive staff i.e., via the monthly payroll. For 'ad hoc' locums who do not hold a substantive post in the UHB and for locums of less than two weeks consecutive duration, an Enrolment Form and a Locum Duty Claim Form (Appendix IV) should be completed for the hours worked and paid via the monthly payroll.

Doctors currently employed substantively in the UHB who perform additional locum duties will also be obliged to complete a Locum Extra Duty Claim Form

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which will be processed and paid in addition to their basic monthly pay. Payment will usually be made in the month following the locum duty assuming the claim is submitted promptly and it is possible to obtain the necessary signatures/authorisation prior to payroll deadlines.

For all locums employed directly by the UHB, the locum will usually be paid at the rate applicable to the grade of the post they are covering. Any variation to this will be referred to the Clinical Director for their approval.

All locum claims and invoices must be processed via the Medical Workforce Department so that accurate records may be kept.

### **5.9 Assessment of locum doctors**

It is important to assess the performance of all locum doctors employed to work within the UHB. This will ensure that standards of performance are continually monitored and, most importantly, pinpoint any individuals or occasions where standards are not met.

In this respect, a form should be completed in respect of all Doctors who perform locum duties in the UHB and who are not already employed substantively in the Department. For locums who are employed for less than two weeks' duration, a shortened assessment form should be completed which will enable the Supervising Consultant to confirm whether they feel the locum has fulfilled the basic requirements of the post (See Appendix V). If, for any reason, the locum has not met these basic requirements, the Supervising Consultant should complete the more detailed assessment form to ensure that his concerns are fully documented (See Appendix VI & VII).

The more detailed assessment form should be completed in respect of all locums employed for longer than two weeks and for any locums who fail to meet the basic requirements of the post.

The appropriate assessment form should be completed by the Supervising Consultant immediately following the period worked.

In the event of unsatisfactory performance of a junior doctor in an educationally approved locum post of at least three months duration, a report should be sent to the Postgraduate Dean by the Supervising Consultant.

The Supervising Consultant is responsible for identifying the unsatisfactory performance of a locum and should provide advice to a Doctor/Dentist, where appropriate, of any further training he feels the Doctor/Dentist should have before undertaking any further locum work.

Emphasis should be made of the importance of accurate recording and monitoring of all locum usage in the UHB by the Medical Workforce Department and a list made of any doctors who have failed to meet the basic requirements of any posts they have held in the UHB.

**5.10 Procedure for seeking locum cover outside working hours (to include evenings, weekends and H@N hours)**

Clinical Directors and Directorate Managers should ensure that arrangements are in place whereby up to date contact information on current Medical and Dental Staff is available and accessible to the senior members of the on-call team.

When a doctor phones and advises the most senior doctor on site in the specialty that he is unable to attend for out-of-hours duty due to e.g., sickness, the Consultant on-call should make an assessment of the staff available within the specialty and allied specialties and attempt to arrange appropriate cover for the rest of the rota period from within existing resources, by insisting on staff remaining on duty where this is appropriate (See Appendix VIII). Where junior staff are requested to undertake additional duty – they will receive the appropriate extra remuneration and time off in lieu.

Where a doctor is unavailable to work a H@N shift, the authorisation will be undertaken by the Consultant on-call for the specialty from which the junior doctor has become unavailable.

If the Consultant decides that 'internal' arrangements are not feasible, and having regard for the significant cost likely to be incurred, the middle-grade doctor on-site will be empowered to contact a locum agency with a view to finding a short-term locum. Contact numbers for the three locum agencies 'recognised' by the UHB are held by the Switchboard (details in paragraph 4.10). No other Locum Agency should be contacted. Locums employed outside these arrangements will not be paid.

If the Agency is able to offer a doctor for the locum post, the C.V. should be faxed through to the UHB, and the Consultant will be responsible for confirming the appointment and the identity of the locum, and for advising the Medical Workforce Department. The Locum Agency will be required to record the name of the Consultant

When the locum period is completed, the senior member of staff on duty will be responsible for countersigning the Agency's time sheet.

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If all attempts at finding a replacement doctor fails, the Consultant on-call must decide how best to manage the service and give due consideration as to whether admissions are able to continue

### **5.11 Out-of-hours locum agency contacts**

If there is an occasion where locum cover is urgently required at short notice outside of the office hours of the Medical / Dental Workforce Department, the Supervising Consultant may contact, Site Manager (Bleep 5555)

#### **MEDACS 0800 442210**

to request if any suitable doctors are available to work. The Supervising Consultant will be responsible for approving any potential Doctors, ensuring they have sufficient experience, references and immunisations. Any locum bookings made outside of office hours must be communicated to the Medical/Dental Workforce Department.

Registration with the GMC / GDC may be checked via the following numbers:-

#### **General Medical Council 0845 357 8001**

**0845 357 3456** (computerised enquiry line which may be used outside of office hours for checking full or provisional registrations)

#### **General Dental Council 0207 887 3800**

Appendix 1

**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

**CRITERIA FOR APPOINTMENT TO THE VARIOUS LOCUM GRADES**

The following are the minimum standards as laid down in the NHSE document 'Code of Practice - the Appointment and Employment of Locum Doctors'. Any variations to these standards must be authorised by the appropriate Clinical Director.

**Consultant:** Full registration with the General Medical Council / General Dental Council

On the Specialist Register in an appropriate specialty

Possess the knowledge, skills and competencies, attributes and experience to undertake unsupervised independent clinical practice

**Associate Specialist:** Full registration with the General Medical Council

Minimum of four years in the Specialist Registrar or Staff/Specialty Doctor grade

Two years in the relevant specialty

**Specialty Doctor :** Full registration with the General Medical Council/General Dental Council

Minimum of four years full time post graduate training (or its equivalent gained on a part time or flexible basis), at least two of which will be in a specialty training programme in a relevant specialty or as a fixed term specialty trainee in a relevant specialty, or equivalent experience and competencies.

Dental Specialty Doctors are required to have 'adequate experience in the relevant specialty or equivalent experience and competencies' within the four years (or equivalent) postgraduate training period.

**Clinical Assistant:** Full registration with the General Medical Council

Relevant experience in the specialty

**ST1:** Radiology  
**ST3:** For all other specialties  
**ST4:** Paediatric Psychiatry

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Completion of the necessary ST experience; possession of the minimum college requirements for entry to the grade

**ST1:** Completion of FP1/FP2 attachments (or equivalent) plus relevant experience

**ST2:** from within the specialty

**FP2:** Twelve months' postgraduate experience in the relevant or an associated specialty

**FP1:** At least six months' experience in a recognised medical or surgical specialty

**Appendix II**

**Cardiff and Vale University Health Board Applicant Declaration Form**

Please ensure that you complete this form as truthfully and accurately as possible, giving all the required information, and return it with your application form.

1. Are you currently bound over or have you ever been convicted of any offence by a Court or court-martial in the United Kingdom or in any other country?

Note: You do not need to tell us about parking offences.

NO

YES

If **YES**, please include details of the order binding you over and /or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

2. Have you ever received a police caution, reprimand or final warning?

NO

YES

If **YES**, please include details of the caution, reprimand or final warning, including the date and reason administered.

3. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?

Please note: you must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before taking up any position offered to you. You do not need to tell us if you are charged with a parking offence.

NO

YES

If **YES**, please include details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.



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4. Are you aware of any current police investigations in the United Kingdom or in any other country following allegations made against you?

NO

YES

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the police.

5. Are you aware of any current NHS Counter Fraud and Security Management Service investigation following allegations made against you?

NO

YES

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the NHS CFMS.

6. Have you ever been investigated by the Police, CFSMS or any other Investigatory Body resulting in a caution, conviction or dismissal from your employment? (Investigatory bodies include Local Authorities, Customs and Excise, Immigration, Passport Agency, Inland Revenue, Department of Trade and Industry, Department of Work and Pensions, Security Agencies, Financial Services Authority, Banks and Building Societies, General, Life Insurance Companies – this list is not exhaustive, and you must declare any investigation conducted by an Investigatory Body).

NO

YES

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the Investigatory Body.

7. Have you ever dismissed by reason of misconduct from any employment, office or other position previously held by you?

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NO

YES

If **YES**, please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

8. Have you ever been disqualified from the practice of a profession, or required to practise subject to specified limitations following fitness to practise proceedings, by a regulatory or licensing body in the United Kingdom or any other country?

NO

YES

If **YES**, please include details of the nature of the disqualification, limitation or restriction, the date, and the name and address of the licensing or regulatory body concerned.

9. Are you currently the subject of any investigation or fitness to practise proceedings by any licensing or regulatory body in the United Kingdom or in any other country?

NO

YES

If **YES**, please include details of the reason given for the investigation and/or proceedings undertaken, the date, details of any limitation or restriction to which you are currently subject, and the name and address of the licensing or regulatory body concerned.

10. Are you subject to any other prohibition, limitation, or restriction that means we are unable to consider you for the position for which you are applying?

NO

YES

If **YES**, please include details of the nature of the prohibition, restriction, or limitation, when and by whom it was made.

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If you have answered “**YES**” to **any** of the questions above and need more room to answer, please use this space to provide details. Please include **clearly** the number(s) of the question that you are answering.

**DECLARATION**  
I confirm that the information that I have provided in this Declaration Form is correct and complete.

PRINT SURNAME \_\_\_\_\_ INITIALS \_\_\_\_\_

SIGNATURE ..... DATE .....

Note: if you wish to withdraw your consent at any time after completing this Declaration Form, please contact **Medical Workforce Department on 029 2074 2957**



Appendix III

| <b>CARDIFF AND VALE UNIVERSITY HEALTH BOARD</b>   |   |
|---|---|
| <b>CRIMINAL RECORDS DISCLOSURE CHECK – NEW EMPLOYEES</b>  |   |
| <b>RISK ASSESSMENT FORM</b>   |   |
| <b>PART A</b>   |   |
| <ul style="list-style-type: none"><li>• I confirm that the above-named Applicant did <b>NOT</b> declare any criminal convictions / bind overs / cautions etc. on their application form.</li><li>• References have been obtained in line with UHB policy and are enclosed.</li><li>• Copy of most recent CRB Certificate (copy held by Medical Personnel)</li></ul> |   |
| <b>Signed</b>   | _____   |
| <b>Medical Workforce Officer</b>  |   |
| <b>Date</b>   | _____   |
| <b>PART B</b>   |   |
| I confirm that having considered the information above, and having regard for the duties to be undertaken by the above-named:   |   |
| <input type="checkbox"/>  | <b>I am satisfied</b> that it is safe to allow the above-named to commence work before the disclosure clearance is received     |
| <b>OR</b>   |   |
| <input type="checkbox"/>  | <b>I am not satisfied</b> that it is safe to allow the above-named to commence work before the disclosure clearance is received |
| <b>Consultant's signature</b>   | _____   |
| <b>Name (please print)</b>  | _____   |
| <b>Date</b>   | _____   |
| Please return this form as soon as possible to the Medical Workforce Department, Lakeside Complex, University Hospital of Wales. It will be retained on file until CRB clearance is received.   |   |
| Please return this form as soon as possible to the Medical Workforce Department, Lakeside Complex, University Hospital of Wales. It will be retained on file until CRB clearance is received.   |   |

**APPENDIX IV**

**CARDIFF AND VALE UNIVERSITY HEALTH BOARD  
EXTRA DUTY CLAIM FORM**

**This form must be used only by Junior hospital medical/dental staff who have undertaken duties on behalf of the UHB on a locum basis and should be returned to the Medical/Dental Workforce Department.**

If you are claiming additional hours for more than one department/specialty, a separate form must be completed for each department. Claim forms must be submitted to the Medical Workforce Department within one month of undertaking the extra duties.

|                     |  |                     |                 |
|---------------------|--|---------------------|-----------------|
| <b>SURNAME</b>      |  | <b>FORENAMES</b>    |                 |
| <b>ADDRESS</b>      |  |                     |                 |
|                     |  | <b>STAFF NUMBER</b> |                 |
| <b>GRADE</b>        |  | <b>SPECIALTY</b>    | <b>HOSPITAL</b> |
| <b>CURRENT ROTA</b> |  |                     |                 |

**DETAILS OF CLAIM**

| Date worked | Start time | Finish time | No. of hours claimed | Covering absence of | Reason for absence | Department and Hospital |
|-------------|------------|-------------|----------------------|---------------------|--------------------|-------------------------|
|             |            |             |                      |                     |                    |                         |
|             |            |             |                      |                     |                    |                         |

**TOTAL ADDITIONAL HOURS CLAIMED**  
.....

**I have read and accepted the notes overleaf and have performed the above duties outside my regular contractual commitment. I confirm that in undertaking these duties, I have not worked above the limit on hours specified under Paragraph 20 of the Terms and Conditions of Service of Hospital Medical and Dental Staff.**

**SIGNATURE OF CLAIMANT.....**  
**DATE.....**

**SIGNATURE OF AUTHORISING CONSULTANT.....**  
**DATE.....**

**PRINT** .....

---

**FOR OFFICE USE - INSTRUCTION TO PAYROLL SERVICES**

**Please pay the specified hours at standard locum rates**

| <b>No. of Additional hours</b> | <b>Banding rate %</b> | <b>Grade</b> | <b>Financial code</b> |
|--------------------------------|-----------------------|--------------|-----------------------|
|                                |                       |              |                       |

**AUTHORISED BY MEDICAL PERSONNEL.....**  
**DATE.....**

**RECORDED ON MONITORING FORM.....**  
**DATE.....**

**PROCESSED BY SALARIES & WAGES SECTION.....**  
**DATE.....**

**APPENDIX V**

**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

**SHORT ASSESSMENT FORM FOR LOCUM APPOINTMENTS**

*This form should be completed by a Supervising Consultant in respect of any Doctor / Dentist performing locum duties in the UHB for up to two weeks', and who is not already employed in the department. In instances where the performance of a locum has fallen short of the basic standards required of such a post holder, the Supervising Consultant should complete the Full Assessment Form for Locum Appointments in order to provide a detailed account of how the locum has not met these standards.*

|                                  |  |
|----------------------------------|--|
| <b>Name of Locum</b>             |  |
| <b>Grade of Locum</b>            |  |
| <b>Specialty worked</b>          |  |
| <b>Dates of locum employment</b> |  |

**The Doctor's/Dentist's performance in the above mentioned locum post has been: - {please tick}**

|                      |  |
|----------------------|--|
| <b>GOOD</b>          |  |
| <b>AVERAGE</b>       |  |
| <b>BELOW AVERAGE</b> |  |

*{NB - Please complete Full Assessment Form for Locum Appointments if you consider the locum's performance to have been below average}*

**Would you re-employ this Doctor/Dentist in this UHB again? (please circle)  
YES / NO**

**Comments**.....  
.....

**Signature of Supervising Consultant**.....

**Name of Supervising Consultant in Capitals**.....

**Date of signing**.....



**APPENDIX VI**

**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

**FULL ASSESSMENT FORM FOR LOCUM APPOINTMENTS**

*This form should be completed by a Supervising Consultant in respect of any Doctor/Dentist performing locum duties in the UHB for longer than two weeks' and who is not employed in the department and where the performance of a short-term locum has fallen short of the basic standards required of such a post holder. Where the locum employed is of Consultant level, this form should be completed by the Medical Director or other nominated Consultant as appropriate.*

|                                  |  |
|----------------------------------|--|
| <b>Name of Locum</b>             |  |
| <b>Grade of Locum</b>            |  |
| <b>Specialty worked</b>          |  |
| <b>Dates of locum employment</b> |  |

**The Doctor's/Dentist's performance in the above mentioned locum post has been:-  
{please tick appropriate boxes}**

|                           | <b>Above average</b> | <b>Average</b> | <b>Below average</b> | <b>Poor</b> |
|---------------------------|----------------------|----------------|----------------------|-------------|
| <b>Clinical skills</b>    |                      |                |                      |             |
| <b>Knowledge</b>          |                      |                |                      |             |
| <b>Attitude</b>           |                      |                |                      |             |
| <b>Relationships</b>      |                      |                |                      |             |
| <b>Personal qualities</b> |                      |                |                      |             |

{See overleaf for assessment guidelines}

**Would you re-employ this Doctor/Dentist in this UHB again? (please circle)  
YES / NO**

**Comments.....**  
.....  
.....

Cardiff and Vale University Health Board

|   |  |                        |
|---|--|------------------------|
| <b>Signature of Supervising Consultant/Medical Director</b> | <b>Name of Supervising Consultant / Medical Director (in capitals)</b> | <b>Date of signing</b> |
|---|--|------------------------|

**Statement by Locum Doctor/Dentist**

***I have seen the above assessment and I agree / disagree with its contents***

**Signed.....Date.....**

\*\*\*

(If you disagree with this assessment, please forward a signed statement to the Medical Workforce Department)

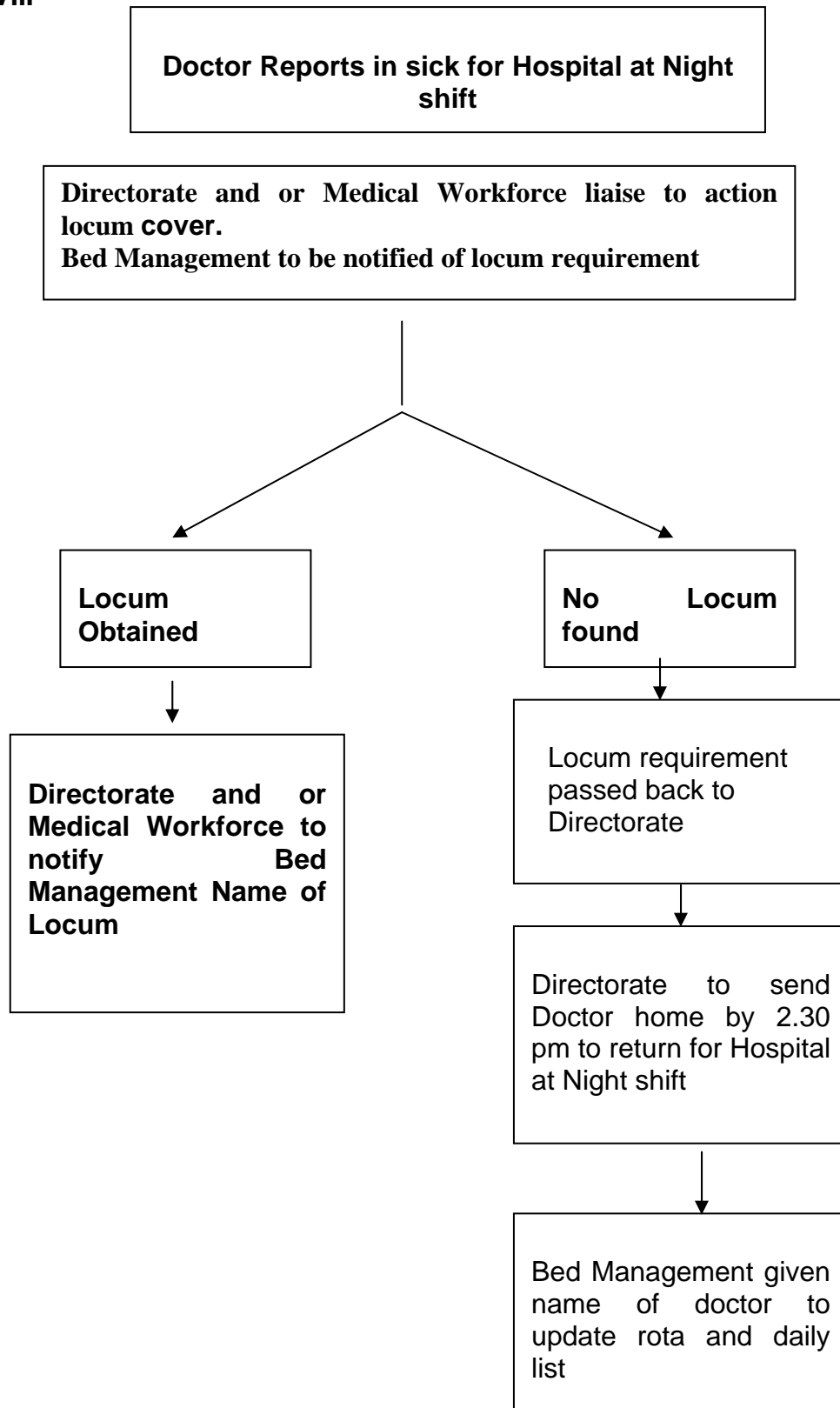
**Appendix VII**

**ASSESSMENT GUIDELINES**

To be graded 'average' or 'above average', the locum's performance must be consistent with that of doctors in substantive appointments at the grade.

|                           |  |
|---------------------------|--|
| <b>CLINICAL SKILLS</b>    | History taking<br>Physical examinations<br>Investigations and diagnosis<br>Judgement and patient management<br>Practical skill |
| <b>KNOWLEDGE</b>          | Basic science<br>Clinical  |
| <b>ATTITUDES</b>          | Reliability<br>Leadership and initiative<br>Administration<br>Time-keeping   |
| <b>RELATIONSHIPS</b>      | Colleagues<br>Patients<br>Other staff<br>Communication skills  |
| <b>PERSONAL QUALITIES</b> | Appearance<br>Integrity<br>Manners   |

Appendix VIII



Note: Both Directorate Office and Medical Workforce to keep the Bed Management Services Department updated on the Locum situation throughout the day