

Outcome 4d. Processes support the early identification of concerns, and their effective management

Descriptors	Prompts	How are we meeting this outcome?	How can we improve what we do?
<p>Your organisation’s investigations into concerns about doctors, AAs and PAs take into account the GMC’s principles of a good investigation. These principles help ensure impartial and effective investigations, and complement national level requirements and guidance.</p>	<p>How do you ensure you have sufficient numbers of trained skilled investigators?</p> <p>How does your organisation make sure that local investigations into concerns take account of the GMC’s principles of a good investigation?</p>		
<p>Your organisation ensures doctors, AAs and PAs’ compliance with any GMC or local conditions imposed on them or undertakings agreed with GMC is monitored.</p>	<p>How do you do this?</p>		

Outcome 4e. Processes are in place to appropriately handle and share information relating to clinical governance arrangements for doctors, AAs and PAs.

Descriptors	Prompts	How are we meeting this outcome?	How can we improve what we do?
<p>Records relating to all clinical governance processes are accurately and securely maintained, in line with all relevant data protection legislation and the Caldicott principles*</p>	<p>How do you do this?</p>		
<p>Information about any concerns involving a doctor, AA or PA that could impact on patient safety or public confidence are shared with the relevant RO, SP, or AA/PA revalidation recommender as soon as they arise. This should be done in line with the GMC's information sharing principles, and includes where the doctor, AA or PA concerned is on a short-term or temporary contract.</p>	<p>How does your organisation make sure it is complying with the GMC information sharing principles for doctors?</p> <p>How does your organisation monitor the effectiveness of its information sharing processes? For example, sharing information with other organisations in which your doctors, AAs or PAs currently, or subsequently, work.</p>		

* Although not a statutory requirement in all four countries of the UK, all four countries have chosen to have Caldicott/Personal Data Guardians.

Outcome 4f. Necessary pre-employment checks are undertaken for doctors, AAs and PAs before they start work.

Descriptors	Prompts	How are we meeting this outcome?	How can we improve what we do?
<p>Your organisation undertakes the following checks for all doctors, AAs and PAs working in your organisation (whether they are employed, contracted, in training, working with practising privileges, hired or volunteering), and ensures that these checks are comprehensive, accurate, and in keeping with statutory and other requirements:</p> <ul style="list-style-type: none"> The individual holds the appropriate registration, and for doctors a licence to practise, for their post or practice. You should not rely on checks from previous employment, because a professional's registration and licence status can change. Verifying identity and language checks have taken place, and undertaking these checks if it can't be verified. 	<p>How do you make sure that these checks for doctors, AAs and PAs (including locums) are comprehensive, accurate, and compliant with statutory and other requirements?</p>		
	<p>How do you make sure that arrangements to grant and monitor practising privileges are robust?</p>		
	<p>How do you know doctors, AAs and PAs working in your organisation have the appropriate insurance or indemnity?</p>		

Outcome 4f. Necessary pre-employment checks are undertaken for doctors, AAs and PAs before they start work.

Descriptors	Prompts	How are we meeting this outcome?	How can we improve what we do?
<ul style="list-style-type: none"> • Ensuring appropriate references are obtained and checked. • Granting and monitoring of practising privileges is undertaken where necessary, to ensure that doctors, AAs and PAs are working within their competency area. • The individual has appropriate insurance or indemnity arrangements in place. • Collecting and publishing doctors, AAs and PAs' declarations of conflicts of interest. These declarations should be updated on an ongoing basis. 			
<p>Your organisation ensures induction arrangements are in place for all doctors, AAs and PAs.</p>	<p>What induction arrangements does your organisation have in place and how does it monitor their effectiveness?</p>		