



The Corner Surgery Southport

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Policy for the Recruitment & Retention of Clinicians

All clinicians employed by the surgery, including locum clinicians, must supply the following information, & the surgery will retain a copy of this for as long as that clinician continues to work at the surgery:

- Proof of their identity, including a recent photograph;
- Their GMC/ NMC registration number, so that we can check their registration details;
- Evidence that they are on the National Performer's List (GPs only);
- Evidence of up-to-date medical indemnity cover;
- Evidence of a recent enhanced Disclosure & Barring Service (DBS) check;
- A full employment history, including an explanation for any gaps in employment;
- The names of two referees, so that we can assess their conduct in previous employment;
- Evidence of any relevant qualifications (for GPs, this must include their medical degree);
- Evidence of recent safeguarding children training at Level 3;
- Their full immunisation history, which must include evidence of immunity to Hepatitis B.

Once a year, the surgery will ask all employed clinicians, including locum clinicians, to sign a statement stating that:

- There have been no new restrictions on their practice;
- They have no new criminal convictions
- There have been no significant investigations into their personal or professional conduct
- Their safeguarding children training remains up to date.

The surgery will keep a register of medical indemnity expiry dates for all our clinicians, to ensure that our evidence of this remains up to date.

The surgery will not employ a clinician, including a locum clinician, without all of the above information being present in their record at the surgery.

Updated June 2022