

Flowchart detailing process for the management of Clinical Observership Positions

Appendix A

The Medical Education Department will communicate exclusively via email to those applying for Clinical Observership positions on MedicalEducationDartford@dvh.nhs.uk. Applicants are requested to use this method of communication throughout the process. The Department will respond to queries and confirm each stage as the process progresses in a timely manner.

KEY

Applicant led

Medical Education Department led

Supervising Consultant input required

Medical Staffing Department led

STAGE ONE

Applicant emails DVH Consultant directly to request Clinical Observership positions. Link: www.dvh.nhs.uk for list of consultants.

Supervising Consultant confirms position and proposed dates are set.

STAGE TWO – Allow 12 weeks

Applicant completes application form electronically and emails this plus supporting documentation to MedicalEducationDartford@dvh.nhs.uk at least twelve weeks prior to proposed date of commencement.

Medical Education Department:

- receives form and checks details including proposed dates and visa declaration
- contacts Supervising Consultant to confirm proposed position and dates
- passes application with no GMC restrictions to Director of Medical Education for initial approval
- passes application with undertakings or conditions on GMC registration to Medical Education Manager for discussion with Medical Director and GMC

Once initial approval is granted Medical Education Department emails the Applicant within five working days, copying in Medical Staffing Department

- confirming receipt of application
- requesting payment of £200.00
- attaching Occupational Health forms for completion and return
- providing link to DBS on-line form

The Clinical Observer Tracker spreadsheet is updated at the completion of each stage above.

Applicant :

- provides payment to the Medical Education Department
- completes on-line DBS form
- returns completed documentation to the Medical Staffing Department

Medical Staffing Department to confirm receipt of documentation within five days and then process as required.

Once all pre-placement checks are in place, Medical Staffing emails the applicant to confirm the placement may go ahead and copies in the Medical Education Department.

Medical Staffing Department to update the Clinical Observer Tracker spreadsheet at each stage above.

STAGE THREE

Medical Education Department produces contract and liaises with Supervising Consultant for signature.

Medical Education Department emails applicant, copies in Medical Staffing confirming position may commence

ON COMMENCEMENT

Applicant reports to Medical Education Office to sign contract, receive ID badge and pay balance.

POSITION MAY COMMENCE.

ON COMPLETION

Applicant returns ID badge to Medical Education Office and receives letter confirming Clinical Observership.