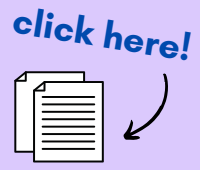


SUPPORTING AHP SUPERVISED PRACTICE REQUESTS FROM RETURN TO PRACTICE (RTP) CANDIDATES

A Guide for NHS Lothian AHP Staff

1 FIRST CONTACT
 Applicant contacts profession directly or via PEL. Feasibility of offering supervised practice is discussed with service manager and potential supervisor. See HCPC website for detail of requirements. If agreed it could be facilitated, please contact PEL to make aware that below process is commencing.

2 HONORARY CONTRACT
 The Honorary Contract Form is completed with as much information as possible and returned to eos.regionvacancies@nhs.scot



3 CRIMINAL RECORD CHECKS (+ PVG)
 A Protecting Vulnerable Groups (PVG) Check is required, and will be arranged by the Recruitment Team. The cost of the PVG will typically fall to the board or department.

If the applicant has lived outwith the UK for 12 consecutive months in the last 5 years, they are required to provide a criminal record check from the police authority in that country, **written in English**. This can be a time consuming process and is paid for by the applicant themselves. See the [GOV.UK website](https://www.gov.uk) for applicant guidance around this process.

4 OCCUPATIONAL HEALTH REVIEW
 This will be required for all RTP applicants who will have patient contact / could be exposed to blood / body fluid.

The Recruitment Team will email an Occupational Health Questionnaire to the applicant to complete through the OH System 'Cohort'. The applicant completes the form online and submits directly to Occupational Health Service.

Evidence of immunisation status, in particular TB clearance, will be required prior to placement commencing. If there is insufficient evidence then Occupational Health GP can provide vaccination 3 days prior to placement commencing.

Occupational Health will then arrange an appointment directly with the applicant if this is required. It is important to complete details of the supervised practice start date on the form so that this can be arranged appropriately.

Once passed as fit to work, the Recruitment Team will make the student and service manager/ supervisor aware of this.

5 THE FINAL TOUCHES
 Following checks, a contract is drawn up by the Recruitment Team and is shared with the line manager and applicant.

Relevant induction should be completed. ID badges should be sourced locally. Clinical Negligence and Other Risks Indemnity Scheme (CNORIS) provides indemnity cover to member organisations in relation to their legal liability associated with work experience recruits of whatever age acting on behalf of the organisation.