**Londonwide LMCs’ locum pre-engagement checklist for practices**

**V1.0 – March 2023**

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| **Full Name (including title)** |  | **Start Date** |  |
| **Contact Information – Email address & phone number.** |  |
| **Agency Details (if applicable)** |  |

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| 1. **GP Registration & Performer Details**
 | **Received& checked** | **Date** |
| Performers List Registration | **[ ]**  |  |
| GMC NoCheck GMS website in case there are any conditions imposed on the GPs registration.[The medical register](https://www.gmc-uk.org/registration-and-licensing/the-medical-register) | **[ ]**  |  |
| Medical defence organisation (or equivalent) – Seen and Verified | **[ ]**  |  |
| Enhanced DBS\* | **[ ]**  |  |
| Prescriber Code | **[ ]**  |  |
| CCT (Certificate of Completion Training) | **[ ]**  |  |

## **\*DBS Renewal** – *CQC confirms that* *DBS advise that there is no general requirement to repeat checks for staff that are already employed if there is no change in their place or terms of work. It is up to the employer to decide if and when a new DBS check is needed.*

## *If DBS checks were not carried out for existing staff when they were initially employed, then a DBS check should be undertaken to ensure their personnel file is complete.*

## *Practices should be able to provide evidence that they have appropriately considered where new DBS checks are needed. This includes carrying out risk assessments to support the decision.*

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| 1. **Recruitment Details – Proof required**
 | **Received** | **Date** |
| CV – current | **[ ]**  |  |
| References – there is no absolute requirement to seek references, however it would be good practice to do so (either directly or via a locum agency) if time allows.You must ensure that the GP locum is fit and proper for the role (please refer to the link below for further details).[CQC Regulation 19: Fit and proper persons employed](https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-19-fit-proper-persons-employed#:~:text=Health%20and%20Social%20Care%20Act,to%20provide%20the%20regulated%20activity.)  | **[ ]**  |  |
| Passport (Seen, verified and copied) Right to Work in UK (please refer to the link below for further information re manual documentation checks).[Employer’s guide to right to work](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1071247/Employer_s_Guide_to_Right_to_Work_Checks__PDF_.pdf) | **[ ]**  |  |
| Driving Licence (if apt) | **[ ]**  |  |
| 1. **Training undertaken – certificates provided**
 | **Received** | **Date** |
| Safeguarding (Adults & Children) (please note, these should be level 3 and undertaken within 3 years). | **[ ]**  |  |
| Infection Prevention & Control | **[ ]**  |  |
| BLS, anaphylaxis & AED | **[ ]**  |  |
| Fire Safety | **[ ]**  |  |
| 1. **Immunisations**
 | **Received** | **Date** |
| Hep B status | **[ ]**  |  |
| Varicella (chickenpox) | **[ ]**  |  |
| MMR | **[ ]**  |  |
| DTP (Diphtheria/Tetanus/Polio) | **[ ]**  |  |
| BCG | **[ ]**  |  |

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| 1. **Practice Policies – all of the below should be read and signed**
 | **Received** | **Date** |
| Confidentiality & Data Security Agreements | **[ ]**  |  |
| Social Media Policy | **[ ]**  |  |
| Fire Safety | **[ ]**  |  |
| All practice polices - the location (whether hard copy or electronic) should be shared with the locum for reference during their contracted time at the practice (if these details are not already supplied in their locum handbook/induction pack). | **[ ]**  |  |