

Guidelines for Employers of medical practitioners registered in the Supervised Division of the Register in supervised posts as approved by the Medical Council.

The following guidelines are issued by the Medical Council for implementation by employers of medical practitioners in supervised posts and registered in the Supervised Division of the Register of Medical Practitioners maintained by the Medical Council pursuant to the provisions of the Medical Practitioners Act 2007 as amended by the Medical Practitioners (Amendment) Act 2011 (The Act).

The Medical Council provides the following guidance for employers in relation to the performance by the employer of their function in respect of the establishment of a system of supervision of a medical practitioner in a post for the purpose of registration of a medical practitioner in the Supervised Division of the Register of Medical Practitioners:

Under section 50A(5) of the Act , in order to approve a post for the purposes of the Supervised Division , the Medical Council must:

- Assess the level of experience of the practitioner to whom the application for registration relates,
- Assess the seniority of the particular post for which the practitioner seeks employment and the duties to be performed in that post by that practitioner; and
- Satisfy itself, having assessed the practitioner's experience, and the post, that adequate arrangements for the supervision of the practitioner to whom the application relates have been established.

These guidelines are for use by employers of medical practitioners in the Supervised Division and to assist the Medical Council when considering a post for approval under Section 50 A(5) of the Act. Systems are required to provide for the following; -

1. Effective workforce planning and management

- Human resource plans, policies and procedures are in place to ensure medical practitioners
 - Have the required knowledge, skills (including English language skills), qualifications and experience fit for the purpose of the scope of the supervised post.
 - Undertake specific responsibilities and duties commensurate with and not exceeding the scope of the supervised post.
 - Practice medicine within service settings directly operated by the employer or operated under arrangement with the employer which provides the employer with assurance that this Medical Council guidance is implemented; specifically the employer should ensure that no locum appointments are undertaken outside the supervised post.
 - Should not receive or take up any offer of locum appointments outside of their supervised post.

2. Comprehensive orientation and induction programme

- A programme of orientation and induction is in place for medical practitioners newly registered in the Supervised Division which includes, *inter alia*, induction on aspects of the health system, culture, customs, language and local policies, procedures, protocols and guidelines relevant to the scope of the supervised post.
 - Specifically, any programme of orientation and induction should include an introduction to the Council's current ***Guide to Professional Conduct and Ethics for Registered Medical Practitioners***

3. Effective supervision

- A system which provides for supervision of the medical practitioner in the Supervised Division by an identified consultant(s) who is on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council. This should also cover out-of-hours or on call arrangements
- A system that provides for the supervisor's participation in the clinical performance management system for the practitioner(s) whom they supervise

4. Effective Clinical Governance, Leadership and Management

- A system of clinical performance management to satisfy the employer in relation to the performance of the medical practitioner within the scope of the supervised post. At a minimum, this should include a review after three months, and annually in conjunction with the anniversary of recruitment.
- A system of clinical governance and clinical audit that includes, *inter alia*:
 - Clear lines of responsibility and accountability for the overall quality of the medical practice of practitioners in the Supervised Division.
 - A range of policies, procedures, protocols and guidelines to effectively manage clinical risk and quality of care, which are monitored and updated as necessary by the employing organisation to provide assurance of continuing effectiveness.

5. Identifying and acting on concerns about doctors' fitness to practice:

- Policies, procedures, protocols and guidelines exist to effectively support medical practitioners in their duty to report any concerns about colleagues' fitness to practise (including behaviour, conduct, practise, health and/or performance). This includes arrangements to ensure early action is taken to protect patients, to support local remediation of problems, and to escalate if necessary, including making a complaint to the Medical Council if necessary.

6. Compliance with professional registration requirements

- Systems are in place to assure the employing organisation that all employed doctors are registered with the Medical Council in the Supervised Division where they are practicing in a specific identified supervised post.
- Systems are in place to facilitate the ongoing maintenance of professional competence as per Part 11 of the Medical Practitioners Act.

Approved by Council

[Date]