

Allied Health Professions (AHP) Return to Practice Guidance: Arranging Supervised Practice

3.2 Key steps in arranging supervised practice.

Supplementary Information for NHSGGC Process

The AHP Practice Education Lead and/ or manager will arrange to meet with the potential returnee. The following information refers to documentation and processes required for all supervised practice options described below.

Unpaid Period of Supervised Practice

- Proof of identity to be provided to supervised practice manager; 3 pieces which should include the following:
 - Photo ID (Passport or Driving license)
 - Proof of address (utility bill, government document etc and must be dated within the last 6 months)
 - Right to work in the UK document –passport/visa/sharecode or evisa (for UK citizens, this is their passport)
- Evidence of AHP specific qualification – e.g. original certificate from university
- Letter from HCPC, obtained by the returnee, stating the date they left the register and if there were any previous fitness to practice issues.
- A professional reference if possible from the last post as health professional *and* a character reference covering the past 3 years.
- Supervising manager to check eligibility to undertake supervised practice within NHS GGC and clarify the Protection of Vulnerable Groups (PVG) membership status of returnee.
- Supervising manager to advise Returnee to submit an application via Jobtrain:
<https://apply.jobs.scot.nhs.uk/Job/JobDetail?isPreview=Yes&jobid=255063&advert=external>

They will be asked to provide the following information, apart from their personal details:

- Reason for the role
- Start date and end date
- Location and Sector
- Hours and working days
- If they are an NHSGGC or NHS Scotland employee or external
- NHSGGC Line manager (LM)/Supervisor for the Return to Practice
- NHSGGC Clinical Service/General Manager or Director who provided the approval to proceed

- On receipt of this information, NHS GGC Recruitment will commence the relevant checks. Once completed the honorary contract will be issued to the Returnee via Jobtrain. A copy will be provided to the practice supervisor. The standard checks to be completed are ID documents check inc Right to work in the UK and relevant education qualification check, Occupational health check, Protection of Vulnerable Group (Disclosure Scotland) check.
- To assist with completing the checks quicker, the Practice supervisor can forward the ID documents received and the references to the Honorary mailbox: ggc.honorarycontracts@ggc.scot.nhs.uk. Permission must be acquired from the Returnee to allow this. In the same email, approval confirmation can already be provided (Practice supervisor/NHSGGC LM, and NHSGGC CSM/GM/Education Lead). Recruitment will save a copy of the documents and approval on file.
- Confidentiality of patient information is addressed within the honorary contracts policy and procedure information.
- Once returned, supervisory practice placement will commence on agreed start date.
- The practice supervisor and/or their manager will arrange any required local induction.

Supplementary Documents

- Application portal:

<https://apply.jobs.scot.nhs.uk/Job/JobDetail?isPreview=Yes&jobid=255063&advert=external>

- Honorary contract -summary of policies and procedures



Honorary Contract -
Summary of Policies &

- [NHS Scotland protecting patient confidentiality-code of practice](#)