

Application for Clinical Observership

APPLICANT FORM A (to be completed by applicant only)

PERSONAL DETAILS

Name of applicant	
UK Address	
Telephone number	
Email address	

PROPOSED OBSERVERSHIP DETAILS

Name of consultant petitioned for sponsorship	
Department/Speciality	
Proposed start and end date	START: / / ENDING: / /

Rehabilitation of Offenders Act 1974

The applicant is required to comply with the provisions arising from the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975 not to withhold information about convictions which for other purposes would be 'spent' under the Act. The applicant is also required to declare any pending prosecutions. Such declaration will not necessarily prejudice this application.

DECLARATION

TO BE COMPLETED & SIGNED BY PROPOSED CLINICAL OBSERVER	
1a) I have not been convicted of any criminal offence, spent or otherwise and there are no pending prosecutions against me.	
1b) Details of past criminal convictions spent or otherwise and prosecutions pending are detailed in the attached sheet. I understand this declaration will not necessarily prejudice my application and that the details declared will be kept completely confidential.	
(delete a or b as applicable)	
2. I confirm the details above and on the attached CV are correct and agree to abide by the conditions for the observership as set out below.	
SIGNED:	DATE: / /
PRINT NAME:	

1. Please attach a copy of your CV (including name, job title, postal address and email address of at least two people willing to act as referees) to this signed application and **send to the Consultant petitioned as sponsor** for the proposed Clinical Observership.
2. If the Consultant agrees to act as your sponsor he/she will complete the second part of the form and send to Medical Staffing.
3. Medical Staffing will then contact you to confirm the details and obtain the necessary information for the observership to start.

Conditions

Occupational Health clearance is essential before you are allowed to start, along with confirmation of identity and two written references. Please allow at least 28 days for this process. Should you not produce satisfactory immunities evidence as requested on the Health Questionnaire, you will have to fund any test/inoculation that the Occupational Health Department deems necessary.

This placement confers no employment status and is purely to **observe** the treatment of patients and NHS practices. **You must not purport yourself or give out to be an employee of the Trust nor may you handle, treat, diagnose, report, advise or be involved in any treatments for Sherwood Forest Hospitals NHS Foundation Trust's patients, nor order any clinical tests/procedures for patients or otherwise. Should it become known that you have diagnosed or treated patients, or carried out any Ward or Department jobs, your Observership will be terminated with immediate effect.**

Human Resources Department | King's Mill Hospital | Mansfield Road | Sutton-in-Ashfield | Nottinghamshire | NG17 4JL
Tel: 01623 622515 ext 3271 | Fax: 01623 672327 | Email: medical.staffing@sfh-tr.nhs.uk

Please note this Clinical Observership does not guarantee you a substantive position within the Organisation.

You are required to comply with Trust policies and procedures. You will not have unsupervised access to vulnerable adults and/or children at any time.

Application for Clinical Observership

SPONSOR FORM B (to be completed by Sponsoring Consultant only)

1. PERSONAL DETAILS

Name of person for whom the clinical observership is required:

2. OBSERVERSHIP DETAILS

Period of observership:	START: / / ENDING: / /
Within department/Speciality:	
Name of senior clinician directly supervising observer:	
First day reporting instructions:	

3. CONDITIONS / OCCUPATIONAL HEALTH

Are there any particular health risks to the observership?	YES / NO
If yes give details:	
Will the applicant have access to areas where patients are at particular risk from infection?	YES / NO
If yes give details:	
Will the applicant have unsupervised access to vulnerable adults and/or children? (If yes, further clearance is needed – please contact Medical Staffing for details)	YES / NO

4. SUPPORT FOR APPLICATION

Consultant Sponsor (Clinical Observers MUST be sponsored by a Consultant of the Trust)

I undertake to supervise the person named above during their observership with the Trust. I also undertake to ensure that the person is aware of departmental health and safety regulations and any protocols and procedures appropriate to the observership. I will ensure that the person named above does not diagnose or treat any patients, or carry out any Ward/Department jobs during their time with the Trust. To the best of my knowledge the information given in the declaration overleaf is correct.	
DATE: / /	
PRINT NAME:	SIGNATURE:

Once completed and fully authorised please send in with a copy of the applicant's CV to the Human Resources Department, King's Mill Hospital, Mansfield Road, Sutton-in-Ashfield, Nottinghamshire, NG17 4JL.

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Medical Staffing will confirm the start date once the necessary checks and documentation have been completed.

Please note that without fully completed and signed forms, Occupational Health clearance, confirmation of identity and two written references, the applicant cannot start the observership.

INFORMATION SHEET

It is beneficial to have some UK experience – a Clinical Observership (sometimes called an Observer Placement) at an NHS hospital is a good place to start until your GMC registration/eligibility is obtained (and/or employment status can be confirmed). A Clinical Observership is an unpaid position within an NHS hospital under the sponsorship and supervision of a substantive Consultant; it does not confer employment status.

Although as an Observer you will not be permitted to assist with, or be involved with, the treatment of patients it does give you a chance to see for yourself how the NHS works from a clinician's view point.

Please note this Clinical Observership does not guarantee you a substantive position within the Organisation.

Below is a guide to the procedure for Sherwood Forest Hospitals NHS Foundation Trust Observer placement.

Procedure for application/appointment for Observer placement

Applicant is sent forms A and B.

Applicant finds a Consultant of the Trust willing to act as sponsor and supervisor for the period of observership.

Applicant completes form A and submits it along with a covering letter and a copy of their most recent CV to the Consultant Sponsor.

Consultant Sponsor checks details on CV and, if agreeable to the observership, completes form B obtaining the Executive Medical Director's (or designated deputy) approval and forwards all onto the Human Resources Department.

The Human Resources Department contacts the applicant with details of the observership and sends forms/documents for necessary checks to be completed.

Please allow at least 28 days for the process to be completed. **Once all checks have been performed the Human Resources Department will notify both the Observer and Sponsor and confirm starting date.**

PLEASE NOTE: WE CANNOT GUARANTEE A PLACEMENT FOR CLINICAL OBSERVER AS WE ARE LIMITED TO THE NUMBERS OF PLACES AVAILABLE.

[If you are unsuccessful in obtaining an observership you are more than welcome to resubmit an application at a later date].

OBSERVERSHIPS ARE FOR A MAXIMUM OF THREE MONTHS AT THE TRUST.