Appointment of Health Examiners and Medical Supervisors

Information for Applicants

March 2019
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What is the GMC?

1. The General Medical Council (GMC) is an independent organisation that helps to protect patients and improve medical education and practice across the UK.
   - We decide which doctors are qualified to work here and we oversee UK medical education and training.
   - We set the standards that doctors need to follow, and make sure that they continue to meet these standards throughout their careers.
   - We take action when we believe a doctor may be putting the safety of patients, or the public’s confidence in doctors, at risk.

2. Every patient should receive a high standard of care. Our role is to help achieve that by working closely with doctors, their employers and patients, to make sure that the trust patients have in their doctors is fully justified.

3. Our statutory purpose and the work we do is set out in the Medical Act 1983 and it covers five areas:
   - The medical register
   - Standards for doctors
   - Education and training
   - Revalidation
   - Addressing concerns

What does the Fitness to Practice Directorate do?

4. Our Fitness to Practise Directorate investigates and acts on concerns about doctors.

5. When a serious concern is raised about a doctor’s behaviour or the way they do their job, we assess whether we need to investigate it. We usually investigate cases where the doctor is putting the safety of patients, or the public's confidence in doctors, at risk.

6. As part of our investigations we collect and review evidence, dependent upon the concerns this can include expert reports, performance assessments or health assessments.
Health Assessment

7 Where we receive concerns about a doctor’s physical or mental health and we believe that the doctor’s health may adversely affect their ability to practise safely, we may ask the doctor to take a health assessment.

8 We select two doctors to carry out an examination of a doctor’s physical and/or mental health. Both doctors produce an independent report. The report covers:

- a case history covering symptoms, past history and previous relevant episodes
- Family and personal history
- information from other sources such as treating doctors
- Where there has been concerns about the doctor’s use of alcohol or drugs, interpreting the results of testing
- an opinion on the doctor’s current health, providing a diagnosis where appropriate
- an opinion on whether the doctor is fit to practise generally, fit to practise on a limited basis or not fit to practise at all
- recommendations on the future management of the doctor, such as allocating a medical supervisor to report on progress or attending a support group to deal with substance misuse.

9 When we have the two health assessment reports, two senior decision makers (one medical and one non-medical) will decide how to progress our investigation. They’ll consider all the evidence gathered during the investigation, not just the contents of the health assessment reports. They can decide to:

- conclude the case with no further action
- refer to the Medical Practitioners Tribunal Service for a hearing
- agree undertakings with the doctor
- issue a warning except where the issue relates solely to a doctor’s health.

Health Undertakings and Medical Supervision

10 We usually offer undertakings where there are health concerns about a doctor. Where health undertakings are in place, a doctor will receive medical supervision. The medical supervisor will usually be a consultant psychiatrist and may have experience of forensic psychiatry, occupational health or addictions. List specific skills/experience for this role.
11 The medical supervisor will meet, in person, the doctor and the supervisor will discuss the doctor’s conditions or undertakings and let them know what is expected. From there, meetings will be tailored to the doctor’s needs. The medical supervisor will discuss the doctor’s progress with us, but will also need to maintain contact with a number of other people.

12 As a minimum we expect a medical supervisor to meet with the doctor every 12 weeks and both are encouraged to keep in touch in between appointments by telephone and email if they need to.

13 We request reports from medical supervisors every 3 to 6 months. If there is a change in the doctor’s health or circumstances a medical supervisor may need to send a report sooner so we can review the case.

14 A supervision report will normally include the following:

- The medical supervisor’s opinion about the doctor’s progress under treatment. To do this they will speak to treating doctors and any other health care professionals involved in the doctor’s care
- Whether the doctor is engaging with medical supervision and complying with the restrictions on their registration
- Information about any employment the doctor has undertaken requiring GMC registration. The medical supervisor will contact the doctor’s workplace including clinical and educational supervisors to find out how they are doing at work
- An opinion about the doctor’s fitness to practise.
- (Where applicable) copies of any substance use test results and interpretation

15 Further information about health assessments and medical supervision can be found by reading the associate’s area of our website. There is also more information on the Your Health Matters section of our website.

**Role Requirement**

16 If you are a permanent or temporary member of staff you are not eligible to apply for an associate role as this would be deemed a conflict of interest with your contract as an employee and a contract for services as an associate. If you have any concerns about this please speak to a member of the Associate Services team.

17 The GMC is seeking Consultants in:

- General Adult Psychiatry
Substance Misuse Psychiatry (special interest/accreditation)
Old Age Psychiatry
Neuropsychiatry
Neurology
Occupational Health Medicine

18 Fully registered with a Licence to practise.
19 Be in good standing with the GMC and act in line with the principles of *Good Medical Practice*.
20 Currently in clinical practice or have had patient contact within the last 3 years*.

**Competencies**
Candidates will be required to demonstrate the following core competencies:

21 **Analytical Ability**
- Able to analyse evidence that will sometimes be contradictory to form a diagnosis and opinion
- Excellent report drafting skills, able to produce reports that are accurate and in the required format

22 **Decision making and sound judgement**
- Able to document a clear rationale for how a diagnosis and opinion is reached.

**What is the time commitment?**
23 As a minimum we would expect a health examiner to submit four reports per year and a supervisor to agree to supervise two doctors per year. The amount of work offered to you will be dependent on the nature of each individual case and the doctor’s location in the UK.

*It is important that you have recent patient contact so your findings are viewed with credibility by the doctor and by the parties who view your reports. Mental Health Rehabilitation Technician or Section 12 work alone is not considered sufficient patient contact.*
You may be required to attend a Medical Practitioners Tribunal hearing to give evidence about reports you have submitted.

All our health examiners and medical supervisors are asked to attend a day’s compulsory training.

**Fees and Expenses**

A health examiner is paid £500 (includes examination and report). A medical supervisor is paid £300 per report (£500 for the first report on a case). A fee of £310 is paid for training/induction days.

Examiners and Supervisors will be eligible to claim travel and subsistence expenses in accordance with the current Associates Expenses Claim Policy and Procedure. All travel and accommodation is booked through the GMC’s travel booking system which will ensure that appropriate discounts may be applied to travel arrangements.

The GMC classes this associate role as a joint data controller. This is because in this role you will make, or advise on the making of, very important decisions about a doctor’s professional future and receive a considerable amount of information relating to individual’s health and allegations of serious wrongdoing (including criminal conduct). You will also have a degree of control and autonomy in relation to the processing of personal data.

If successful we will set out more information on this to you, and you will have a personal and legal obligation to register with the Information Commissioners Officer (ICO). Registering involves you paying a fee in the region of £40.

**Equality and diversity is important to us**

We are committed to being fair, and meeting our legal responsibilities under the Equality Act 2010. We will not discriminate against anyone on the grounds of a ‘protected characteristic’ when making appointments.

We are fully committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the

* The nine ‘protected characteristics’ under the Equality Act 2010 are age, disability, sexual orientation, religion and belief, race, sex, gender reassignment, marriage and civil partnership, and pregnancy and maternity.

www.gmc-uk.org
interview process. Please contact Associate Services if you would like to discuss your requirements in more detail.

In appointing health examiners and medical supervisors we will have regard to the need for balance in terms of diversity, skills and experience and with the aim of achieving a balance of relevant skills in our current pool.

The appointment process

The appointment process will be carried out in line with the GMC’s recruitment processes. Appointees must satisfactorily complete induction training. Shortlisted candidates will be expected to attend induction that will cover aspects of both roles in Manchester on 18 June and 11 September. We pay an attendance fee of £310 for this day.

We will monitor successful candidates during the first twelve months of the appointment and all work produced will go through a quality assurance process. If standards are not met by the appointee the GMC will reserve the right to cease their contract either after or during this period without notice.

Appointment is conditional on the outcome of the induction training, receipt of satisfactory references and the outcome of the basic criminal background check.

GMC associates work under a Contract for Services. They are not employees and we engage them because of their special knowledge and expertise.

How do I apply?

You will need to complete an online application. This is formed of two parts.

The first part is to complete an online form that contains biographical information, reference details, declarations and equality and diversity monitoring information.

The second part is to submit a covering letter and CV. Applications will be marked on how well these two documents demonstrate the criteria set out below.

The covering letter and CV should include the following information;

- A reason for application demonstrating a real interest in the work of carrying out health assessments and medical supervision
- A commitment to the work of the GMC
- Specific examples of how they meet the two core competencies required for the role, Analytical Ability and Decision making and sound judgement.
Specific Skills and Experience - CV's should include details of their current or most recent post including dates and their post title. This section should also include details of additional accreditation, areas of expertise, faculties and special interests.

- Preferred date for attendance at induction training.

- Please refer to the ‘Guidance notes making the most of your application’ for further information.

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42 Applicants should complete the application form and submit it electronically together with their CV and covering letter by midnight on the 4 July 2019. Late applications will not be accepted.

43 Our shortlisting process is anonymous so personal/identifying information will not be provided to the shortlisting panel. All applicants will be notified of shortlisting outcomes no later than 24 July 2019, although early applicants may be informed sooner.

Latest update 29 April 2019