

Clinician Onboarding Policy

Introduction

This Policy applies to clinicians registering to offer services to clients, via Welltech Medical. Copies of this policy are available for viewing and/or downloading at welltechmedical.com

1. Purpose

The purpose of this document is to set out the policy in order to:

- safeguard children and vulnerable adults
- in doing so provide peace of mind to all users of Welltech Medical services
- state the verification criteria and process required to complete onboarding

2. Aims

The aims of the policy are as follows:

- To ensure that suitable, qualified, reliable and reputable clinicians are onboarded
- To ensure that all clinicians are onboarded correctly and consistently
- To ensure reasonable regard is given to relevant recommendations and guidance within *Keeping Children Safe in Education (September 2019)*
- Thereby maintaining and upholding the good name and reputation of the company
- Thereby ensuring the confidence of all clinicians and clients seeking to use the services of Welltech Medical

3. Registration and Onboarding Procedure

All clinicians are invited to complete an onboarding form, containing questions about their address, clinical status, relevant qualifications, professional registration membership, Disclosure and Barring Service (DBS) certificate date and number, preferred working details via Welltech Medical.

Following submission of the registration form, scanned copies of the following will be requested:

- An enhanced level disclosure from the DBS, with which Welltech Medical is satisfied; for example, the certificate date must be within 18 months of the onboarding date* and include the field for DBS Children's Barred List Information as "None Recorded" and the same for the DBS Adult's Barred List Information. Certificates will not be accepted if these or any other fields show "Not Requested"
- Proof of identity with photograph (current signed passport or driving licence)
- Qualifications (certificates)
- Membership of the relevant professional body or association (certificate or letter)
- A photographic image of the clinician (jpeg format at least 40KB) for their profile

Clinicians are under no obligation to provide this information or answer questions if they do not wish to complete the onboarding process.

4. DBS Checks and Certificates

*The DBS offer an update service whereby people can keep their criminal record check constantly updated for a yearly fee.

An enhanced disclosure will contain details of all convictions, cautions or bind overs including those regarded as "spent". It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

5. Adult only Services

Clinicians providing evidence of professional accreditation (for example MBACP, GMC, HCPC, GHR, BABCP, RMN) may be onboarded without providing evidence of a DBS check and may offer adult only services via Welltech Medical.

6. Verification Criteria

As part of the verification process, the company may have questions about any documents submitted or detail therein. Clinicians are expected to cooperate reasonably in answering these questions and – where required – provide further information or evidence to verify the documentation or information therein. The company is not obliged to continue or complete the onboarding process if it is not satisfied with any documentation (or omission of), detail therein or responses provided.

7. Regarding ex-offenders

Due to the sensitive nature of having regular 1-1 contact with vulnerable children and adults, it is the company's normal policy to consider it inappropriate and unsuitable to onboard any clinician who has been convicted at any time of any of the following offences:

- Murder
- Manslaughter
- Rape and other serious sexual offences
- Grievous bodily harm or other serious acts of violence
- Drug related offences
- Weapons related offences
- Robbery, burglary, theft
- Deception or fraud

If an applicant wishes to dispute any information contained in a DBS certificate, he/she can do so by contacting the DBS direct.

8. Retention and Security of Onboarding Information

Applied as per the company Data Protection and Privacy policy.

9. Onboarding Completion

Onboarding will be considered complete

- once all documents and further information required have been verified to the satisfaction of the company
- and the clinician has provided a signed and dated copy of the Welltech Medical Clinician Contract

Should the company determine that the onboarding information and criteria have not been respectively completed or met during the onboarding and verification process, there is no obligation for the company to engage further with the clinician. There is no right of appeal.

Review

This policy will be reviewed annually or more frequently, as required.

Updated 2.4.20 (insertion of section 5)