

New Clinician Checklist

Devon Doctors is at pains to make the sign-off process as simple as possible, minimising any red tape. However, we will need to see original copies of the documents below. You can either arrange to bring them to our head office in Exeter [address overleaf], we can arrange to meet you at a mutually convenient location to make copies, or you can post the documents to us via Royal Mail Special Delivery and we will return them to you via the same method and reimburse your postal costs.

Documents required [12]:		✓
1 CV and two clinical references.		
1 Or the names of two referees, who we can ask for references, with contact details.		
Name	Name	
Position	Position	
Organisation	Organisation	
Email	Email	
2 In-date passport		
3 Letter confirming inclusion on National Performers List		
4 Certificate of Indemnity		
5 Current Hep B status		
6 PMETB / JCPTGP / CCT certificate		
7 DBS disclosure [must be dated within the last three years]		
8 Basic Life Support / Resus certificate [must be dated within the last 12 months]		
9 Evidence of Level 3 [minimum] child safeguarding		
10 Evidence of Level 2 [minimum] adult safeguarding		

11 Confirmation of up-to-date IG Training [dated within last 12 months]	
12 Confirmation of Infection Control awareness and how it affects you	

Please complete the following short form:				
GMC number				
Prescribing number				
Smartcard number [if you have one]				
Appraiser				
Date of last appraisal				
NHS.net email address				
Mobile number				
Preferred contact method				
Have you worked for Devon Doctors Group before?	Yes		No	
The area you are looking to work in				
Dates available for orientation				

We require our GPs to complete a self-declaration form annually.

Our address is: Unit 8, Manaton Court, Manaton Close, Matford Business Park, Exeter, Devon, EX2 8PF. If you have made arrangements to bring your documents to us at this address then, in the first instance, please report to the Reception.

Should you have any queries please do not hesitate to contact us on 01392 823159 or ddooh.gp@nhs.net