



**RETURN TO PRACTICE**

**FOR**

**ALLIED HEALTH**

**PROFESSIONALS**

ARTS THERAPISTS DIAGNOSTIC and THERAPEUTIC  
RADIOGRAPHERS DIETITIANS OCCUPATIONAL  
THERAPISTS ORTHOPTISTS ORTHOTISTS and  
PROSTHETISTS PHYSIOTHERAPISTS PODIATRISTS SPEECH  
and LANGUAGE THERAPISTS

## Returning to Practice in the NHS in Scotland

### REGISTRATION

To practice in the NHS all Allied Health Professionals (AHPs) must register with the Health Professions Council (HPC). Information on how to re-register can be found on their own website:

[www.hpc-uk.org](http://www.hpc-uk.org)

The postal address is:

Health Professions Council, Park House,  
184 Kennington Park Road, London SE 11 4BU

Te1.No. 020 7582 0866

There is a registration fee that is paid annually and full information is available on the HPC website. Fees are tax deductible for UK taxpayers.

When registering it is obligatory that AHPs state that they meet the Council's Standards of Proficiency for each profession and this can be downloaded with the readmission application pack from the HPC website. If you have not been registered for more than four years further requirements are required, i.e. character reference and a health reference.

The person who writes your character reference must have known you for 3 years and not be a relative.

Successful registration can be checked by entering either your surname or registration number and searching the online HPC register. You will receive your registration certificate approximately 10 days after you have been registered.

Continuing professional development (CPD) has been linked to re-registration with the Health Professions Council since 2005 and you will be required to sign a statement showing that CPD is up to date. How to start and where to find support for your CPD portfolio is discussed later.

If you have previously been on the Register but have not practised for a period of time you may be required to undertake a period of supervised and additional study to bring your skills and knowledge up to current standards. The onus is in you to find a department or environment for clinical placement where your supervised practice maybe be carried out.

Standards of Conduct, Performance and Ethics can also be found on the HPC website.

## **STUDY:**

The areas in which you feel you need to undertake can be discussed at your initial contact interview or with your line manager. You should do this by consulting the Standards of Proficiency (SoPs) for your own profession and the Standards of Conduct, Performance and Ethics. (HPC website).

Study includes:

- Private study
- distance learning or e-learning
- 'Return to Practice' programmes run by Professional Bodies and educational institutions
- Relevant modules currently run by educational institutions

It is your responsibility to confirm the completion of appropriate additional study which enables you to meet the SoPs.

You may feel that you would like to complete a 'Return to Practice' course before you can sign that you meet the Standards of Proficiency. Some professional bodies do have 'Return to Practice' courses and these are listed later in this booklet.

The HPC will confirm that your application has been accepted and will issue your registration certificate which will have to be shown to your line manager.

## **PROFESSIONAL BODIES**

Some Professional Bodies have a 'Return to Practice' programme in place and these can be found on the relevant websites which are listed below.

Your own Professional Body will outline the core standards and practices that are required.

<p><b>Art, Music and Drama</b></p> <p>No Professional body course available</p>	<p>The British Association of Art Therapists 16-19 Southampton Place London, WC1A 2AJ Tel: 0207 745 7262 <a href="http://www.baat.org">www.baat.org</a></p>
<p><b>Dietetics</b></p> <p>Open/flexible learning programme available. Consists of compulsory core modules and one optional module.</p>	<p>The British Dietetics Association 5<sup>th</sup> Floor Charles House 148/9 Great Charles Street Birmingham, B3 3HT Tel: 0121 200 8080 <a href="http://www.bda.uk">www.bda.uk</a></p>
<p><b>Occupational Therapy</b></p> <p>Resource pack available.</p>	<p>The College of Occupational Therapists 106 – 114 Borough High Street London, SE1 1LB Tel: 020 7357 6480 <a href="http://www.cot.org">www.cot.org</a></p>
<p><b>Orthotics</b></p> <p>No professional body course available</p>	<p>British Orthoptic Society Tavistock House North Tavistock Square London, WC1H 9HX Tel: 020 7387 7992 <a href="http://www.orthoptics.org.uk">www.orthoptics.org.uk</a></p>
<p><b>Physiotherapy</b></p> <p>‘Many Happy Returners’. Guidelines for Physiotherapists to return to practice available on the CSP website.</p>	<p>The Chartered Society of Physiotherapy 14 Bedford Row London, WC1R 4ED Tel 020 7306 6633 <a href="http://www.csp.org.uk">www.csp.org.uk</a></p>
<p><b>Podiatry/Chiropody</b></p> <p>No professional body courses available</p> <p>Accredited courses available from Queen Margaret University College, Edinburgh and Glasgow Caledonian University</p>	<p>The Society of Chiropodists and Podiatrists 1 Fellmongers Path Towerbridge Road London, SE1 3LY Tel: 0207 234 8620 <a href="http://www.feetforlife.org">www.feetforlife.org</a></p>
<p><b>Prosthetics and Orthotics</b></p> <p>No professional body course available</p>	<p>British Association of Prosthetists and Orthotists Sir James Clark Building Abbey Mill Business Centre Paisley, PA1 1TJ Tel: 0141 561 7217 <a href="http://www.bapo.com">www.bapo.com</a></p>
<p><b>Radiography – diagnostic and therapy</b></p> <p>Contact diagnostic and radiotherapy departments in Robert Gordon’s University and Glasgow Caledonian University for discussion.</p>	<p>The College of Radiographers 207 Providence Square Mill Street London, SE1 2EW Tel: 020 7740 7200 <a href="http://www.sor.org.uk">www.sor.org.uk</a></p>
<p><b>Speech and Language Therapy</b></p> <p>Distance learning course available.</p>	<p>Royal College of Speech and Language Therapists 2 White Hart Yard London, SE1 1NX Tel: 020 7378 1200 <a href="http://www.rcslt.org.uk">www.rcslt.org.uk</a> <a href="mailto:info@rcslt.org">info@rcslt.org</a></p>

## **FUNDING**

There is no direct funding made to individual AHPs who are wishing to return to practice within NHS Scotland. However, a department supporting an AHP returner to NHS Scotland can apply to the SEHD for funding support for individual development costs, including expenses such as childcare, travel expenses and books.

This funding support is only available to departments if there is a vacant post that they are supporting the returner to fill. Following completion of an agreed period of supervised practice or retraining, and the completion of registration with the HPC, any final appointment will be made at the discretion of the department manager.

If a vacancy does not exist, AHPs wishing to return to practice will be self-funded whilst undergoing an agreed period of supervised practice or retraining.

If a returner has been registered unemployed for six months then funding may be available from the local Job Centre where each case would be judged on its individual merits.

## **PAY MODERNIZATION**

As from October 2004 the NHS throughout the UK has introduced a new pay system that includes job specification linked to a robust performance appraisal system that includes professional and personal development underpinning the knowledge and skills framework. This is called 'Agenda for Change' and it applies to all NHS employees other than doctors and dentists who are covered by other pay modernization agreements.

## **PENSIONS / SUPERANNUATION**

Membership of the NHS Pensions Scheme is available to all Health Service employees. You have the option to join.

For information contact the Scottish Public Pensions Agency:

**Scottish Public Pensions Agency,  
7 Tweedside Park,  
Tweedbank,  
Galashiels,  
TD1 3TE**

To buy additional Service contact: Scottish Public Pensions Agency (SPPA), address as before.

## **ANNUAL LEAVE**

Each post has an annual leave entitlement and this will be pro rata depending on the hours you work, whether you are full-time, part-time or bank staff, your line manager will advise you what your entitlement will be.

## **HUMAN RESOURCES (Personnel)**

Each NHS employing organization has a Human Resources (HR) department and office. Your line manager will advise you which office oversees staff in your department.

## **HEALTH AT WORK**

*'Staff across Scotland have a clear entitlement to be "provided with an improved and safe working environment" monitored through the commitment in the Staff Governance Standard'.*

Your employer has a duty to ensure under the law that as far as is reasonably practicable you work in a safe environment. Your employer must also consult you or your safety representative on matters relating to your health and welfare at work.

[www.opgn.gov.uk/hse/hsehome.htm](http://www.opgn.gov.uk/hse/hsehome.htm)

## **EQUAL OPPORTUNITIES**

All Health Boards operate an Equal Opportunities Policy which will be found on their websites. A copy of the guidelines will be in your department or your Union Representative will have one.

National policies are also found in the Partnership Information Network (PIN) Guidelines.

[www.show.scot.nhs.uk/spf/partnership\\_information\\_network1.htm](http://www.show.scot.nhs.uk/spf/partnership_information_network1.htm)

## **FAMILY FRIENDLY POLICIES**

Information can be found in the PIN guidelines and on their website. Some of the topics covered include:

Maternity and Paternity Leave.

Parental Leave.

Careers Leave.

Flexible Working Policies.

The AHP publication on Flexible Working can be found on the AHP website;

[www.show.scot.nhs.uk/sehd/ahp](http://www.show.scot.nhs.uk/sehd/ahp)

Local policies can be obtained from HR or your Union Representative.

## **DISCLOSURE SCOTLAND**

When you apply for a post in the NHS in Scotland, HR will carry out a security check with the police force on your personal background.

## **PATIENT CONFIDENTIALITY AND DATA PROTECTION**

At all times health professionals must observe patient confidentiality, at work and outside the workplace. Information can be found on the national website:

[www.show.nhs.uk/confidentiality](http://www.show.nhs.uk/confidentiality)

Local policies and information is obtainable from your local HR department.

## **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

Each professional body will give advice on the management of a CPD portfolio and you will receive support in your department to develop your own Professional Development Plan (PDP).

Some departments have an identified member of staff to assist with your planned study time. CPD is the constant maintenance, improvement and broadening of knowledge, skills and understanding for the performance of professional and vocational duties, in the context of lifelong learning and enhances the individual's contribution to their profession or work.

Statements for Professional Conduct and Scope of Practice will be found for each profession on the relevant website. (HPC)

## **CLINICAL SUPERVISION**

Clinical supervision can be defined as:

*'A formal process of professional support and learning which enables individual practitioners to develop knowledge and safety of care complex clinical situations. It is central process of learning and the expansion of the scope of practice and should be seen as a means of encouraging self-assessment and analytical and reflective skills.'*

NHS Management Executive. (1993)

Several Professional Bodies have their own policies on clinical supervision from a profession specific point of view and your host department will clarify supervision and mentoring arrangements with you.

## **PERFORMANCE & DEVELOPMENT REVIEW (Appraisals)**

The PDR system has been designed to provide every member of staff with:

- A clear expectation of how they can contribute to the organization's goals.
- An opportunity to identify their own development and training needs
- A chance to discuss work issues with their immediate manager.
- A chance to receive constructive feedback on their individual performance.

It is designed to help staff understand, recognize and respond to the fact that many jobs are constantly changing within the context of health care, to respond to new treatments and changing evidence base for the provision of quality patient care.

## **INFORMATION TECHNOLOGY**

IT courses will be available to all staff in your area of work, but there are several distance learning programmes that can be accessed.

If you do not have a computer at home then you may be able to use your local library.

[www.learndirect.com](http://www.learndirect.com) Learn Direct Scotland

[www.doh.gov.uk/lifelonlearning](http://www.doh.gov.uk/lifelonlearning) A framework of lifelong learning for the NHS

[www.campus@rgu.com](http://www.campus@rgu.com) Robert Gordon University

[www.infogitlearningspace-scot.ac.uk](http://www.infogitlearningspace-scot.ac.uk) Virtual Learning Space

## **GOVERNANCE**

### **CORPORATE GOVERNANCE**

The Code of Corporate Governance is a document that explains the way the NHS aims to conduct its business. It sets out standards, procedures and responsibilities that all employees must follow in order to comply with government regulations.

Your own organization will have its own code of corporate governance available locally and the national standards are available at:

[www.show.scot.nhs.uk/sehd](http://www.show.scot.nhs.uk/sehd)

### **STAFF GOVERNANCE**

The NHS in Scotland is committed to the fair and effective management of staff and the Staff Governance standard sets out the policy context to support this. The Staff Governance Standard states that NHS Scotland staff are entitled to be:

- well informed
- appropriately trained
- involved in decisions which affect them
- provided with an improved and safe working environment
- treated fairly and consistently.

Fuller information can be found on the show website:

[www.show.scot.nhs/spf/PIN%20consultation%20Docs/sgss.pdf](http://www.show.scot.nhs/spf/PIN%20consultation%20Docs/sgss.pdf)

## **CLINICAL GOVERNANCE**

*'Clinical Governance is the framework through which NHS organisations are accountable for continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which excellence in clinical care will flourish.'*

Secretary of State for Health 1998

Further information is available at:

[www.cgsupport.org](http://www.cgsupport.org)

## **CLINICAL EFFECTIVENESS**

The purpose of clinical effectiveness is to improve the health of the nation within the resources available. The aim is to ensure that the care being provided is as effective as possible. The process involves examining current practice and comparing it to the best available evidence or consensus to make improvements as required. All staff are encouraged to improve the standard of care provided.

Further information about Clinical Effectiveness for the Allied Health Professions in Scotland can be found on the following website.

[www.show.scot.nhs.uk/cesahp/home.htm](http://www.show.scot.nhs.uk/cesahp/home.htm)

[www.nhshealthquality.org/ahp](http://www.nhshealthquality.org/ahp)

## **ORGANISATIONAL STRUCTURE**

## USEFUL WEBSITES

### **AHP Bulletin**

[www.doh.gov.uk/ahpbulletin.htm](http://www.doh.gov.uk/ahpbulletin.htm)

### **Health Protection Agency**

[www.hps.org.uk](http://www.hps.org.uk)

### **Tayside Intranet for reference documents and policies**

[www.tayside.scot.nhs.uk/nhstayside/intranet](http://www.tayside.scot.nhs.uk/nhstayside/intranet)

### **NHS Library**

[www.elib.scot.nhs.uk](http://www.elib.scot.nhs.uk)

### **National Radiological Protection Board**

[www.nrp.org.uk](http://www.nrp.org.uk)

### **NHS Career website**

[www.nhscareers.nhs.uk/careers/ahp/](http://www.nhscareers.nhs.uk/careers/ahp/)

[www.nhscareers.nhs.uk/nhs/index.htm](http://www.nhscareers.nhs.uk/nhs/index.htm)

### **The Open University**

[www.nhsonline.net/education/brochure.asp?suppid=1490&header=product](http://www.nhsonline.net/education/brochure.asp?suppid=1490&header=product)

### **Allied Health Tutorials**

[www.nmgp.ac.uk](http://www.nmgp.ac.uk)

### **Centre for Change and Innovation**

[www.cci.scot.nhs.uk](http://www.cci.scot.nhs.uk)

### **Community Health Partnerships**

[www.show.scot.nhs.uk/sehd/chp](http://www.show.scot.nhs.uk/sehd/chp)

### **Working for Health Action Plan for NHS Scotland**

[www.scotland.gov.uk/publications](http://www.scotland.gov.uk/publications)

### **Review of services for people with learning disabilities**

[www.scot.gov.uk](http://www.scot.gov.uk)

### **CHD & Stroke Strategy for Scotland**

[www.scotland.gov.uk](http://www.scotland.gov.uk)

### **White Paper - Our National Health**

[www.scotland.gov.uk](http://www.scotland.gov.uk)

### **NHS Quality Improvement Scotland**

[www.nhshealthquality.org](http://www.nhshealthquality.org)

### **NHS Education Scotland**

[www.nes.scot.nhs.uk](http://www.nes.scot.nhs.uk)

## **AHP DEPARTMENT TELEPHONE NUMBERS**

**ARTS THERAPIES:**

**DIETETICS:**

**OCCUPATIONAL THERAPY:**

**ORTHOPTICS:**

**ORTHOTICS:**

**PHYSIOTHERAPY:**

**PODIATRY AND CHIROPODY:**

**PROSTHETICS**

**RADIOGRAPHY:**

**Diagnostic:**

**Therapy:**

**Breast Screening:**

**SPEECH AND LANGUAGE:**

## **HOSPITAL ADDRESSES AND TELEPHONE NUMBERS**

## MAP OF AREA

## **SALARY**

When in post you will be paid monthly on the last Thursday of each calendar month. Your salary can be paid into a Bank Account or Building Society Account. You will be placed on the AHP pay scale at your manager's discretion according to the grade of the vacant post.

### **Financial Services:**

(address and telephone number)

The financial services may be able to answer any query but if you have a query about your pay contact your line manager first.

## **OCCUPATIONAL HEALTH**

HR notifies Occupational Health when a member of staff is newly appointed. Occupational Health will require a medical history for Rubella, Chicken Pox, TB and Hepatitis B status will be established.  
The Occupational Health department is situated .....

### **Occupational Health & Safety Advisory Services:**

(Address and telephone number)

## **IT COURSES**

(Local information can be provided, NHS sources or local further education course availability).

## **POST INITIAL INTERVIEW INFORMATION**

### **RISK ASSESSMENT**

The NHS in Scotland has to comply with statutory and national guidance in risk management including CNORIS (Clinical Negligence and Other Risks Indemnity Scheme).

Risk assessment identifies hazards and the associated level of risks that may affect patients, visitors and staff.

Each department will have its own Health & Safety Officer and procedures for risk assessment

### **INCIDENT REPORTING**

Guidance on how to report any incident will be given by your line manager. There are various forms that have to be filled in according to the type of incident.

### **COSHH**

Control of Substances Hazardous to Health (COSHH)

These regulations deal with chemical and biological hazards, although employers will need to consider all substances used in order to keep to these regulations in the healthcare setting.

[www.hse.gov.uk/hthdir/noframes/coshh](http://www.hse.gov.uk/hthdir/noframes/coshh)

### **MOVING AND HANDLING**

Manual handling is an activity that involves transporting or supporting a load by hand or bodily force. You will at some stage attend a Moving and Handling course as part of your mandatory training which will be organised through the M&H representative in your department.

How to correctly lift and use a patient hoist will also be demonstrated.

Manual Handling Operations Regulations (1992)

[www.show.scot.nhs.uk/spf/partnership information network.htm](http://www.show.scot.nhs.uk/spf/partnership_information_network.htm)

<http://learntech.uwe.ac.uk/manualhandling/legalaspgcts.htm>

### **HEALTH AND SAFETY**

There will be a H&S representative in your department. Advice on local rules and safe practice can be obtained from the representative.

Health and Safety at Work Act (1974)

Management of Health & Safety at Work Regulations (1999)

Health and Safety Executive (HSE) Manual Handling in the Health Service (Revised 1998)

## **INFECTION PREVENTION AND CONTROL**

A booklet and advice on Infection Prevention and Control can be obtained from Infection Control liaison Nurses (LINKS).

There is usually a designated staff member that will advise on good practice and the prevention of infection spread.

## **FIRE SAFETY LECTURE PROGRAMME**

Staff are required to attend a fire lecture on commencing employment and then annually afterwards. Your manager or Head of Service will advise you of the date of the next fire lecture and its location.

[www.hse.gov.uk/healthservices/index.htm](http://www.hse.gov.uk/healthservices/index.htm)

## **VIOLENCE AND AGGRESSION AT WORK BULLYING AND HARASSMENT AT WORK**

*'Staff have the right to expect a safe and secure workplace, and NHS organizations have a legal and ethical duty to do their utmost to prevent staff from being assaulted or abused in the course of work'.*

Managing Health at Work Partnership Information (PIN) Guidelines (2003).

Professional Bodies have guidelines on how to deal with Violence and Bullying in the workplace and the NHS Board policy can be found on its website

**QUALITY ASSURANCE** Explanation of the concept of QA programmes.

**REFLECTIVE PRACTICE** Explanation of how this is used in C.E.

## **EVIDENCE BASED PRACTICE**

## **PORTFOLIO**

Support and mentorship given to the returner for the initiation of a CPD portfolio. This would be undertaken with the consent and involvement of the line manager so that the returner can identify areas that may need further development of their clinical skills and in extending their professional knowledge.

## USEFUL ABBREVIATIONS

HPC	Health Professions Council
CSP	The Chartered Society of Physiotherapists
SoR	The Society of Radiographers
CoR	The College of Radiographers
BOAT	The Association of Occupational Therapists
COT	The College of Occupational Therapists
BDA	The British Dietetic Association
RCSLT	The Royal College of Speech and Language Therapists
BAPO	The British Association of Prosthetists and Orthotists
BAAT	The British Association of Art Therapists
	The Society of Chiropodists and Podiatrists
AHP	Allied Health Professional
SHAW	Scotland Health at Work
NES	NHS Education for Scotland
LHCC	Local Health Community Care
CHP	Community Health Partnership
PHP	Public Health Practitioners
ACF	Area Clinical Forum
PPF	Patient Public Focus
QIS	Quality Improvement Scotland
PDP	Personal Development Plan
CPD	Continuing Professional Development
NICE	National Institute of Clinical Effectiveness
PDR	Performance and Development Review (Appraisal)
PIN	Partnership Information Network Guidelines
IRMER	Ionising Radiation (Medical Exposure) Regulations 2000
COSHH	Control of Substances Hazardous to Health
H&S	Health & Safety
SEHD	Scottish Education and Health Department
MRSA	Methicillin-resistant Staphylococcus aureus
CG	Clinical Governance
CE	Clinical Effectiveness
IR1	Incident Report Form 1
RIDDOR	Report of Injuries, Disease, Dangerous Occurrences Regulations
SSA	Single Shared Assessment
PFPI	Patient Focus and Public Involvement
MCN	Managed Clinical Networks
SIGN	Scottish Intercollegiate Guide Network