**COLLEGE OF MEDICINE & VETERINARY MEDICINE**

**DISCLOSURE & NHS COVER RISK ASSESMENT FORM**

Information on the University’s Protection of Vulnerable Groups (PVG) Policy can be found at:

[Disclosure and Risk Assessment | The University of Edinburgh](https://www.ed.ac.uk/human-resources/about/in-colleges/medicine-vet-medicine/nhs-honorary-cover/disclosure-risk-assess)

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| **SECTION 1: Employee Details:** | | | | |
| Full Name :Click or tap here to enter text. | | | Requisition Number: Click or tap here to enter text. | |
| Deanery: Click or tap here to enter text. | | | Department/Unit: Click or tap here to enter text. | |
| Job Title: Click or tap here to enter text. | | | Proposed Start Date: Click or tap to enter a date. | |
| **SECTION 2: Work With NHS Patients, Patient Data or Patient Tissue:**  *To be completed if the post holder is working with patients, identifiable patient data or tissue* | | | | |
| Will the post holder be working with patients and/or have access to patient identifiable data and/or patient tissue samples?\* | | | Yes  No | |
| If yes, can you confirm that there are duties which do not involve work with patients and access to patient data/tissues which the post holder could undertake until any pre-employment checks (Disclosure & Occupational Health, if required) have been confirmed as satisfactory by Human Resources and they have been issued with an NHS Honorary Contract or Letter of Access? | | | Yes  No | |
| Please provide details:  Click or tap here to enter text. | |
| *\*Please note that persons in posts which involve contact with patients and/or access to identifiable patient data or patient tissues will require an NHS Honorary contract or Letter of Access before they are able to undertake any clinical duties. Please ensure that all documentation for their honorary contract/Letter of Access has been sent to HR.* | | | | |
| **SECTION 3: Other Forms of Regulated Work:**  *To be completed if the person is doing regulated work other than working with patients* | | | | |
| Are there any other forms of work (that do not involve work with patients), that require the post holder to be registered with the PVG Scheme / Standard Disclosure checked? | | | Yes  No | |
| If yes, please provide details of what this regulated work involves:  Click or tap here to enter text. | |
| If yes, can you confirm that are there are duties which do not involve this work, which the post holder could undertake until PVG Scheme registration/update or Standard Disclosure has been confirmed as satisfactory by Human Resources? | | | Yes  No | |
| Please provide details:  Click or tap here to enter text. | |
| **SECTION 4: Applicant Assessment:** | | | | |
| Is the applicant currently registered with the PVG Scheme? | | | | Yes  No |
| If yes, please tick which lists they are registered with. | | | | Protected Adults  Children |
| If the post requires PVG Membership or a Standard Disclosure has their form/details/ID been sent to Human Resources/? | | | | Yes  No |
| If the post holder has contact with patients and/or access to identifiable patient data/ tissues have their NHS Honorary contract/ Letter of Access documents been sent to Human Resources? | | | | Yes  No |
| **Please note all pre-employment documents (if applicable) must have been sent to Human Resources before a risk assessment can be approved.** | | | | |
| **SECTION 5: Appointing Manager/Representative Approval:** | | | | |
| Name of Appointing Manager/Representative: Click or tap to enter a date. | | | | |
| Signature: Click or tap here to enter text. | | Date: Click or tap to enter a date. | | |
| Please provide any further information you feel may assist in the decision below (if applicable):  Click or tap here to enter text. | | | | |
| **AUTHORISATION – TO BE COMPLETED BY HUMAN RESOURCES:** | | | | |
|  | The appointee must not take up the post until:  a) any pre-employment checks (Disclosure / Occupational Health) have been received back as  satisfactory by Human Resources  AND  b) they have received an NHS Honorary Contract / Letter of Access. | | | |
|  | Permission is granted for the appointee to take up the post provided they do not undertake any work with patients, or have access to patient data or patient tissues until:  a) any pre-employment checks (Disclosure / Occupational Health) have been received back as  satisfactory by Human Resources  AND  b) they have received an NHS Honorary Contract / Letter of Access. | | | |
|  | Permission is granted for the appointee to take up the post provided they do not undertake any regulated work until they have been registered with the PVG Scheme and/or a satisfactory PVG Scheme update has been received. | | | |
|  | Other – please specify: Click or tap here to enter text. | | | |
| Signature (on behalf of HR): Click or tap here to enter text. | | | Date: Click or tap to enter a date. | |