**DISCLOSURE & NHS COVER RISK ASSESMENT FORM**

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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. |
| School/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:** | | | |
| Will the postholder work with patients and/or have access to patient data and/or patient tissue samples? | | | Yes  No |
| Is the postholder undertaking a regulated role requiring a PVG check. Regulated roles with adults, which includes NHS patients, are detailed in [Schedule 3](https://www.legislation.gov.uk/asp/2007/14/schedule/3) and regulated roles with children in [Schedule 2](https://www.legislation.gov.uk/asp/2007/14/schedule/2) of the Protection of Vulnerable Groups (Scotland) Act 2007) | | | Yes  No |
| Are there are duties which do not involve work with patients and access to patient data/tissues which the postholder 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 a NHS Honorary Contract or equivalent, e.g. Letter of Access. | | | Yes  No |
| Please provide details:  Click or tap here to enter text. |
| **SECTION 3: Veterinary Surgeons** | | | |
| Will the postholder work as a veterinary surgeon | | | Yes  No |
| If yes, can you confirm that are there are other duties which the postholder could undertake until their level 2 Disclosure check or any overseas criminal record check if applicable, has been confirmed as satisfactory by Human Resources? | | | Yes  No |
| Please provide details:  Click or tap here to enter text. |
| **Please note all documentation required to carry out pre-employment checks and obtain NHS honorary cover must have been sent to Human Resources before a risk assessment can be approved.**  **Postholders requiring a Protecting Vulnerable Groups (PVG) Scheme check will not be permitted to start work prior to their PVG certificate being received.**  **Posts involving contact with patients and/or access to patient data or patient tissues will require an NHS honorary contract, research passport or letter of access before the postholder is able to undertake any such duties. Please ensure that all documentation for their application has been sent to HR.** | | | |
| **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 (PVG, Level 2 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 (Level 2 Disclosure / Occupational Health) have been received back  as satisfactory by Human Resources  AND  b) they have received an NHS Honorary Contract / Letter of Access. | | |
|  | 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. |