

## **Appointment as a Part II Medical Practitioner**

### **Application Guidance Notes**

This guidance has been prepared to support Medical Directors (and/or Senior Nominated Medical Leaders) in applying for Part II status on behalf of a medical practitioner within their HSC Trust.

As you are applying on behalf of a medical practitioner, it is your responsibility to clearly state, using the application enclosed, how the consultant psychiatrist meets the criteria for appointment set out by RQIA.

The suitability of every applicant is considered individually, by an Appointment Panel, which will take account of the relevant experience, training and qualifications of the practitioner. Appointment to the list of Part II medical practitioners is not automatic.

Should you have any further queries or require assistance with the application, please contact RQIA's Appointment Panel Administrator 028 95 361847 or [Part11@rqia.org.uk](mailto:Part11@rqia.org.uk)

	<b>Section of Application</b>	<b>Information Required</b>
<b>1.0</b>	<b>Name of the Medical Practitioner</b>	Please state the full name of the medical practitioner requiring Part II status.
<b>2.0</b>	<b>Name of Trust</b>	Please state the name of HSC trust in which the medical practitioner will be based
<b>3.0</b>	<b>Position within the Trust</b>	Please state the medical practitioners post within your organisation e.g. Consultant CAMHS Psychiatrist.
<b>4.0</b>	<b>Type of Appointment</b>	<p>Please indicate the type of appointment the medical practitioner holds within your organisation.</p> <p>A substantive post holder within a HSC trust will be appointed for 5 years, unless a shorter period of appointment is requested.</p> <p>A locum medical practitioner can be appointed for a maximum of 12 months after which you will be required to apply to RQIA for reappointment on their behalf.</p> <p>A locum medical practitioner can extend their Part II status (if they have been appointed for less than 12 months). This extension must be requested in writing to the Appointment Panel Chair, 28 calendar days in advance of their expiration date. The locum medical practitioner is also required to support their application with a job plan, or contract, clearly stating the dates for which the locum medical practitioner will require Part II status.</p> <p>If the locum medical practitioner is placed in the HSC trust by an agency rather than directly employed by the HSC trust, please clarify which organisation is responsible for appraisal and revalidation.</p>

5.0	<p><b>Requested duration of appointment</b></p> <p>*For locum medical practitioner, please indicate the effective dates from which Part II status is required</p>	<p>Please state the duration of appointment required for the medical practitioner e.g. 12 months (locum) / 5 years (substantive post).</p> <p>If applying on behalf of a locum medical practitioner, you must state the start and end dates of the locum doctor's contract of employment i.e. how long the medical practitioner will be working in your HSC trust.</p>
5.1		<p>Please indicate if the Part II appointment is:</p> <ul style="list-style-type: none"> <li>• For 4 years i.e. if the date of Part II renewal is <b>prior</b> to a medical practitioner's revalidation date.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• For 5 years - in line with the medical practitioner's current revalidation date.</li> </ul>
5.2	<p><b>Please confirm that the applicant is satisfactorily participating in activities relating to annual whole-practice appraisal and medical revalidation</b></p>	<p>Please confirm that the medical practitioner participates in annual whole-practice appraisal and medical revalidation</p> <p>Please use examples where necessary.</p>
5.3	<p><b>Please confirm date(s) of the applicant's last and next medical revalidation</b></p>	<p>Please insert the <b>specific</b> dates of the medical practitioner's last <b>and</b> next medical revalidation.</p>
6.0	<p><b>What is your professional relationship with the medical practitioner?</b></p>	<p>Please indicate in what capacity you are applying for Part II status on behalf of the medical practitioner within your HSC trust.</p> <p>You may only apply for Part II status for a medical practitioner if you are either the:</p> <ul style="list-style-type: none"> <li>• Medical Director</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Nominated Senior Medical Leader</li> </ul>

7.0	<p><b>Has been appointed to the post of Consultant Psychiatrist and completes applications for and/or renewal of detention of patients, under Part II of the Mental Health (Northern Ireland) Order 1986 and/or</b></p> <p><b>Has been appointed to the post of Consultant Psychiatrist and completes applications for Guardianship Part II of the Mental Health (Northern Ireland) Order 1986 and/or</b></p> <p><b>Has been appointed to the post of Consultant Psychiatrist and is gives evidence to, or prepares reports/assessments for, the court under Part III of the Mental Health (Northern Ireland) Order 1986</b></p>	<p>Please indicate that the medical practitioner in your HSC trust meets either one (or more) of these criteria.</p>
8.0	<p><b>Is registered with the General Medical Council (GMC) and holds a current licence to practice.</b></p>	<p>Please confirm that the medical practitioner is registered with the GMC and has a licence to practice</p>
9.0	<p><b>Has a valid Certificate of Specialist Training (CST) and is on the Specialist Register of GMC.</b></p>	<p>Please confirm the medical practitioner has a valid CST and is on the GMC specialist register.</p>
10.0	<p><b>CCTs in:</b></p> <ol style="list-style-type: none"> <li><b>1) Adult Psychiatry</b></li> <li><b>2) Intellectual Disability</b></li> <li><b>3) Child and Adolescent Psychiatry</b></li> <li><b>4) Forensic Psychiatry</b></li> <li><b>5) Old Age Psychiatry</b></li> <li><b>6) Psychotherapy</b></li> </ol>	<p>Please confirm which area of psychiatry the medical practitioner has specialist training</p>

11.0	<b>Can demonstrate completion of RQIA eLearning modules 1-4 on the Mental Health (Northern Ireland) Order 1986, within the last two years</b>	Please ensure the medical practitioner is up to date with the Mental Health (Northern Ireland) Order 1986 through completion of eLearning modules. Please note, these certificates are required to be completed within last two years prior to an application for Part II status.
12.0	<b>Has an AccessNI Enhanced Disclosure Certificate (or equivalent e.g. Disclosure and Barring Certificate).</b>	<p>Please ensure that the medical practitioner has an AccessNI enhanced disclosure certificate, or equivalent Disclosure and Barring Certificate which states that the HSC trust is 'registered body'</p> <p>Please note; RQIA require these certificates only on initial application. If you are applying for a medical practitioner after their 5 year Part II appointment has come to an end, and the medical practitioner has not left the employment of your trust within that time, then their certificate is still valid and does not require to be sent to RQIA. If you are applying for a locum medical practitioner after their 12 month Part II appointment has come to an end, and the medical practitioner has not left the employment of your trust within that time, then their certificate is still valid and does not require to be sent to RQIA.</p> <p>You need not send an AccessNI Certificate (or equivalent) for those locum practitioners requiring an extension to their Part II appointment.</p>
13.0	<b>Please add any other comments you consider to be relevant to the application for the above individual</b>	Please include any relevant information to support this medical practitioner's application for Part II appointment.
14.0	<b>Signing the application</b>	When signing this application, please print your name and date of completion.

## **Documentation required to be returned to RQIA with Part II Application**

It is your responsibility to submit the required documentation on behalf of the medical practitioner to allow RQIA to assess this application for Part II appointment.

Please submit the following on behalf of the medical practitioner for whom you are applying for Part II status:

- A completed application form, signed and dated; **and**
- A copy of the medical practitioners RQIA E-learning modules 1-4 on the Mental Health (Northern Ireland) Order 1986, within two years prior to application for Part II status; **and**
- An AccessNI Enhanced Disclosure Certificate (or equivalent e.g. Disclosure and Barring Certificate) – only on first application for Part II status or reapplying Part II medical practitioners who have moved HSC trust since their last Part II appointment.