



WJ HEALTHCARE

**APPROVED  
PRACTICE SETTINGS  
(APS) POLICY**

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## 1. DOCUMENT CONTROL

### A. CONFIDENTIALITY NOTICE

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### B. DOCUMENT DETAILS

Category	Clinical Governance
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Responsible Person	T. Watcyn-Jones (TWJ)
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1	20.09.2023	RWJ	Board	
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## 2. REGULATORY FRAMEWORK

This policy has been developed in accordance with the requirements of the General Medical Council regarding **Approved Practice Settings (APS) and Designated Bodies**.

## 3. PURPOSE

The purpose of this policy is to ensure that doctors employed by or contracting with WJ Healthcare who are subject to an **Approved Practice Setting restriction** are supported within an appropriate governance structure that:

- Provides appropriate clinical supervision
- Enables regular appraisal and revalidation
- Supports continuing professional development (CPD)
- Enables identification and management of concerns about fitness to practise
- Provides regulatory assurance and patient safety

This policy ensures that WJ Healthcare maintains clinical governance systems that align with GMC expectations for Approved Practice Settings.

## 4. SCOPE

**This policy applies to:**

- Doctors who hold full registration with APS restrictions
- Doctors awaiting first revalidation
- International medical graduates practising in the UK under APS requirements
- Clinical supervisors and governance leads within WJ Healthcare



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## 5. DEFINITION OF APPROVED PRACTICE SETTINGS

### **Approved Practice Settings are organisations that:**

- Provide appropriate supervision
- Offer structured appraisal systems
- Ensure access to relevant CPD
- Maintain clinical governance systems
- Have processes to identify and manage concerns about doctors' practice

Designated Bodies recognised by the GMC automatically meet Approved Practice Setting requirements. WJ Healthcare is a Designated Body.

Doctors with APS restrictions must maintain a connection with a Designated Body.



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## 6. RESPONSIBILITIES

### A. RESPONSIBLE OFFICER

**The Responsible Officer (RO) for WJ Healthcare is responsible for:**

- Ensuring compliance with GMC requirements
- Oversight of appraisal and revalidation systems
- Monitoring fitness to practise concerns
- Ensuring appropriate supervision arrangements

**Contact Details:**

Name: Dr Santiago Giavedoni Email: [admin@wjhealthcare.co.uk](mailto:admin@wjhealthcare.co.uk)

### B. CLINICAL SUPERVISORS

**Clinical Supervisors must:**

- Provide regular supervision
- Conduct monthly APS reviews
- Escalate concerns regarding patient safety or professional conduct
- Support doctors with professional development

### Appointing a Clinical Supervisor

All clinical supervisors are appointed and approved by The WJ Healthcare Medical Director. It is possible for the doctor subject to APS to propose a clinical supervisor, but this person will need to be approved by the Responsible Officer,



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## 7. DOCTORS SUBJECT TO APS RESTRICTIONS

### **Doctors must:**

- Maintain connection with a Designated Body
- Participate in regular clinical supervision (See Appendix 1 – Supervision Timetable)
- Participate in annual appraisal
- Maintain CPD and reflective practice
- Immediately report any issues affecting patient safety
- Maintain accurate information on GMC Online

Failure to comply with APS restrictions may result in referral to GMC Fitness to Practise procedures.

## 8. CLINICAL GOVERNANCE

### **WJ Healthcare maintains governance systems including:**

- Incident reporting systems
- Complaints management
- Clinical supervision and mentoring
- Structured appraisal and revalidation processes
- Professional development monitoring
- Quality assurance reviews

Any concerns regarding a doctor's performance will be escalated through governance processes and, where appropriate, reported to the GMC.



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## 9. SUPERVISION REQUIREMENTS

### Doctors subject to APS must receive:

- Assigned Clinical Supervisor
- Initial Monthly supervision meetings
- Documented supervision reports
- Annual appraisal
- CPD monitoring

## 10. TRAINING AND CPD

### WJ Healthcare will ensure doctors are signposted to:

- CPD opportunities
- Clinical governance education
- Patient safety training
- Professional development activities

Doctors must maintain evidence of CPD for appraisal and revalidation.

## 11. FITNESS TO PRACTISE

### Concerns about a doctor's practice may arise from:

- Clinical incidents
- Complaints
- Supervisor feedback
- Performance review outcomes

Such concerns will be investigated under WJ Healthcare governance processes and may be escalated to the GMC where appropriate.



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## 12. LOSS OF DESIGNATED BODY CONNECTION

Doctors must cease practising in the UK if they no longer have a connection with a designated body until such connection is re-established.

## 13. POLICY REVIEW

This policy will be reviewed every two years or earlier if regulatory guidance changes.



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## 14. APPENDIX 1

### WJ HEALTHCARE CLINICAL SUPERVISION TIMETABLE

#### Year 1

<b>APS Doctor Requirement</b>	<b>Frequency</b>
Clinical Supervisor Review	Monthly
CPD Review	Quarterly
Formal Appraisal	Annual
Reporting of Complaints / Concerns or Significant events	Within 48 Hours

#### Year 2

<b>APS Doctor Requirement</b>	<b>Frequency</b>
Clinical Supervisor Review	Quarterly
CPD Review	2 / year
Formal Appraisal	Annual
Reporting of Complaints / Concerns or Significant events	Within 48 Hours

#### Year 3

<b>APS Doctor Requirement</b>	<b>Frequency</b>
Clinical Supervisor Review	3 / year
Formal Appraisal	Annual
Reporting of Complaints / Concerns or Significant events	Within 48 Hours



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## 15. APPENDIX 2

### WJ HEALTHCARE APS DOCTOR AGREEMENT / CONTRACT

#### Approved Practice Settings Agreement

Between

**WJ Healthcare**

and

Dr \_\_\_\_\_

### 1. Purpose

**This agreement outlines the conditions under which the doctor will practise within WJ Healthcare while subject to *Approved Practice Setting restrictions imposed by the General Medical Council.***

### 2. Obligations of WJ Healthcare

**WJ Healthcare agrees to provide:**

- Appropriate clinical supervision
- Monthly supervision meetings
- Access to appraisal and revalidation systems
- Clinical governance oversight
- CPD opportunities

### 3. Obligations of the Doctor

**The doctor agrees to:**

- Maintain active registration with the GMC
- Comply with Approved Practice Setting requirements
- Maintain a connection with a designated body
- Attend all scheduled supervision meetings
- Participate in annual appraisal
- Maintain CPD and professional development records
- Report any incidents, complaints, or patient safety concerns
- Notify WJ Healthcare of any changes in GMC registration status



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## 4. Supervision

The doctor will be assigned a **Clinical Supervisor** responsible for monitoring progress and providing professional guidance.

Monthly supervision meetings will be documented.

## 5. Governance and Reporting

**The doctor agrees to cooperate with:**

- Incident investigations
- Complaints reviews
- Governance processes
- Fitness to practise reviews if required

## 6. Termination

**This agreement may be terminated if:**

- The doctor fails to comply with APS requirements
- Patient safety concerns arise
- GMC registration restrictions change
- The doctor loses connection with a designated body

## 7. Declaration

**I confirm that I understand and will comply with the Approved Practice Settings requirements.**

Doctor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Responsible Officer / Governance Lead: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## 16. APPENDIX 3

### WJ HEALTHCARE APPROVED PRACTICE SETTINGS SUPERVISION RECORD

Doctor Name: \_\_\_\_\_

GMC Number: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Month: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

#### 1. Clinical Activity Summary

Number of clinical sessions: \_\_\_\_\_

Type of work undertaken: \_\_\_\_\_

Key procedures / cases: \_\_\_\_\_

#### 2. Supervision and Support

**Level of supervision required:**

- Direct
- Indirect
- Independent with oversight

**Supervisor comments:** \_\_\_\_\_



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### 3. Patient Safety and Quality of Care

**Any clinical incidents:**

- Yes
- No

**If yes, details:** \_\_\_\_\_

**Complaints received:**

- Yes
- No

**Learning from incidents:** \_\_\_\_\_

### 4. Professional Conduct

**Professional behaviour:**

- Satisfactory
- Concerns identified

**Teamworking and communication:** \_\_\_\_\_

**Supervisor comments:** \_\_\_\_\_

### 5. CPD and Professional Development

**CPD activities completed this month:**

Courses attended: \_\_\_\_\_

Reflection recorded: \_\_\_\_\_

### 6. Health and Wellbeing

**Any health issues affecting practice:**

- Yes
- No

**Support required:** \_\_\_\_\_



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## 7. Progress Towards Revalidation

**Portfolio progress:**

- On track
- Needs improvement

**Areas requiring development:** \_\_\_\_\_

## 8. Supervisor Overall Assessment

- Safe to practise with current supervision
- Requires increased supervision
- Governance review required

**Supervisor summary:** \_\_\_\_\_

## 9. Actions Agreed

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Doctor Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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## 17. APPENDIX 4

### WJ HEALTHCARE CLINICAL SUPERVISOR CONTRACT:

#### Clinical Supervisor Agreement

Between

**WJ Healthcare Ltd (“the Organisation”)**

and

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**[Name of Clinical Supervisor]** (“the Clinical Supervisor”)

Date: [Insert Date] \_\_\_\_\_

### 1. Purpose of the Agreement

This agreement sets out the responsibilities and expectations of the Clinical Supervisor appointed by WJ Healthcare Ltd to supervise [Name of Doctor Being Supervised] (“the Supervised Doctor”) who is undertaking clinical practice within an Approved Practice Setting (APS) as defined by the General Medical Council.

The purpose of the supervision is to ensure that the Supervised Doctor practises safely, develops professionally, and complies with regulatory requirements, professional standards, and organisational policies.

### 2. Scope of Supervision

#### The Clinical Supervisor agrees to:

1. Provide professional oversight of the Supervised Doctor’s clinical practice within the defined setting.
2. Ensure the Supervised Doctor is practising within the limits of their competence.
3. Support the Supervised Doctor in meeting the requirements associated with working in a GMC Approved Practice Setting.
4. Provide regular review, guidance, and feedback on professional development and performance.



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## 3. Responsibilities of the Clinical Supervisor

The Clinical Supervisor shall:

### 3.1 Oversight of Clinical Practice

- Monitor the clinical work of the Supervised Doctor.
- Ensure patient safety and appropriate standards of care are maintained.
- Ensure the Supervised Doctor works within agreed scope of practice.

### 3.2 Meetings and Reviews

- Conduct regular supervision.
- Review clinical cases where appropriate.
- Provide constructive feedback and professional guidance.

### 3.3 Professional Development

- Support the Supervised Doctor in developing their clinical skills and knowledge.
- Review educational needs and learning objectives.
- Encourage reflective practice and continuing professional development.

### 3.4 Reporting and Documentation

- Maintain written records of supervision meetings and progress.
- Notify WJ Healthcare Ltd of any concerns regarding performance, conduct, or patient safety.
- Provide written reports if required for regulatory or governance purposes.

### 3.5 Escalation of Concerns

*The Clinical Supervisor must promptly report any concerns relating to:*

- Patient safety.
- Professional misconduct.
- Clinical competence.
- Health concerns affecting practice to **WJ Healthcare Ltd** and where appropriate to the General Medical Council in accordance with professional duties.



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## 4. Responsibilities of the Supervised Doctor

### The Supervised Doctor agrees to:

- Practise within the limits of their competence.
- Attend scheduled supervision meetings.
- Maintain accurate clinical records.
- Engage with feedback and professional development.
- Comply with the standards set out in **Good Medical Practice** published by the General Medical Council.
- Inform the Clinical Supervisor of any incidents, complaints, or concerns.

## 5. Responsibilities of WJ Healthcare Ltd

### WJ Healthcare Ltd will:

- Ensure that the clinical environment meets the requirements of a **GMC Approved Practice Setting**.
- Provide appropriate governance arrangements and policies.
- Facilitate supervision meetings and documentation where required.
- Support the Clinical Supervisor in undertaking their role.
- Ensure appropriate indemnity arrangements are in place.

## 6. Confidentiality

### All parties agree to maintain confidentiality regarding patient information and professional matters in accordance with:

- Data protection legislation.
- Professional standards.
- Organisational policies.



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## 7. Duration of Agreement

This agreement will commence on **[Start Date]** and will continue until **[End Date]** or until the supervision arrangement is formally concluded.

## 8. Review of Agreement

The agreement may be reviewed periodically to ensure compliance with current regulatory requirements of the General Medical Council and organisational policies.

## 9. Termination

**This agreement may be terminated:**

- By mutual agreement.
- If supervision is no longer required.
- If there are serious concerns regarding patient safety or professional conduct.
- If the Supervised Doctor ceases working within the Approved Practice Setting.



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## 10. Declaration

Both parties confirm that they understand and agree to fulfil the responsibilities outlined in this agreement.

### Signed for WJ Healthcare Ltd

Name: \_\_\_\_\_

Position \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Clinical Supervisor

Name: \_\_\_\_\_

GMC Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Supervised Doctor

Name: \_\_\_\_\_

GMC Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_