**Medical & Dental - Terms of Reference Template/Request to initiate an investigation**

Where the Chief of Medicine/ Partnership equivalent decides that following a Preliminary Enquiry a formal investigation is required, he/she should complete the attached proforma.

**Section 1:**

|  |  |
| --- | --- |
| **Practitioner’s Name** |  |
| **Payroll Number** |  |
| **Grade** |  |
| **Department** |  |
| **Sector/Directorate** |  |

**Section 2:**

|  |  |
| --- | --- |
| **Investigation Manager (1)** |  |
| **Job Title** |  |
| **Contact Details** |  |
| **Investigation Manager (2)** |  |
| **Job Title** |  |
| **Contact Details** |  |

**Section 3:**

|  |
| --- |
| **Please detail the specific allegation/s the practitioner is being asked to respond to**  .  *It is important that the allegations are as specific as possible, including time, date and location of the alleged incident. If there is more than one allegation these should be listed separately* |
|  |

**Section 4:**

|  |
| --- |
| **Please indicate how the case has been classified further to the PE (tick as appropriate ):-** |
| * **Personal Conduct** – Performance or behaviour of practitioners not associated with the exercise of medical or dental skills. This would include failure to fulfil the contractual requirements of the post. |
| * **Professional Conduct** - Performance or behaviour of practitioners arising from the exercise of medical or dental skills |
| * **Professional Competence** - Adequacy of performance of practitioners related to the exercise of their medical or dental skills and professional judgement |

**Please submit completed form along with any statements or other relevant evidence e.g. datix reports etc. via** [**https://nhsnss.service-now.com/ggc\_hr**](https://nhsnss.service-now.com/ggc_hr)**. Select HRSAU, request HR Support and complete the dropdown boxes. The terms of reference can then be uploaded to the request as an attachment**

**For further guidance on Managing Conduct and Competence Issues please see link below:-**

[**https://www.nhsggc.scot/staff-recruitment/hrconnect/policies-and-staff-governance/medical-and-dental-policies/**](https://www.nhsggc.scot/staff-recruitment/hrconnect/policies-and-staff-governance/medical-and-dental-policies/)