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Application for Approval of New BASICS SW Responder (DOCTOR) Version October 2020

Scheme to complete relevant sections below ahead of committee meeting, and ensure all documents attached to the application for committee review.

Name of applicant:

Date of application:

Associated scheme:

	SCHEME TO COMPLETE	For BASICS SW Committee Use
Clinical Specialty of applicant:		Meets Criteria? Y / N
CCT held?	YES / NO	Meets Criteria? Y / N
GMC Number of applicant:		Date checked online: dd/mm/yyyy
CV attached?	YES / NO	Meets Criteria? Y / N
Applicant's personal development summary attached (if not part of CV)?	YES / NO	Meets Criteria? Y/N
Scheme Reference Attached? (on headed paper)	YES / NO	Meets Criteria? Y / N
Employer Reference Attached? (on headed paper) NB: SEE POLICY re suitable references	YES / NO	Meets Criteria? Y / N
Prehospital qualification level? Certificate(s) or evidence attached?	FPHC Level 5 (PHECC) FPHC Level 6 (DipIMC) FPHC Level 7 (FIMC) FPHC Level 8 (PHEM CCT) YES / NO	Meets Criteria? Y / N
BASICS Accredited?	YES / NO If YES, Membership No: (If NO, confirmation that working towards accreditation & details of mentor are required in scheme reference).	Meets Criteria? Y/N
Details of observer shift(s) completed:	Date(s): Location/Observing whom?: Add to additional information	Meets Criteria? Y/N
IAM / RoSPA Certificate Attached?	YES / NO	Meets Criteria? Y / N
Confirm that potential responder has had access to, read & understood all relevant BSW clinical guidelines, SOP's and BASICS Governance documents including the MOU		



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SCHEME / RESPONDER TO COMPLETE PRIOR TO COMMITTEE REVIEW:

Please explain why you want to respond as Volunteer BASICS Doctor and how you feel that you are suited to the role (responder to complete).

Summary of potential new responder's training and experience in sedation and analgesia, including use of ketamine (scheme & responder to complete):



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Rationale for recommending a new responder in this geographic area – i.e. what is the case for SWASFT Responder Department to support equipping this new responder (scheme to complete)?

How will set up of the new responder be supported financially, What set up contribution will the charity make and what financial support is required from SWASFT (scheme to complete)?



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Do you feel you have any specific development needs to help support you in responding independently (responder to complete)?

Any other relevant information (e.g. Summary of observer shifts / hub visit etc).

I confirm I have read and understood the policy on obtaining, storing and administering controlled drugs. (Responder to complete)

YES / NO



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For BASICS SW Committee Use:

Date of BASICS South West Committee Meeting:

Names of Committee Representatives present & Schemes represented:

Name of SWAST / Responder Department Representative(s) present:

Summary of discussion and evidence considered:

Committee Recommendation:

Recommend to Medical Director for approval * / Not recommended at this stage *

*delete as applicable.

Signed on behalf of the panel:.....



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Feedback to applicant,

If recommended to respond: *Include 6-12 month development plan and/or mentorship plan, or any special conditions or pre-requisites:*

If not recommended to respond at this stage: *Suggested personal development plan and actions in order to reconsider application at a future stage:*

COMMITTEE ACTION following approval: Forward to Medical Director for Final Approval

Medical Director Approval:

Signed:

Dated:

Action following Medical Director Approval:

Return to Responder Department to begin 'New BASICS Doctor' Checklist Items



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RESPONDER DERPARTMENT

New BASICS Doctor (Recruitment Checklist

BASICS Doctor: _____ **Group:** _____

Action	Complete (✓)	Comments/Details/Date
Approval and Accreditation checklist	<input type="checkbox"/>	
CV	<input type="checkbox"/>	
Relevant qualifications	<input type="checkbox"/>	
Reference (Scheme reference)	<input type="checkbox"/>	
Reference (Employer reference)	<input type="checkbox"/>	
2 proofs of photo ID and a proof of address (dated within the last 3 months – utility bill or bank statement), or two proofs of address and one photo ID	<input type="checkbox"/>	
Evidence of right to work in the UK: this can be a passport (ideally copied as part of ID checks) or their full birth certificate (A4 sized) with evidence of their national insurance number (i.e. HMRC letter, NI card, P60)	<input type="checkbox"/>	
GP Honorary Application Form	<input type="checkbox"/>	
Vehicle Assurance Form	<input type="checkbox"/>	
ID Photo (for ID card)	<input type="checkbox"/>	
IT New User Form	<input type="checkbox"/>	
DBS Application Form	<input type="checkbox"/>	
DBS Declaration	<input type="checkbox"/>	



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New BASICS Doctor		
Check List and Actions for Responder Department		
NAME		SCHEME
Action	Complete Y/N	Comments/Details/Date
Senior Community Responder Administrator to save the following to the BASICS Shared Drive:		
Approval and Accreditation checklist		
CV		
Relevant qualifications		
References (one Scheme reference and one Employer reference)		
Responder Manager to action:		
Inform BASICS Dr in writing if successful		
Senior Community Responder Administrator to action:		
Arrange a meeting between BASICS Dr and Responder Manager and inform them of the documents they need to bring with them.		
Send completed Honorary Contract Application Form onto HR Services to register with Occupational Health and check GMC status online.		
BASICS Dr to hand over the following documents during meeting:		
2 proofs of photo ID and a proof of address (dated within the last 3 months – utility bill or bank statement), or two proofs of address and one photo ID		
Evidence of right to work in the UK: this can be a passport (ideally copied as part of ID checks) or their full birth certificate (A4 sized) with evidence of their national insurance number (i.e. HMRC letter, NI card, P60)		
Insurance Certificate and Driving Licence check code.		
ID Photo (for ID card)		
Uniform sizes – PPE and jacket		
IT New User Form		



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Confidentiality Statement		
DBS Declaration		
Responder Manager to action:		
Responder Manager to authorise Vehicle Assurance/Driving license check form		
Sign copies of ID checks.		
BASIS Dr to complete DBS application form (if applicable) and Responder Manager to authorise.		
BASICS Dr to complete L4 BASICS Drug Form and Responder Manager to authorise.		
Senior Community Responder Administrator to action:		
Check added to BSW DASHBOARD as New User		
Check all the above recruitment documents are present and pass to HR Services. HR Services to set up Dr on ESR and create ID badge before passing back to Responders.		
Send IT New User form onto HR Services		
Add BASICS Dr details onto database including vehicle checks.		Do want to just keep all this ifon on the dashbaord?
Inform BASICS Dr of nearest Workshop to get their personal car booked in for a vehicle inspection.		
Confirmation of vehicle inspection completed		Decleration on Dashbaord
Contact Driving Facility regarding booking in a Driving Assessment.		Decleration on Dashboard of assesment date / training
Confirmation of driving assessment completed		Decleration on Dashboard of assesment date / training
Contact Jack Cluett with BASICS Dr name and vehicle details to pass onto Police.		
Order PPE.		
Set up call sign but leave inactive.		
Add contact details to call sign.		
Add contact details to PIN number.		



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Add contact details to ICCS (if applicable) If on border, add to both counties.		
Add contact details to Everbridge. If on border, add to both counties.		
Enable SMS Book on.		
Pager / SMS Messaging		Dr SSH can set up and issue as we have a stock
Set BASICS Profile for Pager - Pass to SSH		
Allocate Radio If Required		
Set up Radio or Tetra with call sign.		
Allocate Defibrillator.		
Allocate PAX bag and add consumables from equipment checklist.		
When email account set up, email BASICS Dr the log in assistance document with log in details.		
Once HR checks complete, collect ID badge and file from GP Recruitment (Doctor can go live without DBS complete). Check copy of Honorary Contract is on file.		
Book a meeting with BASICS Dr and Responder Manager to hand over kit and ID badge. Include BASICS Lead for info.		
Inform OOs in the area that BASICS Dr will be visiting station.		
Ask BASICS Dr to complete a kit check. Dashboard.basics-southwest.org.uk		
When kit check is complete, activate call sign and inform BASICS Dr.		
Inform Response Desk of new BASICS Dr.		
BASICS Lead to action:		
Update BASICS South West Maps.		
Senior Community Responder Administrator to issue:		
L4 BASICS Drugs form		
O2 Bag		
BASICS PCR Pads		
SPO2 Monitor		

