

SCHEDULE 3

Regulation 8(1)

Part I

Information to be provided by a board to the medical committee in relation to the filling or dispersal of a medical practice vacancy on the death, withdrawal or removal of a doctor from the medical list

1. The full name, age, practice address and sex of the doctor and date of his death, withdrawal or removal from the medical list.
 2. Whether or not the doctor was required under regulation 12 of the Pharmaceutical Regulations to provide drugs or appliances.
 3. In respect of a single-handed doctor, whether the practice premises are for sale or rent.
 4. The full name, age, practice address or addresses and sex of each doctor who provides general medical services from practice premises situated up to 5 miles from the doctor's practice premises.
 5. An account of any report from the Local Medical Committee.
 6. Any other information that the Board considers to be relevant.
- Regulations 9(1), 10(1) and 11(1)

Part IIA

Information and undertakings to be included in any application to practise

1. Full name.
2. Sex.
3. Date of birth.
4. Private address and telephone number.
5. Whether or not his name is included in the medical list and, if so, cypher number.
6. Whether the application is in respect of a new practice or an extension of the doctor's current practice.
7. Notification of address or addresses of proposed practice premises.
8. Notification of the geographical boundary of the proposed practice area by reference to a sketch, diagram or plan.
9. Undertaking that, if accepting as a patient a person who, at the time of acceptance or succession, is residing at a place outside the practice area, he will visit him at that address.
10. Proposed place of residence (including telephone number and distance from main practice premises) and an undertaking to inform the Board whenever changing permanent residence.
11. Telephone number at which prepared to receive messages.
12. Name and private address of—
 - (a) any intended partnership and whether or not the names of the partners are included in the medical list; and
 - (b) members of group (other than those already specified in sub-paragraph (a)) with whom doctor intends to practise.

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13. Whether the applicant intends to practise as—

- (a) a full-time doctor;
- (b) a three-quarter-time doctor;
- (c) a half-time doctor;
- (d) a job-sharing doctor; or
- (e) a restricted doctor.

14. Where the applicant intends to practise as a job-sharing doctor, the name of the other job-sharing doctor with whose hours the applicant's hours are to be aggregated for the purposes of regulation 13(d).

15. Notification of the proposed days and hours of attendance.

16. In the case of an application by a doctor for the inclusion of his name in the medical list as a restricted list principal, the name of the establishment or organisation, with which patients are connected, to whom the applicant will be limiting the provision of general medical services, and the number of such patients.

Regulation 9(1)

Part IIB

Additional information to be provided by a doctor in connection with an application to fill a vacancy

1. Whether applying to succeed to a practice, or be appointed to a vacancy in a practice.

2. Professional experience (including starting and finishing dates to each appointment) separated into:

- (a) trainee or assistant experience in general practice;
- (b) general practice experience;
- (c) hospital appointments;
- (d) other (including obstetric) experience;
- (e) any additional supporting particulars.

3. The name and address of each doctor whose name is included in the medical list by whom the applicant has been employed as a trainee or assistant.

4. Particulars of covenants restricting medical practice by the applicant in the Board's area.

5. Names and addresses of two referees.

Regulations 9(1), 10(1) and 11(1)

Part IIC

Additional evidence, information and undertakings to be provided by a doctor whose name is not already on the medical list

1. Medical qualifications, where obtained and evidence that the applicant is suitably qualified within the meaning of the Medical Practitioners (Vocational Training) Regulations (Northern Ireland) 1979⁽¹⁾.
2. Declaration that he is a registered medical practitioner, included in the Medical Register in that name.
3. Registration number in the Medical Register and date of first registration.
4. Present or most recent appointment and, if in general practice, whether as a principal, assistant or locum.
5. Particulars of any outstanding application for inclusion in the medical list.
6. Whether or not applied/intending to apply for inclusion in—
 - (a) the obstetric list;
 - (b) the minor surgery list; or
 - (c) the child health surveillance list.
7. Information about general medical services to be provided and, in particular, whether they will—

(a)	(a) include	}maternity medical services
	exclude	
	be limited to	
(b)	(b) include	}contraceptive services—
	exclude	
	be limited to	
(i)	excluding	}the fitting of intra-uterine devices
	including	
(ii)	restricted	}to patients to whom the doctor or partner provides other personal medical services
	not restricted	
(c)	(c) include	}child health surveillance services
	exclude	
	be limited to	
(d)	(d) include	}minor surgery services

⁽¹⁾ S.R. 1979 No. 460, as amended by S.R. 1986 Nos. 69 and 309 and S.R. 1994 No. 499

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exclude

be limited to

8. Undertaking to be bound by the terms of service.
Regulation 10(1)

Part III

Information and undertakings to be provided by the existing partners in relation to an application to practise in partnership

1. Reason for application (whether an additional partner or replacement or job-sharing arrangement).

2. Particulars of each existing partner who will form part of proposed new partnership, including—

- (a) name and cypher number;
- (b) whether practising as—
 - (i) a full-time doctor;
 - (ii) a three-quarter-time doctor;
 - (iii) a half-time doctor; or
 - (iv) a job-sharing doctor;
- (c) age;
- (d) number of persons on list;
- (e) proposed partnership shares, dates and exclusions (if any)—
 - (i) commencing;
 - (ii) first share change;
 - (iii) second share change; and
 - (iv) third share change;
- (f) time spent on other health service appointments or health service administration, including—
 - (i) number of sessions;
 - (ii) type of appointment; and
 - (iii) average weekly hours; and
- (g) time spent on regular non-health service appointments (*eg* Medical Referee, Police Surgeon, Occupational Medicine etc), including—
 - (i) type of appointment; and
 - (ii) average weekly hours.

3. Whether or not income from—

- (a) other health service appointments; or
- (b) non-health service appointments,

is pooled and shared according to partnership shares.

4. Declaration that each member of the proposed partnership shall discharge the duties and exercise the powers of a principal in connection with the practice of the partnership.

5. Declaration that none of the partners shall either jointly or separately be engaged in the buying or selling of the goodwill or any part of the goodwill of a medical practice, prohibited by Article 60 of and Schedule 10 to the Order, whether or not provided for in the Agreement mentioned in paragraph 6.

6. Undertaking to enter into an Agreement in writing embodying all the relevant conditions under which the partnership subsists and including provisions under which the partnership may be dissolved.

7. Undertaking to forward a copy of the Agreement mentioned in paragraph 6 to the Agency within a reasonable period of the commencement date of the Agreement.
Regulation 14(2)

Part IV

Information to be included in an application for the variation of a condition imposed in connection with inclusion in the medical list

1. Full name.
 2. Private address.
 3. Name and private address of each partner with whom the applicant practises.
 4. Whether the applicant wishes to practise as—
 - (a) a full-time doctor;
 - (b) a three-quarter-time doctor;
 - (c) a half-time doctor;
 - (d) a job-sharing doctor and the name of the other job-sharing doctor with whose hours the applicant's hours are to be aggregated for the purposes of regulation 13(d); or
 - (e) a restricted doctor.
- Regulation 18(2)

Part V

Information to be supplied by the agency with regard to doctors' lists

1. The number of patients included in the doctor's list, in each of the age-groups in accordance with the capitation fee payable in respect of them.
 2. The number of children included in the doctor's list for whom he has undertaken to provide child health surveillance services.
 3. The number of patients included in the doctor's list for whom a capitation fee under regulation 37(2)(o) is payable, in each group in accordance with the level of fee payable in respect of them.
 4. The number of patients included for whom fees and allowances are payable under regulation 37(2)(d) in respect of a rural practice.
- Regulation 26(3)

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Part VI

Information to be supplied by doctor applying for inclusion in the child health surveillance list

1. Full name.
 2. Address of practice premises.
 3. Registration number in the Medical Register and date of first registration.
 4. Details of relevant medical experience after date of first registration (and, if appropriate, before that date) during the last 5 years, together with any references.
 5. Title of any post-graduate qualification held and date awarded.
- Regulation 26(7) and (12)

Part VII

Criteria for inclusion and retention in the child health surveillance list

1. A doctor will have his name included in the child health surveillance list if he fulfils one or more of the following criteria which relate to the period of 5 years immediately preceding application:
 - (a) he has held a full-time 6 month recognised post or part-time equivalent, in hospital paediatrics working mainly, that is to say more than 50% of the time, in medical or community paediatrics; or
 - (b) he has held a full-time recognised post or part-time equivalent as a Clinical Medical Officer in community health working mainly, that is to say, more than 50% of the time, in child community health; or
 - (c) he has successfully completed a Child Health Surveillance training programme recognised jointly by the Regional Advisers in General Practice and Paediatrics. A doctor who has not had regular clinical paediatric experience in the previous 5 years will require recognised practical training; or
 - (d) he has obtained membership of the Royal College of General Practitioners after 1992 by examination.
 2. In order to ensure continued inclusion in the child health surveillance list at each quinquennial review, a doctor shall confirm to the Board his attendance at an update course, approved by the Northern Ireland Council for Postgraduate Medical and Dental Education⁽²⁾, within the last 5 years.
- Regulation 35(3)

Part VIII

Information to be supplied by doctor applying for inclusion in the minor surgery list

1. Full name.
2. Address of practice premises.
3. Registration number in the Medical Register and date of first registration.

(2) The Northern Ireland Council for Postgraduate Medical and Dental Education was appointed by the Department of Health and Social Services under powers conferred by section 1(3) of the Ministries of Northern Ireland Act (Northern Ireland) 1921 and paragraph 2 of Schedule 1 to the Northern Ireland Act 1974

4. Details of relevant medical experience after date of first registration (and, if appropriate, before that date) during the last 5 years together with any references.
 5. Details of premises and equipment to be used.
 6. Title of any post-graduate qualification held and date awarded.
- Regulation 35(7) and (12)

Part IX

Criteria for inclusion and retention in the minor surgery list

1. Subject to paragraph 4, a doctor shall have his name included in the minor surgery list if he has provided the Board with a declaration that he is capable of carrying out all the procedures in respect of all the conditions listed in Schedule 7 and satisfies the conditions in paragraphs 3 and 5;

AND EITHER

- (a) he has provided the Board with a certificate of satisfactory completion of a training course approved by the Northern Ireland Council for Postgraduate Medical and Dental Education, which he has attended within the 5 years prior to application for inclusion in the list;

OR

- (b) he has obtained a Fellow of the Royal College of Surgeons qualification within the 10 years prior to application for inclusion in the list;

AND

- (c) he will provide evidence that he complies with current guidance given by the Department on the protection of health care workers and patients from Hepatitis B;

AND

- (d) a doctor shall confirm to the Board that he will carry out an annual self audit of minor surgery procedures including the minimum data set:—
 - (i) total number of procedures performed;
 - (ii) number of procedures by type (as outlined in Schedule 7);
 - (iii) number of complications and type;
 - (iv) number of complications which required referral for further investigation or treatment; and
 - (v) number of specimens sent for histology.

Quinquennial Review

2. The criteria to be met by a doctor to ensure the continued inclusion of his name in the minor surgery list at quinquennial review are—

- (a) he has carried out, during the preceding 5 years, an average of at least 20 minor surgery procedures per year;

AND

- (b) he has provided for the Board an audit report of all procedures carried out during the previous 5 years indicating:—
 - (i) total number of procedures performed;
 - (ii) number of procedures by type (as outlined in Schedule 7);

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- (iii) number of complications and type;
- (iv) number of complications which required referral for further investigation or treatment; and
- (v) number of specimens sent for histology;

AND

- (c) subject to sub-paragraph (d) he has confirmed for the Board his attendance within the last 5 years at an update course on minor surgery approved by the Northern Ireland Council for Postgraduate Medical and Dental Education;
- (d) for doctors whose names were included in the minor surgery list prior to the date of issue of these criteria the first review shall take place 5 years after that date. Thereafter the review shall take place either 5 years from the previous review or 5 years after the doctor's name was first included in the minor surgery list.

Premises/facilities

3. A doctor shall demonstrate to the Board that the premises/facilities within which he provides, or is proposing to provide, minor surgery services meet the following standards:

- (a) physical facilities with:—
 - (i) sufficient space;
 - (ii) an appropriate couch or table;
 - (iii) proper lighting;
 - (iv) appropriate arrangements for privacy;
 - (v) hand-washing facilities; and
 - (vi) proper arrangements for the provision of sterile equipment (other than by boiling alone), compatible with modern surgical practice;
- (b) resuscitation facilities and arrangements shall be in place to deal with situations such as anaphylactia or other similar reactions to local anaesthetic drugs.

4. Where a doctor's name has previously been included in the minor surgery list of any Health Board in Scotland, or Health Authority in England or Wales, the Board may grant his application under regulation 35 without the doctor having to provide further proof of fulfilling the criteria set out in paragraphs 1 and 2.

5. Any other person in the practice involved in minor surgery procedures shall comply with guidance given from time to time by the Department on the protection of health care workers and patients from Hepatitis B.