**Whole Scope of Practice (WSOP) Guidance**

**First steps**

Discuss any work you do / plan to do that is outside your training role with your ES. Ideally prior to starting the work or if ongoing at first meeting with ES.

*(ES Info – please cover this in beginning of placement ES meeting)*

Check you have the appropriate indemnity cover for any work you plan to do.

<https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/information-for-doctors-on-the-register/insurance-indemnity-and-medico-legal-support>

[https://www.bma.org.uk/advice-and-support/medical-indemnity](https://www.bma.org.uk/advice-and-support/medical-indemnity )

**What to declare and complete a WSOP form for**

Any work (paid or otherwise) that requires a license to practise and is not part of your training programme. Membership of the Trainee Advisory Committee (TAC) or similar does not require a WSOP form unless it is a substantial, regular commitment.

Include:

* Locum shifts (if outside of your current trust/specialty)
* Work within another specialty (e.g. as a qualified GP\*)
* Voluntary or paid medical cover (rugby match medic, expedition medic)
* Private medical work
* Resident medical officer\* roles in private healthcare settings
* Teaching on courses where you are required to be a licensed doctor and this is not a formal part of your training programme
* Social media – provision of advice/promotion of clinical services

\*substantive roles outside of training may require completion of an appraisal – check with the employing organisation

**How**

1. Include details and dates / date range on Form R along with all training posts undertaken since last ARCP.
2. Complete separate WSOP Form for each type of non-training work/activity.
3. Declare and reflect on any incidents that you have been involved in whilst in the non-training work/activity.
4. Each WSOP form will need organisational sign off and ES sign off (e-signatures are fine). Your direct supervisor in the workplace, the RO of organisation (or their deputy), service manager or equivalent can all sign off.
5. Submit completed and signed WSOP Forms (or appraisal) as part of your ARCP evidence.

The ARCP panel will review completed WSOP Form/s to check that:

1. Not taking on work outside competence
2. Discussion has taken place with ES (sign off required)
3. Any incidents/complaints/concerns have been declared and reflected on
4. Organisational sign off where appropriate

**Why**

As a licensed doctor you are subject to revalidation. Revalidation requires your RO to have sight of all work you have undertaken in your capacity as a doctor and be assured that this is appropriate and any concerns have been declared and addressed.

**Potential risks of taking on additional duties outside of training**

* Overworking – impact on self and on training
* Being asked/expected to work above competence
* Lack of induction / familiarity with protocols and systems
* Indemnity requirements – working at the correct level with adequate support and cover (key when providing medical support at high impact sporting events)
* Conflict of interests

**Failure to declare**

Considered as non engagement in revalidation process – potential for ‘recommendation of non-engagement’ to be made to the GMC.

Ultimately may risk license to practise and career – honesty and probity is key to role as a doctor.

We want to support you in all areas of your work, we cannot do this if we don’t know about it.

If in doubt declare or check with [england.revalidation.tv@nhs.net](mailto:england.revalidation.tv@nhs.net)

**Further info**

COPMeD ‘[Guidance to ensure doctors in postgraduate training meet revalidation](https://www.copmed.org.uk/publications/revalidation)’.

**Social Media**

Taken from [GMC Social Media advice](https://www.gmc-uk.org/professional-standards/ethical-hub/social-media-advice" \l "using-social-media)

Some doctors use social media to promote and advertise their own clinical services. Others may be approached by companies offering to pay them to advertise products.

You can advertise online but you should prioritise maintaining the public’s trust. You shouldn’t promote a product or service if it may be seen to affect your professional judgement.

It’s also always important to check that you have adequate insurance or indemnity cover before considering advertising your own services or promoting products online.

When advertising your services online, you must make sure that the information you share is accurate and doesn’t rely on people having medical knowledge.

Principles from GMC ethical guidance that you must address if you advertise products online.

* You must be honest and trustworthy in all your communication with patients and colleagues. This means you must make clear the limits of your knowledge and make reasonable checks to make sure any information you give is accurate [(paragraph 68](https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice/domain-4---maintaining-trust#paragraph-68)).
* When advertising your services, you must make sure the information you publish is factual and can be checked, and doesn’t exploit patients’ vulnerability or lack of medical knowledge [(paragraph 70).](https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice/domain-4---maintaining-trust#paragraph-70) As a doctor, your word is more likely to be trusted than that of others. It is vital you check any information you share thoroughly.
* You mustn’t allow any interests you have to affect the way you prescribe for, treat, refer or commission services for patients [(paragraph 78).](https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice/domain-4---maintaining-trust#paragraph-78)
* You must also follow local procedures to formally declare any financial interests [(Financial and commercial arrangements and conflicts of interest: paragraph 19)](https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/financial-and-commercial-arrangements-and-conflicts-of-interest/financial-and-commercial-arrangements-and-conflicts-of-interest" \l "paragraph-19)

Before taking on any work or promotional activity using social media read the [GMC advice](https://www.gmc-uk.org/professional-standards/ethical-hub/social-media-advice#advertising-online-and-product-sponsorships) in full and discuss with your ES or TPD.

Common examples are Botox Clinics and other aesthetic procedures along with private consultations and prescribing.