

Corporate Services

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To:
**All Chiefs of Medicine/Deputy Associate
Medical Director (MHS),
Clinical Directors (Partnerships),
Heads of Human Resources,
HRSAU Manager,
Human Resources Managers**

Date: 15/12/21
Our Ref: CD/Suspensions

Enquiries to: Angela Cooper
Direct Line: 0141-201-0821

Dear Colleagues

Re: Suspension from Duty of Medical/Dental Staff

It is recognised that on occasion it may be necessary to suspend a medical/dental employee if we need to immediately remove the practitioner from the workplace to protect the interests of patients, other staff or the individual. Suspension can also be instigated if there is a reasonable belief that the practitioner may interfere with or influence the investigation process. Prior to reaching the decision to suspend consideration should always be given to whether the practitioner can remain at work in some capacity (alternative or limited duties, additional supervision), as suspension can be distressing for the practitioner involved and have ramifications for service delivery.

The authority to suspend is the responsibility of the Chief of Medicine/Deputy Medical Director (MHS)/Chief of Dentistry and the General Manager of the service (or equivalent in Partnership areas). If the Chief of Medicine/Deputy Medical Director (MHS)/Chief of Dentistry is not available a delegated medical manager should accompany the General Manager. The practitioner should be invited to attend a meeting and be afforded the right to representation. The Chief of Medicine/Deputy Medical Director (MHS)/Chief of Dentistry should clearly explain the reason(s) for the suspension to the practitioner and provide a point of contact if they have any concerns whilst on suspension. Written confirmation must be given to the practitioner as soon as possible and no later than 4 calendar days following suspension, stating the effective date and time, the reasons for the suspension and the contact details of the Designated Contact Person. It should also be made clear that the practitioner should not enter the premises or contact others within the Board without prior authorisation from the General Manager (unless for urgent medical treatment or the practitioner is requested to do so by management or their professional organisation). If required, the practitioner should be asked to return mobile devices, laptop and/or access passes. Any requests to access information to assist with their case should be directed through the General Manager.

Please note it is essential that all medical/dental suspensions are reported to Dr Jennifer Armstrong, Board Medical Director, Mrs Anne McPherson, Director of Human Resources and Mr Kenny Tracey, Medical Staffing Lead at the earliest opportunity. Within Acute, the Chief of Medicine should also notify the Deputy Medical Director (Acute Services) of the suspension. We can then respond to any enquiries that come in centrally from the General Medical Council (GMC), General Dental Council (GDC) or the Press Office. If the case involves a trainee doctor please also inform Dr Lindsay Donaldson, Director of Medical Education and she in turn will notify the Postgraduate Dean. Where the trainee doctor is on placement with NHSGGC, the Medical Staffing Team will also notify their Lead Employing Board

We also have a mandatory responsibility to report all Consultant suspensions to the Scottish Health Department (SHD). The Medical Staffing Team undertakes this role and provides a monthly update on progress, until such time as the suspension has been lifted.

Suspension will always be for as short a period as possible and should be reviewed on a regular basis. At each review, careful consideration should be given as to whether the investigative process continues to necessitate suspension. In exceptional circumstances where a practitioner is suspended for more than 4 calendar months this should be discussed with the Deputy Medical Director Acute/or Board Medical Director.

For further information please refer to the NHS Scotland Workforce Guide to Suspension [Conduct Policy Guide to Suspension | NHS Scotland](#)

Yours sincerely



Dr Chris Deighan
Deputy Responsible Officer/Deputy Medical Director (Corporate)

- cc. Dr Jennifer Armstrong, Board Medical Director
- cc. Dr Scott Davidson, Deputy Medical Director Acute
- cc. Dr Martin Culshaw, Deputy Medical Director MHS
- cc. Mr Lee Savario, Chief of Dentistry
- cc. Anne MacPherson, Board HR & OD Director
- cc. Nareen Owens, Deputy Director of HR
- cc. Kenny Tracey, Medical Staffing Lead
- cc. Dr Lindsay Donaldson, Director of Medical Education