

Enhanced DBS Checks for relevant Pharmacy Staff delivering Public Health Services

Background

It is a requirement within the Public Health Pharmacy specifications for EHC and Smoking Cessation 2014/15 for staff to have an Enhanced Level DBS check in place, together with the appropriate Barred List checks.

- **EHC** - provided by the Pharmacist or a Registered Technician.
- **Smoking Cessation** - provided by Trained Pharmacy Staff.

The need for these DBS checks was identified and agreed with Dorset County Council Human Resources. The two services were identified due to their provision to those aged under 18 as well as the nature of the delivery of the service that involved a 1 to 1 consultation in a private area.

Unlike other medical professions such as General Practice, Pharmacy staffs are not required to have DBS checks in place under their national contractual arrangements with NHS England.

Portability of Existing Checks to Support Service Continuity

In order to support the short-term issues and to provide support to Locum Pharmacists, a clear policy around portability to existing checks has been agreed by Public Health through Dr Jane Horne, Public Health Consultant for Healthcare Public Health.

Does the employee already have a DBS check in place from a previous employer?

Public Health will accept a DBS from a previous employer if the role they had was similar to their new role, that the workforce it was checked against is correct, there has been no break in service between employers and the DBS check was an enhanced check.

What was the level of the check? e.g. standard or enhanced

An enhanced check with Barred List checks for Adults and Children is required to deliver the following Public Health Services;

- EHC
- Smoking Cessation

Who was the employer who undertook the check? (nature of business, location)

It is the individual's responsibility to ensure their employer is aware who undertook the check. The previous employer should be of a similar nature.

When was the check undertaken?

If the check was undertaken within the last three years and the above criteria have been met, it can be accepted. Public Health will require a new DBS every 3 years (*unless the individual is signed up to the Update Service, in which case a periodic check can be made without the need for a subsequent full check*).

Please note: *The portability criteria is based on risk levels and prioritising provision of services. The criteria will be reviewed in six months and may include a higher level of acceptance of portability, this criteria is to initially support Pharmacies in the*

implementation of the new contract. After this period the criteria may be predominantly based upon DBS checks and use of the Update Service.

Locum Pharmacists

Current legislation in England & Wales does not allow self-employed individuals to independently apply for a DBS check. Instead, there are several options;

- A Locum can apply for a DBS check by registering with an agency. The agency is eligible to carry out the task as it is essentially assessing an individual's suitability for work.
- A Locum who works regularly for an organisation can ask them if he/she could have his DBS check through them.

Locum DBS checks remain an area where more solutions are required. Nationally, Public Health will ensure that any updates to this area will be communicated immediately.

Once a Locum has received a DBS check it is strongly recommended that they register with the update service as this will negate the need for an enhanced DBS check to be done for each pharmacy they may wish to supply their services to. By subscribing to the new Update Service when they apply for a DBS check, a locum may never need to apply for one again.

The DBS Update Service

There is now a new service called the DBS Update Service that came into effect from 17th June 2013. For a small annual subscription the individual can have their DBS certificate kept up to date and take it with them from role to role, where the same type and level of check is required.

Please see www.gov.uk/dbs for more information.

Only applicants who apply for a DBS check can join the Update Service, and this must be done within 14 days of receipt of your DBS certificate. Organisations do not join the service, as they can access the service online for free to carry out a Status Check on an individual's DBS Certificate.

When you register and add a DBS Certificate to your Update Service account, you can then give your consent to allow an organisation to carry out a Status Check or your continued consent to carry out checks for the duration of your employment. The employer will need your DBS Certificate's 12 digit reference number as well as your name and date of birth.

Through this service you will also be able to see a full list of the organisations that have carried out a Status Check on you and how many checks they have done from your online account.

Record keeping requirements

The Pharmacies will be responsible for having appropriate processes in place to support undertaking their checking against the criteria.

The Pharmacies will be required to keep a record for each employee and share the information with Public Health on request.