

# Undertakings bank

	<p><u>For the purposes of these undertakings, 'employment' and 'work' mean any paid or unpaid post in a nursing, midwifery or nursing associate role. Also, 'course of study' and 'course' mean any course of educational study connected to nursing, midwifery or nursing associates.</u></p>	<p><b>Private (P)</b></p>	<p><b>Notes</b></p> <p>Case Examiners are referred to the Fitness to Practise library for additional guidance.</p> <p>Case Examiners must always make sure that undertakings are suitable for the particular circumstances of a case.</p> <p>These undertakings are split into four separate sections, A to D, to help Case Examiners in choosing the most appropriate undertakings.</p> <p>Normally a set of undertakings will address each of the four sections and follow the format set out in this document. <u>However, where necessary, Case Examiners should tailor undertakings to meet specific situations.</u></p> <p>Further explanation and help is provided in this column.</p> <p>The phrase 'band 6 or above' may not apply to Care Homes or other similar settings. Case Examiners will need to have this in mind when tailoring undertakings to the needs of a particular case.</p> <p>This heading should <b>always</b> be part of a set of undertakings and will be automatically included in undertakings decision letters.</p>
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**Protecting the public: restrictive measures that are sufficient to protect the public**

<b>A.</b>	<b>Sharing information with the right people at the right time</b>		Undertakings 1 – 5 should <b><u>always</u></b> be part of a set of undertakings.
1.	You will keep us informed about anywhere you are working by: <ol style="list-style-type: none"> <li>a. Telling your case officer within seven days of accepting or leaving any employment.</li> <li>b. Giving your case officer your employer’s contact details.</li> </ol>		Seven calendar days is the expected timeframe. Case Examiners may vary this depending on the circumstances of a case.
2.	You will keep us informed about anywhere you are studying by: <ol style="list-style-type: none"> <li>a. Telling your case officer within seven days of accepting any course of study.</li> <li>b. Giving your case officer the name and contact details of the organisation offering that course of study.</li> </ol>		Seven calendar days is the expected timeframe. Case Examiners may vary this depending on the circumstances of a case.
3.	You will immediately give a copy of these undertakings to: <ol style="list-style-type: none"> <li>a. Any organisation or person you work for.</li> <li>b. Any agency you apply to or are registered with for work.</li> <li>c. Any employers you apply to for work (at the time of application).</li> <li>d. Any establishment you apply to (at the time of application), or with which you are already enrolled, for a course of study.</li> </ol>		This undertaking concerns nursing, midwifery and nursing associate employment or educational study. If Case Examiners consider disclosure of the undertakings to other employers or organisations is required (such as posts in any healthcare setting) then they can impose a separate tailored undertaking to address this, or add to the list in this undertaking. <u>Any tailored undertaking must be relevant, proportionate, workable and measurable.</u>
4.	You will tell your case officer, within seven days of your becoming aware of: <ul style="list-style-type: none"> <li>• Any clinical incident you are involved in.</li> <li>• Any investigation started against you.</li> <li>• Any disciplinary proceedings taken against you.</li> </ul>		Seven calendar days is the expected timeframe. Case Examiners may vary this depending on the circumstances of a case.

5.	<p>You will allow your case officer to share, as necessary, details about your performance, your compliance with and progress towards completing these undertakings with:</p> <ul style="list-style-type: none"> <li>• [X].</li> <li>• Any current or future employer.</li> <li>• Any educational establishment.</li> <li>• Any other person(s) involved in your retraining and/or supervision required by these undertakings.</li> </ul>		
6.	<p><b>(Private)</b> You will immediately give a copy of these undertakings to: <u>[delete as applicable]</u></p> <ul style="list-style-type: none"> <li>a. Your general practitioner.</li> <li>b. Your consultant psychiatrist.</li> <li>c. Your occupational health practitioner(s).</li> <li>d. Any other registered medical practitioner or therapist responsible for your care.</li> </ul>	<b>P</b>	
7.	<p><b>(Private)</b> You will allow: <u>[delete as applicable]</u></p> <ul style="list-style-type: none"> <li>a. Your general practitioner</li> <li>b. Your consultant psychiatrist</li> <li>c. Your occupational health practitioner(s)</li> <li>d. Any other registered medical practitioner or therapist responsible for your care</li> </ul> <p>to share information about your health, treatment and compliance with these undertakings with us and with each other.</p>	<b>P</b>	
<b>B.</b>	<b>Stopping or restricting something while things are put right</b>		
8.	You will limit your [nursing/midwifery/nursing associate] practice to [X].		Case Examiners need to specify a particular employer, hospital or ward within a hospital. More generally, Case Examiners could specify a particular setting such as non-acute

			areas, day duties, research posts, NHS posts.
9.	<p>You will ensure that you are supervised by [X] any time you are working. Your supervision will consist of:</p> <ul style="list-style-type: none"> <li>• [List]</li> </ul>		<p>Case Examiners will need to define the level and nature of supervision.</p> <p>Common examples include:</p> <ul style="list-style-type: none"> <li>• Working at all times while being directly observed by a registered nurse of band 6 or above.</li> <li>• Working at all times on the same shift as, but not always directly observed by, a registered nurse of band 6 or above.</li> <li>• Weekly meetings to discuss your clinical caseload.</li> </ul> <p>This list is not exhaustive.</p>
10.	<p>You will not [X] unless supervised by [Y] (except in life threatening emergencies). This supervision will consist of:</p> <ul style="list-style-type: none"> <li>• [List]</li> </ul>		<p>Case Examiners to specify:</p> <ul style="list-style-type: none"> <li>• The particular procedure(s)</li> <li>• The name/grade/job title of the person who can supervise (for example your line manager, mentor, supervisor, registered nurse of band 6 or above, Sister [A] etc.)</li> <li>• The extent of the supervision (for example being observed while carrying out the procedure(s)).</li> </ul>
11.	<p><b>(Private)</b> You will keep your work under review. You will immediately limit or stop your practice if you are advised to by: <u>[delete as applicable]</u></p>	<b>P</b>	

	<p>a. Your general practitioner.  b. Your consultant psychiatrist.  c. Your occupational health practitioner(s).  d. Any other registered medical practitioner or therapist responsible for your care.</p>		
<b>Pathway back to safe practice: a structured approach to returning to safe practice</b>			
<b>C.</b>	<b>Putting things right</b>		
12.	You will send your case officer evidence that you have successfully completed [X] by [Y].		<p>Case Examiners to specify details.</p> <p>The aim is for an assessed course, for example, that is not only completed through attendance.</p> <p>This should always be accompanied by an undertaking that demonstrates safe practice in the area of concern through the practical application of the learning.</p> <p>Case Examiners should determine the timeframe on a case by case basis.</p>
13.	<p>You will keep a personal development log every time you [undertake/do/engage in/complete] [X]. [Y] must witness every time you [undertake/do/engage in/complete] [X]. The log must:</p> <ul style="list-style-type: none"> <li>• Contain the dates that you carried out [X].</li> <li>• Be signed by [Y] each time.</li> <li>• Contain feedback from [Y] on how you carried out [X].</li> </ul> <p>You will send your case officer a copy of the log [every/by] [Z].</p>		<p>If the Case Examiners consider it necessary for these to be submitted regularly, they should set out the frequency with which the log should be sent, specify the relevant procedure(s) and the name/grade/job title of the person required to witness the procedures(s) (for example your line manager, mentor, supervisor,</p>

			registered nurse of band 6 or above, Sister [A] etc.).
14.	<p>You will keep a reflective practice profile. The profile will:</p> <ul style="list-style-type: none"> <li>• Detail every case where you undertake or assist with [X].</li> <li>• Set out the nature of the care given.</li> <li>• Be signed by [Y] each time.</li> <li>• Contain feedback from [Y] on how you gave the care.</li> </ul> <p>You will send your case officer a copy of the profile [every/by] [Z].</p>		<p>If the Case Examiners consider it necessary for these to be submitted regularly, they should set out the frequency with which the profile should be sent, specify the relevant procedure(s) and the name/grade/job title of the person required to witness the procedures(s) (for example your line manager, mentor, supervisor, registered nurse of band 6 or above, Sister [A] etc.).</p>
15.	<p><b>(Private)</b> You will obtain a report from your [specify] every [X]. Each report will contain details of your:</p> <ul style="list-style-type: none"> <li>• Health and treatment</li> <li>• Compliance with these undertakings.</li> </ul> <p>You will send your case officer the first report within [Y] months of you agreeing to these undertakings.</p>	<b>P</b>	<p>Case Examiners need to specify the frequency of reports and name or nature of the healthcare professional(s) required to provide them. This might be:</p> <ul style="list-style-type: none"> <li>• A general practitioner, or</li> <li>• Occupational health practitioner.</li> </ul> <p>This list is not exhaustive.</p>
16.	<p><b>(Private)</b> You will follow the arrangements we make for you to undergo the following test(s):</p> <ul style="list-style-type: none"> <li>• [List]</li> </ul> <p>The first test(s) will be within [X] months of your agreeing to these undertakings. After that, the test(s) will be every [X] months.</p>	<b>P</b>	<p>Case Examiners need to specify what tests are required. For example blood alcohol, hair strand testing etc. If it is necessary for the tests to be carried out regularly, the Case Examiners must specify the period/frequency.</p>
17.	<p><b>(Private)</b> You will follow the arrangements we make for you to undergo a medical examination. This examination may include relevant tests.</p>	<b>P</b>	<p>Case Examiners will need to include any relevant time periods etc., if required.</p>

<b>D.</b>	<b>Getting the right support</b>		
18.	<p>You will work with [X] to create a personal development plan (PDP). Your PDP will address the concerns about [Y]. You will:</p> <ul style="list-style-type: none"> <li>• Send your case officer a copy of your PDP by [date].</li> <li>• Meet with [X] at least every [insert timeframe] to discuss your progress towards achieving the aims set out in your PDP.</li> <li>• Send your case officer a report from [X] every [insert timeframe]. This report will show your progress towards achieving the aims set out in your PDP.</li> </ul>		<p>Case Examiners should set out:</p> <ul style="list-style-type: none"> <li>• The regulatory concern(s) that the PDP is aimed at providing support with/for.</li> <li>• The minimum frequency of meetings and the name(s)/rank of the person(s) who can supervise and support the PDP.</li> <li>• If necessary, the frequency with which reports about progress need to be sent and by whom the reports should be written/compiled.</li> </ul>
19.	<p><b>(Private)</b> You will remain under the care of [X]. You will attend appointments as requested by them. You will follow any advice they give and/or any recommendations they make.</p>	<b>P</b>	<p>Case Examiners should specify the name or nature of the healthcare professional(s) required. This could include:</p> <ul style="list-style-type: none"> <li>• A general practitioner.</li> <li>• Consultant psychiatrist.</li> <li>• Occupational health practitioner.</li> </ul> <p>This list is not exhaustive.</p>