



CENTRAL CONSULTANT REGISTRATION SERVICE (CCRS)

HCA
International



Introduction

Consultants practicing at HCA hospitals are key corporate customers and valuable leaders of our clinical teams. In recognition of this we aim to ensure that they are appropriately supported throughout their relationship with the company and the Central Consultant Registration Service (CCRS) is part of that support.

HCA is unique in having six hospitals spread across central London with some consultants having practicing privileges at more than one. In the past, multiple privileges necessitated separate applications to each hospital and credentialing information updates thereafter.

Whilst hospital Medical Advisory Committees will still consider and approve applications for privileges at each facility separately, the benefit of maintaining a central database is that you will only need to make a single application for practicing privileges across all of HCA's hospital facilities and the update process will also be unified. Once privileges are approved at one hospital, it is simply a matter of contacting Chief Executive Officers to initiate an application at others – CCRS will provide them with a copy of your credentials.

About CCRS

Put simply, the CCRS is a central function which ensures that the record of credentials for consultants with practicing privileges is kept up to date. The service supports consultants and hospital Chief Executive Officers by managing the necessary administrative processes.



What CCRS Does

- Ensures that your personal details and credentials are kept up to date
- Advises you when any of your credentials are due to, or have expired.
- Asks you to promptly supply the necessary information to ensure that your approved privileges are maintained
- Assists you with any questions or queries you may have about the credentialing process
- Provides a copy of your file if you wish to apply for privileges at other HCA facilities so that you don't have to complete another application form and resubmit documents.

What CCRS Doesn't Do

- Handle initial applications for privileges – you will still need to contact the relevant hospital CEO for this. However, once an application is approved, your details will be entered onto our database and CCRS will ensure that your credentials are maintained thereafter
- Approve practicing privileges. This is within the remit of hospital CEO's and their MAC's
- Deal with the renewal process, appraisal and performance management, again this is within the remit of the hospital CEO.

The Credentialing Update Process

- CCRS will contact you annually in order to request updated credentials
- We ask you to respond and supply the requested information promptly. Practicing privileges can be withdrawn by CEO's if up to date credentials are not maintained.





The Documentation We Need

- The documents that will be requested are:

Documentation	Renewal
GMC	Annually
GDC	Annually
HPC	Annually
CRB	Every 3 years
Professional Liability (Insurance)	Annually
Hep B	On appointment + 5 year booster + If clear or immune: no further follow up unless a clinical incident occurs
Appraisal	Annually

- Your documentation will be scanned into a secure, dedicated database and our records will be updated as and when we receive your documents.





HCA International Contacts

HCA International Website	www.hcainternational.com
Harley Street Clinic	0207 935 7700
London Bridge Hospital	0207 407 3100
Lister Hospital	0207 730 7733
Portland Hospital	0207 580 4400
Princess Grace Hospital	0207 486 1234
Wellington Hospital	0207 586 5959

Specifically About Criminal Records Bureau Check

Organisations manage the CRB checking process in line with both statutory and local requirements. For HCA, it is a condition that all staff working within its facilities, including consultants with practicing privileges, be subject to a CRB check at the time of appointment and every three years thereafter. The process for managing this for consultants is as follows:

For consultants applying for practicing privileges for the first time, the CRB check will be managed by the hospital CEO's office and the consultant will be responsible for the cost of this.

For those consultants with existing practicing privileges, the three yearly renewal processes will be managed by CCRS who will ensure that renewal applications are completed and submitted at the appropriate time. We will contact you individually about this when your renewal falls due.

HCA will absorb the CRB renewal costs for all consultants with practicing privileges at any of their facilities.



Some useful information

External to HCA International

Organisation	Contact
GMC	www.gmc-uk.org 0845 357 3456
GDC	www.gdc-uk.org 020 77887 3800
HPC	www.hpcheck.org 020 7582 0866



Contact Us

For more information about the Central Consultant Registration Service please contact a member of the team at:

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