

POLICY/PROCEDURE:

POLICY FOR THE PREVENTION OF FRAUD & ILLEGAL ACTS

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POLICY FOR THE PREVENTION OF FRAUD AND ILLEGAL ACTS

Introduction

One of the most fundamental principles governing any organisation, whether in the private or public sector - is the proper use of funds, however these are derived. This document sets out the procedures that apply with regard to reporting any detected or suspected fraud or other illegal act determined within or outside of the practice.

Principles

There are three fundamental principles that govern everyone working in the practice:

1. Accountability – everything done by those who work in the practice must be able to stand the test of public and parliamentary scrutiny, and judgements on propriety and professional codes of conduct.
2. Probity – absolute honesty and integrity should be exercised in dealing with suppliers, patients, staff and contracts.
3. Openness – the practice activities will be sufficiently transparent at all times so as to promote confidence between the practice and its providers, staff and patients. All financial records will be available and accessible by more than one person at all times.

Not only must these principles be followed, they must be seen to be followed - and all staff must be made fully aware of the details behind the use of funds.

It is therefore important that all those who work within the practice are aware of our commitment to the elimination of fraud and other illegal acts involving dishonesty or damage to property. For simplicity, all such offences are referred to as “fraud”, except where the context indicates otherwise.

The Policy

The Partnership is committed to the elimination of any fraud within the activities of the practice. To this end:

1. Every case of suspected fraud will be rigorously investigated.
2. The police will be called in whenever it appears that a criminal offence may have been committed.
3. The practice disciplinary procedures will be rigorously followed.
4. Action will be taken to recover any loss to the practice.
5. Fraudulent activity will be considered as Gross Misconduct and may be subject to summary dismissal.

6. The surgery has the right to suspend an employee pending the outcome of any investigation.

Internal Reporting

If a member of staff has reason to suspect a colleague, provider or other person of committing a fraudulent offence, or other offence involving a serious infringement of Practice rules, for example:

- Theft of practice property
- Abuse of practice property
- Deception or falsification of records
- Fraudulent claims

The member of staff should, in the first instance, report their concerns to their line manager. If it is suspected that the line manager may be involved in the fraud, the report should be made to a more senior person.

The person receiving the report will make a written record of the discussion and immediately inform the senior partner before taking any action. The member of staff reporting the fraud will be kept informed as to the outcome of the investigation.

“No Detriment” Policy

All members of staff have a responsibility to protect the assets of the practice.

The practice wishes to encourage anyone having reasonable suspicions of fraud to report them. Therefore the practice will rigorously enforce the principle that no employee will suffer in any way as a result of reporting reasonably held suspicions providing these are genuinely held and considered, and have evidence supporting such a claim.

Any member of staff who raises suspicions that they are unable to justify as being “reasonably held” or with malicious intent will be dealt with through the Practice disciplinary procedures.

Reference should also be made to the practice Whistleblowing Policy ^[*] as these principles and procedures will apply.