Document Details		
Title		Recruitment and Selection Policy (Safer Recruitment)
Trust Ref No		1551-28616
Local Ref (optional)		
Main points the document covers		This policy details the Safer Recruitment process to be followed whilst recruiting staff or hiring agency staff and outlines the pre-employment checks to be carried out in line with NHS standards.
Who is the document aimed at?		This policy is aimed at all staff that have some responsibility for recruiting staff, hiring agency staff or engaging volunteers.
Owner		Human Resources
Approval process		
Who has been consulted in the development of this policy?		HR Team, Joint Negotiating Partnership (JNP)
Approved by (Committee/Director)		HR and Workforce Group, Quality and Safety Committee
Approval Date		7 July 2022
Initial Equality Impact Screening		Yes
Full Equality Impact Assessment		No
Lead Director		Director of Nursing and Allied Health Professionals- Director for Infection Prevention
Category		Human Resources and Workforce
Sub Category		Human Resources
Review date		31 January 2025
Distribution		
Who the policy will be distributed to		To senior staff as defined by Directors for cascading
Method		Dissemination via Directors via email and available to all staff via the Trust's website
Document Links		
Required by CQC		No
Other		None
Amendments History		
No	Date	Amendment
1	June 2012	Changes made to section 9.10 Temporary Staff in line with advice and recommendations from NHSLA assessor, and an update to the Trust vision statement on the job description template in Appendix 2.
2	August 2014	Addition of section on Relocation (5.4)
3	October 2014	Update on HMRC rules for Relocation
4	September 2015	Addition of responsibilities for Senior Posts (paragraph 3.5) References to apprentices and development opportunities (page 7) Updated Section 8 (paragraph 8.4) with regard to selection process when relative or partner is an applicant Updated Section 9 on pre-employment checks for clarity and to include the requirement to pay for DBS checks (paragraph 9.23) Updated Section 10 regarding related documents Addition of Fit and Proper Persons checks (paragraph 9.28)

		Update to the committee name for monitoring and compliance Removal of Appendix 2 'Managers Guide' this has been replaced by a separate document 'Toolkit for Appointing Managers' Numbering of paragraphs for clarity of reference. Removal of monitoring table (Section 13) as no longer required by NHSLA. Replaced by paragraph 13.2. Addition of requirement to declare redundancy payment received from previous NHS employment (Section 9, paragraphs 9.33 – 9.36) Addition of section on Healthcare Professional Alert Notice (HPAN) checks (Section 9, paragraphs 9.28 – 9.30)
5	July 2022	Updated job titles on document details. Deleted title page. Removal of broken links to NHS employers. Data Protection Act 2018. Deleted reference to CRB checks and changed to DBS. Deleted section 4 – responsibilities as job titles and roles out of date.

Contents

1.0 Introduction

1.1 Our aim is to be the best local provider of high quality, innovative health services near people's homes, working closely with partners so people receive well co-ordinated, effective care. We will recruit individuals who share our values and ambitions to meet these aims. We believe that people should be valued as individuals and our values form part of the framework that we recruit within.

Equality and Diversity

1.2 We are an equal opportunities employer and as such promote the efficient, effective, fair and consistent recruitment and selection practices for all staff in the Trust. It is our policy to recruit the best person for each vacancy regardless of age, disability, race, religion and belief, sex, sexual orientation, gender reassignment, pregnancy and maternity or marriage and civil partnership.

1.3 As an organisation we value difference, and recognise the value that different backgrounds, skills, outlooks, and experiences of individuals bring to the organisation.

Safer Recruitment

1.4 As an NHS employer we must do everything possible to prevent unsuitable people obtaining employment in the NHS. This policy provides details of the employment checks we are required to undertake on both applicants and employees of the Trust and the processes for undertaking these checks.

1.5 We will carry out all checks in compliance with the Data Protection Act 2018. Information will only be obtained where it is essential to the recruitment decision and kept in accordance with the Act. We will record the outcome of employee pre-employment checks on the Electronic Staff Record (ESR).

2.0 Purpose and Scope of the Policy

Purpose

2.1 This policy describes the processes in place to ensure effective recruitment of staff. It outlines the steps to be followed including pre employment checks. It applies to all staff that have some responsibility for recruiting staff, hiring agency staff or engaging volunteers.

Scope

2.2 This policy applies equally to all our employees and external candidates who are applying for permanent, temporary, fixed term, secondment and bank contracts. Pre-employment checks also apply to senior posts, volunteers, students as well as staff working for us through an agency.

3.0 Definitions

Employees

3.1 For the purposes of this policy employees will include anyone who holds a contract of employment with Shropshire Community Health NHS Trust. This includes employees with permanent, temporary, fixed term, bank contracts and those on secondment.

Prospective Employees

3.2 For the purposes of this policy, applicants and potential employees will include anyone who is applying for, or offered a post with the Trust subject to pre-employment checks.

This includes applicants for permanent, temporary, fixed term, bank contracts and those on secondment.

Agency Workers

3.4 For the purpose of this policy agency workers will include anyone who works in the Trust but is employed by an approved agency.

Volunteers

3.5 Volunteers will undergo checks. The definition of a volunteer throughout this policy refers to *"A person who is engaged in any activity which involves spending time, unpaid (except for travelling and other out of pocket expenses), doing something which aims to benefit someone (individuals or groups) other than/or in addition to close relatives".*

Please refer to the Trust policy on Volunteers and Work Experience available on the staff zone area of the website.

Senior posts

3.6 There is a prescribed appointments process for senior posts within the Trust: Chief Executives, Executive Directors and Non-Executive Directors and the Chair of the Trust. The pre-employment checks apply to these appointments and additionally the criteria for their appointment which is set out in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014, for their fitness to be appointed.

4.0 Prior to Recruiting

Managing a Vacancy

4.1 When managing a vacancy, the recruiting manager must review the need for the position and decide on how best to fill that vacancy. Managers should look at how the role provides the skills and knowledge in the best interests of the patients and service needs. The following points may help managers when reviewing vacancies:

- Is there a need to have the work done in the way that it is currently undertaken?
- What skills are needed in the role (undertake a skills mix review)
- Can the duties be undertaken by re-organising the current workload amongst the existing workforce?
- Does the role meet the needs of the department's objectives and business plan and our Workforce Strategy?
- Are there are sufficient funds in the department budget to fund the proposed post?

4.2 We are committed to employing a fully skilled workforce and providing opportunities for development. Managers should consider if a post could be filled by an apprentice. Please refer to the information for managers on apprentices available on the staff zone area of the Trust website.

4.3 Managers may wish to support current staff in a development opportunity. To ensure that any development opportunity is available in fair and equitable manner, managers should follow the process for advertising these opportunities. (see Section 7.2 Advertising)

4.4 Any changes should be discussed with the Human Resources Department and the Head of Service prior to any decision being made.

4.5 Once the need to recruit is established, the appropriate authorisation to appoint to the vacancy must be obtained before beginning the recruitment process (please see the

Recruiting Manager's Toolkit, available from the Recruitment Team and on the Trust intranet).

Job Description & Person Specification

4.6 A job description must be in place for each post, setting out the principal duties and responsibilities of the job. The job description must be supplemented by a person specification to be used to assess the suitability of candidates for the vacant post. The person specification states the qualifications, knowledge, skills and experience needed to fulfil the role. It should be specific, related to the job, objective and justifiable and should not be unnecessarily restrictive.

4.7 The job description and person specification can be developed by updating an existing job description or a new one ensuring it conforms to the template (available from the Trust Recruitment Team and available in the Toolkit for Managers available on the Trust Staff Zone of the Intranet.).

Banding the Post

4.8 All new posts covered by Agenda for Change ("AFC") and any existing AFC posts that are substantially changed must be banded before authorisation to appoint can be sought.

4.9 Posts that have been previously banded through the Agenda for Change job evaluation process and have not changed do not need to be re-banded.

Relocation support

4.10 The Trust <u>does not</u> provide financial or any other support for relocation. As such, support for relocation expenses in relation to removal costs, legal fees or any other associated costs or time off for accommodation searches etc is not provided.

4.11 However, in very exceptional circumstances for posts where experience has demonstrated that there are recruitment difficulties and the potential post holder would need to relocate, financial assistance may be considered.

4.12 This assistance is limited to payment of reasonable overnight accommodation or payment of travel expenses for a period of up to, but no longer than, 3 months whilst the individual is relocating.

4.13 Any such support will need to be agreed before the unconditional offer of employment is made and signed-off by the relevant Director and the Chief Executive, or in the case of the Chief Executive, the Trust Chair. Advice should also be taken from the HR Department to ensure consistency is applied.

4.14 Notwithstanding exceptional circumstances, relocation expenses are governed by Her Majesty's Revenue and Customs (HMRC) rules and they can only be paid to individuals who are **permanently** relocating.

5.0 Safer Recruitment and Selection Process

5.1 The Recruiting Manager's Toolkit provides detailed guidance on the recruitment cycle, process and completion of template documents. The Toolkit can be found on the Staff Zone of the Trust's website.

6.0 Safer Recruitment

Vacancy Requisition

6.1 The recruiting manager should complete a Vacancy Requisition Form (VRF), and obtain the appropriate signatures and approvals before it is submitted to the Recruitment Team.

Advertising

6.2 Once the VRF has been received by the RT, the recruiting manager will be asked (if they have not already) to provide the advertisement, the job description and person specification, and any other supporting information.

6.3 Where there is a development opportunity for current staff, consideration may be given to internal expressions of interest within the Trust. The usual recruitment process should be followed and the VRF annotated to reflect a development opportunity. Restriction of such vacancies to individual teams can only be undertaken with advice from HR. The RT will restrict the advert on NHS jobs as appropriate.

6.4 The Guidance and process for appointing internal employees should be followed.

6.5 Before being advertised, vacancies are initially checked by the RT and HR against the employment at risk register for the Trust, for potential candidates. If no suitable potential candidates are found, the vacancy will be posted on to NHS jobs. Vacancies will also appear in the weekly vacancy bulletin.

7.0 Safer Selection

7.1 The appropriate selection procedure should be planned at the start of the Safer Recruitment process. Selection procedures will vary depending on the type of job but must always include the completion of an application form and an interview with the recruiting manager and panel.

7.2 An appointment made on the basis of one interview by a large panel may not always produce the right result. A range of measures to assess the competence of applicants is more likely to result in a successful appointment.

7.3 A fuller picture of the character and attitudes of candidates can be established by having visits to departments, preliminary interviews and assessment days, followed by structured interviews. Assessment days and interviews could also include presentations, written submissions, and psychometric testing as considered appropriate. Because of the diversity of posts in the Trust, a tiered approach is recommended using some or all of the measures as appropriate with the flexibility to target differing essential skills.

7.4 Under no circumstances should the recruiting manager be involved in the selection process for a partner or relative. If a relation or partner of either the recruiting manager or a member of the interviewing panel applies for a position within the Trust, another panel member must be appointed and the initial member must remove themselves from the recruitment process.

Short Listing

7.5 Shortlisting must be completed electronically on NHS Jobs and undertaken individually by the recruiting manager and all members of the interview panel. All applicants will be assessed against the criteria identified in the person specification and a short list of suitable candidates will be invited to interview.

7.6 To ensure we maintain a ‘culture of vigilance’ through Safer Recruitment and Selection, those shortlisting must:

- Be consistent for all candidates
- Take time to properly scrutinise
- Identify any inconsistencies
- Highlight employment gaps to be explored

7.7 The reasons for non selection of a candidate must be completed in the specified section in all cases - recruiting managers must be able to give feedback to applicants when required. NHS Jobs holds application forms electronically and the information is destroyed automatically after 1 year.

7.8 Under our commitment to the "Two Ticks Disability Symbol" any applicant who identifies themselves as having a disability and who meets the minimum criteria for the post must be selected for interview.

Selection Methodology

7.9 The following are all criteria than can be utilised within a selection process. It is up to the recruiting manager to decide which criteria or combinations of criteria are appropriate to the post being recruited to. Advice may be sought from the Human Resources team.

7.10 No appointment should be solely based on any one of the following methodology; they are measures to add to the overall picture of the candidate.

Visits to Departments

7.11 Short listed candidates could be required to visit the department and meet staff and children/patients/clients in advance of the interview. Visits to departments could be incorporated into an assessment day if time allows.

7.12 Information from someone involved in the appointment process about the interaction on visits between candidates and staff and children/patients/clients should be made available to those involved in deciding the appointment.

Preliminary interviews

7.13 These can be incorporated into the departmental visits, or as part of the assessment day.

Presentations and written submissions

7.14 Presentations and written submissions to test the ability of candidates are recommended tools for selection, either as part of the interview or as part of an assessment day held for all candidates.

Psychometric testing

7.15 Appropriate psychometric testing and Belbin team role assessment, can also add to the picture of the character and attitudes of short-listed candidates.

Assessment Days & Group Exercises

7.16 Assessment days can be valuable in assessing candidates' communication and interpersonal skills, as well as, seeing how people work in teams through group exercises. The assessment day could end with informal preliminary interviews.

Interviews

7.17 All appointments must be made through a recruitment panel and the recruiting manager should have undertaken the Trust's Safer Recruitment and Values Based Interviewing training. For senior posts the interview panel should include a representative from Human Resources, who should take part in the initial shortlisting.

7.18 Prior to interview any special arrangements must be made to support any disabled applicants (e.g. office with easy access, sign language interpreter etc). The RT will be able to advise is arrangements will be needed, however it is the recruiting manager's responsibility to ensure such arrangements are in place.

7.19 A structured interview format should be used to test appropriately the values, skills and competencies of applicants. Any gaps in employment history should be carefully explored with the applicant at interview.

7.20 Following interview all paperwork for both successful and unsuccessful candidates is returned to the recruitment team. They will retain paperwork for unsuccessful applicants for a period of 1 year at which time it will be confidentially destroyed.

8.0 Pre Employment Checks

8.1 Any offer of appointment must be made subject to pre-employment checks being received which are satisfactory to the Trust. No individual will be able to commence in post before these checks are completed.

8.2 Pre-employment checks are also required for existing employees and they will not be able to commence in the new post until the checks are completed. Please refer to the Guidance and process for appointing internal employees.

8.3 The recruitment team will issue a conditional offer letter detailing the pre-employment checks to be completed and send the prospective employee an appointment for a face-to-face meeting to complete the checks.

8.4 In addition to carrying out the pre employment checks for new and existing employees, the recruitment team will carry out the appropriate checks for volunteers and for work experience applicants.

8.5 Developed with key stakeholders, including the Department of Health (DH), the Centre for the Protection of the National Infrastructure (CPNI) and employers in the NHS, the NHS Employment Check Standards outline all the pre-employment checks required by law, those that are mandated by DH policy and those that are required for access to the NHS Care Record Service.

8.6 The six checks which make up the NHS Employment Check Standards are:

1. Verification of identity checks
2. Right to work checks
3. Professional registration and qualification checks
4. Employment history and reference checks
5. Criminal record checks
6. Occupational health checks

Verification of Identity Checks

8.7 The Centre for the Protection of National Infrastructure (CPNI) sees identity verification as the most fundamental of all pre-employment checks.

8.8 The process involves checking two elements of a person's identity.

1. *Attributed identity*: the evidence of a person's identity that they are given at birth Including their name, place of birth, parents' names and addresses.

2. *Biographical identity*: a person's personal history including registration of birth, education and qualifications, electoral register information, details of taxes and

benefits paid by or to the person, employment history, interactions with banks and utilities providers.

8.9 The Recruitment Team will carry out this check and full details (including which documents are acceptable forms of identification) can be accessed at:

http://www.nhsemployers.org/~/media/Employers/Documents/SiteCollectionDocuments/Identity%20checks%2022%20July.pdf

Right to Work Checks

8.10 Changes to the Immigration, Asylum and Nationality Act (2006), which came into effect on 29 February 2008, introduced a new criminal offence for employers who knowingly employ illegal migrant workers and a continuing responsibility for employers of migrant workers to check their ongoing entitlement to work in the UK. Types of visas or other authority to work in the UK and any end dates for these documents will be recorded on ESR to enable ongoing checks to be undertaken appropriately.

8.11 There are three steps that we must go through to confirm a prospective employee has the right to work in the UK:

1. request right to work documents
2. validate the documents
3. copy and store

8.12 The Recruitment Team will carry out this check.

Professional Registration and Qualification Checks

8.13 The purpose of registration and qualification checks is to ensure that a prospective employee is recognised by the appropriate regulatory body and that they have the right qualifications to do the job.

8.14 The Recruitment Team will carry out these checks, including a physical check of the professional body website.

Employment History and Reference Checks

8.15 Previous employment history must be checked before an unconditional offer of employment is made to a prospective employee. References and application forms should be cross-checked as part of this process.

8.16 References serve two purposes. They allow the Trust to check the accuracy of a prospective employee's previous employment and training history. They can also provide assurance of an individual's qualifications, integrity and track record.

8.17 The Recruitment Team will request references and recruiting managers will be responsible for approving any references received.

Disclosure and Barring (DBS) Checks

8.18 Part V of the Police Act 1997 makes criminal record checks available for positions that are identified as exempt under the Rehabilitation of offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended).

8.19 Not all staff will require a DBS check, but such checks are mandatory for all staff that have contact with children and/or vulnerable adults in the course of their normal duties.

8.20 These checks come under the scope of Regulated Activity in relation to adults, as defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) and as amended by the Protection of Freedoms Act 2012 (PoFA)

8.21 Regulated Activity in relation to children, defined in the Safeguarding Vulnerable Groups (SVG) Act 2006 as amended (in particular by, respectively, section 64 and Schedule 7, Protection of Freedoms Act 2012)

8.22 The trigger for a check is based on a risk assessment by the recruiting manager against the roles and duties of the position being offered and the type of contact the individual will have with vulnerable groups. It is not based on the job title which may vary considerably.

8.23 External applicants will be required to pay for any DBS check required, with the option to pay in instalments via their salary. Applicants for bank work will be required to pay for their DBS check at the point of pre-employment checks. Please refer to the guidelines for appointing internal staff and to the bank which are available on the staff zone area of the Trust website.

8.24 The Recruitment Team will carry out these checks.

Work Health Assessments (Occupational Health Checks)

8.25 All prospective staff must have a pre-appointment health check, which adheres to equal opportunities legislation and good occupational health practice.

8.26 Pre-appointment health checks are carried out to:

- ensure that prospective staff are physically and psychologically capable of doing the work proposed, taking into account any current or previous illness
- identify anyone likely to be at excess risk of developing work-related diseases from hazardous agents present in the workplace
- ensure as far as possible, that the prospective employee does not represent a risk to patients and that they will be doing work that is suitable and safe for them.

Healthcare Professional Alerts Notices

8.27 In addition to the NHS Employment Check Standards the Healthcare Professional Alerts Notices (HPAN) system will be checked for all prospective applicants that are required to be professionally registered with a regulatory body (NMC, HCPC, GMC, GDC, GPhC).

8.28 The HPAN is a system which is used to inform NHS bodies and others of healthcare professionals whose performance or conduct gives rise to concern. Notices are usually used whilst the regulator is considering the concerns and provides an additional safeguard during the pre-employment checking process. Further information on the operation of the system is available in Guidance from NHS Employers.

8.29 Notices are issued where it is considered that:

- patients or staff may be at risk of harm from inadequate or unsafe clinical practice or from inappropriate behaviour,
- there is a risk that an individual may pose a threat to patients or staff because their conduct compromises the effective functions of a team or local primary care service.
- It is also used to notify NHS bodies and others of a bogus healthcare practitioner.

Fit and Proper Persons Test

8.30 In addition to the above pre-employment checks, for senior appointments to the Trust (see section 3.6 for definition) there is a further requirement to ensure the fitness of such persons to be appointed. These checks are:

- Undertaking a search of insolvency and bankruptcy register
- Undertaking a search of disqualified directors register
- A check of the HPAN Alert Notices
- Candidate completion of declaration of fitness

8.31 The Recruitment Team will carry out these checks.

Employment or Engagement following NHS Redundancy

8.32 Where individuals have been previously employed in the NHS and that employment ended due to redundancy and a redundancy payment was received, this must be declared by the individual.

8.33 For those individuals with Agenda for Change Terms and Conditions, there will be a requirement to pay back any redundancy payment in line with Section 16 of those terms and conditions.

8.34 For individuals who have been employed as a Very Senior Manager and have received a redundancy payment under Section 16 of Agenda for Change Terms and Conditions within the 12 months preceding engagement with the Trust, they will be required to pay back a proportion of that redundancy payment to their previous NHS Employer.

8.35 All individuals will be asked to sign a declaration form regarding any redundancy payments received and confirming arrangements for payback where this is appropriate.

Recording Checks

8.36 Prior to issuing an unconditional job offer letter, the Recruitment Lead will carry out a final check of the recruitment/personal file to ensure that evidence of all the pre-employment checks is securely stored prior to the individual's commencement in employment.

8.37 All checks carried out are recorded on a pre-employment checklist and this checklist must be kept with the personal file of the person being recruited. In addition the outcome of all pre-employment checks will be recorded on ESR.

8.38 All pre-employment checks are carried out in compliance with the Data Protection Act 2018. Information should only be obtained where it is essential to the recruitment decision and kept in accordance with the Act.

Following up those who Fail to satisfy Employment Checks

8.39 If any checks received are not satisfactory to the Trust, an offer of employment may be withdrawn following discussion with a member of the Human Resources Department.

8.40 The matter may also be referred to the Trust Local Counter Fraud Specialist to take action in accordance with the Trust Anti-Fraud, Bribery and Corruption Response Policy should any of the pre employment checks identify that false information has been given to the Trust by the individual.

Checks Undertaken Throughout Employment

8.41 Professional registration and right to work checks (where appropriate) will be undertaken on employees throughout their employment with the Trust.

8.42 Responsibility for ensuring on-going employment checks are completed rests jointly with the recruitment team and the employees' manager. In instances where the employee fails to satisfy any of these checking procedures it may be necessary to put restrictions on the employees' work, take disciplinary action, and/or refer the matter to the Trust Local Counter Fraud Specialist to investigate in accordance with the Trust Anti-Fraud, Bribery and Corruption Response Policy.

8.43 For further details regarding both initial and on-going professional registration checks please see the Professional Registration Policy.

Agency and Locum Workers

8.44 Workers who are not employed by the Trust but who nevertheless are engaged to cover work must have undergone the necessary pre-employment checks through the agency.

8.45 Shropshire Healthcare Procurement Service have established national and regional framework agreements for the supply of temporary staff. Managers must ensure that agency staff and locums are sourced via an agency operating under these agreements. The framework agreements stipulate that the agency must have completed the six NHS Employment Check Standards and retained copies of the evidence on file.

8.46 As part of the agency contract agreements, all participating agency organisations are audited by appointed independent auditors to ensure compliance with the conditions. On an annual basis a list of those agencies used by the Trust will be obtained from the finance department, and sent to HealthTrust Europe for assurance that the audits carried out by the independent auditors confirm compliance with the national and regional framework agreements.

8.87 Where agency staff are engaged for temporary posts, written confirmation must be obtained from the agency that appropriate pre-employment checks have been undertaken before a selected candidate may commence in post. In all cases if written confirmation of pre employment checks being undertaken cannot be supplied, the agency worker should not be engaged to work.

8.48 Line managers and, if out of hours, those individuals with delegated authority, must ensure that the agency pro-forma (Appendix 1) is completed and retained as evidence that the appropriate checks have been undertaken. A copy of the pro-forma should be sent to the Recruitment Team for monitoring purposes.

9.0 Related Documents

9.1 The following Trust documents can be found in the policies and procedures section of the Shropshire Community Health NHS Trust website and should be referred to for related information:

- Toolkit for Recruiting Managers
- Guidelines and process for appointing internal employees
- Guidelines and process for appointing to the bank
- Process and Procedure for Banding of New Posts
- Professional Registration Policy
- Disciplinary Policy and Procedure
- Equality and Diversity Policy
- Volunteers and Work Experience Policy
- Anti-Fraud, Bribery and Corruption Response Policy
- Anti-Bribery Policy and Procedure

10.0 Dissemination

10.1 This Policy will be disseminated by being published on the Website and awareness raising by HR and formal staff side representatives.

11.0 Training and Advice

Training

11.1 Recruiting Managers must have undergone the Trust's mandatory 'Safer Recruitment' training and Values Based Interviewing training.

Advice

11.2 Advice on this policy should be sought in the first instance from either the Recruitment Team or the Human Resources team.

12.0 Review and Compliance Monitoring

Review of Policy

12.1 The rules and operation of this policy and procedure will be periodically reviewed (at least every 3 years) in light of any developments in employment legislation or employee relations' practice and, if necessary, revised in order to ensure their continuing relevance and effectiveness.

12.2 The RT will monitor the processes that underpin this policy, identifying any issues and amend any forms and processes as necessary. These amendments to the policy and relevant supporting documentation will be communicated to managers who are responsible for implementing improvements where identified.

Appendix 1 Agency Staff Pro-Forma

A copy of this form along with written confirmation from the agency that pre-employment checks have been completed and verified should be sent to the Recruitment Team. This documentation will be used to monitor that pre-employment checks are carried out on agency/locum staff in line with NHS and NHSLA standards.

Name of Approved Agency Used	
Date of engagement & length of assignment	
Full Name	
Date Of Birth	
NI Number	
Confirmation from agency of NMC/HPC/GMC/GDC number and regulatory body website checked	
Expiry Date of registration	
Confirmation from agency that qualification checks undertaken	
Confirmation from agency that identity check completed	
Confirmation from agency that right to work in UK check completed	
Confirmation from agency that satisfactory references received	
Confirmation from agency that employment history check undertaken	
Confirmation of vulnerable adult check	
Date of DBS check	
Confirmation from agency that worker is fit for role	
Confirmation from agency of immunisation status	
ID Badge – where applicable	

Training Course	Date Attended	Renewal Date
Manual Handling		
Basic Life Support		
Health & Safety		
Fire Safety		

Manager signature or Delegated authority ________________________ **Date** ___________________

Appendix 2 Flowchart of recruitment process