

Safe Recruitment Standard Operating Procedure

Date	Version
March 2016	2

Purpose

To ensure that the process to appoint all new staff and internal transfers complies with NHSE Employer Checks Standards, CQC standards and NHSLA Risk Management Standards.

Who should read this document?

All prospective new (transferred) staff
All managers
Workforce Development team

Key messages

All successful candidates must meet the requirements of the NHE Employers Safe Recruitment Check standards before they can be offered a post unconditionally

Accountabilities

Production	Workforce and Recruitment Manager
Review and approval	Workforce and Organisational Development Committee
Ratification	Director of People
Dissemination	Workforce and Recruitment Manager
Compliance	Workforce and Recruitment Manager

Links to other policies and procedures

Recruitment and Selection Policy
Criminal Records Disclosure Policy
Verification of Registration of Clinical Staff SOP
Redeployment policy
Recruitment and Retention Strategy
Equality and Diversity Policy
Workforce Induction and Training policy

Version History

1	July 2012	Workforce and Organisational Development Committee
1	May 2015	Extended by the Deputy Director of Workforce to September 2015
1	July 2015	Extended by Assistant Director of Learning and Organisational Development to March 2016
2	March 2016	Updated by Workforce and Recruitment Manager

Last Approval	Due for Review
June 2016	May 2021

*PHNT is committed to creating a fully inclusive and accessible service.
Making equality and diversity an integral part of the business will enable us to
enhance the services we deliver and better meet the needs of patients and
staff.*

*We will treat people with dignity and respect, actively promote equality and
diversity, and eliminate all forms of discrimination regardless of (but not limited
to) age, disability, gender reassignment, race, religion or belief, sex, sexual
orientation, marriage/civil partnership and pregnancy/ maternity.*

**An electronic version of this document is available on the
Trust Documents Network Share Folder (G:\TrustDocuments).
Larger text, Braille and Audio versions can be made available
upon request.**

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

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The purpose of this SOP is to provide guidance on the safe recruitment checks which must be conducted on all appointments in line with NHSE Employers Check Standards, CQC standards and NHSLA risk management standards.

Regulatory and legal background

The mandate for employment checks in the NHS (in England) was issued by the Department of Health under Health Circular HSC2002/008 in May 2002. The [NHS Employment Check Standards](#) were first published in March 2008 replacing previously issued guidance 'Safer Recruitment - a guide for employers'. The standards were republished in July 2010 following consultation with key partners to assure their fitness for purpose and to bring them up to date with new legislation. This can be found in Appendix 1 – 4.

From April 2010, all NHS providers (whether NHS organisations or private providers) need to be registered with the [Care Quality Commission](#) (CQC). NHS providers will be required to show evidence of their ongoing compliance with the NHS Employment Check Standards as part of the CQC's regulatory framework.

All NHS providers are required to be registered with the Care Quality Commission (CQC) and, as part of this registration are required to comply with the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 (as amended) and the Care Quality Commission (Registration) Regulations 2009. The Regulations outline a set of fundamental standards which must be met, including having robust recruitment and employment practices in place to verify a person's suitability for the job they are being appointed to do. Employers should demonstrate that they are in compliance with the relevant fundamental standards by undertaking the checks outlined within the NHS Employment Check Standards.

Recruitment and selection procedures must comply with the Trust's Equality and Diversity Policy and the statutory provisions relating to employment in the Equality Act 2010.

All job applicants are protected in law against discrimination on grounds of gender, marital or civil partnership status, ethnicity, disability, age, sexual orientation, pregnancy and maternity and religious belief throughout every stage of the recruitment process. Any candidate who is treated in a discriminatory way during the recruitment process may bring a complaint of discrimination to an Employment Tribunal, provided that the claim is lodged within three months of the date of the alleged discriminatory act.

The Trust's procedures also take account of the requirements set out in the following legislation:

- The Immigration Act 2014.
- The Rehabilitation of Offenders Act 1974 (Exemptions Order 1975, Amendment Orders 1986 including guidance from 10th March 2014).
- The Data Protection Act 1998.
- Equality Act 2010.

Definitions

This detail in this SOP covers individuals being substantively employed, volunteers, apprentices, directly employed agency workers and all other non-paid individuals engaged under an honorary contract.

Recruitment Team - This term refers to both the Medical Workforce team (who undertake the recruitment for all medical and dental staff appointments) and the general Recruitment Team (who undertake the recruitment process for all other staff groups within the Trust).

Key Duties

The Trust is required to undertake all necessary pre-employment checks. These checks are documented within the Employment Check Standards produced by NHS Employers and are the standard referred to in the NHSLA Risk Management Standards. The Employment Check Standards specify checks in relation to verification of identity, right to work, employment history & reference checks, registration & qualifications, occupational health and Disclosure and Barring Services (DBS) checks.

The **Director of People** is responsible for:

- Providing assurance to the Trust Board that the Trust is complying with the requirements of this SOP and relevant employment legislation.
- Agreeing targets and reviewing the performance of the HR Service Line in respect of recruitment and selection.

The **Workforce and Recruitment Manager and Recruitment Team** are responsible for:

- Providing guidance and support to all Trust staff involved at any stage of the selection and recruitment process.
- Responsible for obtaining and verifying all safe recruitment checks prior to an unconditional offer and start date being issued in line with the processes set out in The Safe Recruitment SOP.
- Monitoring and reporting on the Trust's compliance with the requirements set out in this document and with relevant legislation.
- Monitoring and reporting on the Trust's performance against targets set by the Trust, and those set by relevant government departments.

Directors and recruiting managers are responsible for:

- Ensuring that all new appointments and transfers of staff, within their direct scope of responsibility, are made in compliance with this SOP.
- Ensuring correct vacancy approval is actioned including ERP process and adverts, job descriptions and vacancy approval forms are provided in the correct format.
- Ensuring appropriate and effective selection methods are used at shortlist, interview and recruitment stages through NHS Jobs.

- Ensuring correct confirmation paperwork is submitted to the Recruitment Team including information on Occupational Health, ID and salary is provided at the initial stage of appointment.

Monitoring and assurance

Compliance with safe recruitment checks in relation to all directly employed staff, honorary staff and agency workers will be monitored via audits of a sample of new starters by the Workforce Development Team.

NHSP and Framework approved agency compliance with safe recruitment check requirements will be monitored via quarterly audits of a sample of booked shifts by the Workforce Development Team.

The results of these audits will be reported to the Workforce and Recruitment Manager and Head of Workforce who will implement corrective actions as required. Audit results and corrective actions will be reported by the Director of People to the HR and Organisational Development Committee.

2 Procedure to Follow

Vacancy approval & Advertising a vacancy

All vacancies should be provided to the Vacancy Approval mailbox (plh-tr.vacancyapprovals@nhs.net) to include the correct version of the Vacancy Approval form, Job Description and Job Advert. This will also need to include Executive Review Panel number (ERP) which highlights that financial approval has been reviewed and approved. Any submission with incomplete information or the incorrect forms will be returned to the recruiting manager to update before being processed. All of the latest information can be found on the Recruitment Staffnet page and on the Organisational Forms tab in Outlook as follows:

<http://staffnet.plymouth.nhs.uk/Staff/HumanResources/Recruitment.aspx>

This information will be used to upload onto NHS Jobs in order to create the vacancy and advertise accordingly. All information will be provided on the advert to include any departmental and Trust information as well as interview date in the future. This advert may be closed earlier than the stated closure date due to significant volume of applications however good practice is to provide an advert for 2 weeks.

Selection and Appointment through NHS Jobs

All shortlisting of candidates and interviews will be created through NHS Jobs in order to provide information to the recruiting manager, candidates and Recruitment Team. Once shortlisting has taken place by the recruiting manager, they will submit an interview schedule form to the Recruitment Team and Medical Workforce Team in order for the team to monitor any alert notices for the candidates, ensure that requests from disabled candidates are approved as required and to create and invite the candidates to interview. All of the latest information can be found on the Recruitment Staffnet page as follows:

NHS Jobs will show a Two Ticks symbol for those who have entered Disabled within their candidate information. This is used in England, Scotland and Wales. NHS Jobs applications must be based on the minimum criteria of the advertised job description and person specification whereby PHNT agree to provide a guaranteed interview regardless of the points scored by the applicant.

The Trust agrees to the following 5 commitments which are reviewed annually by a Job centre and are as follows:

- To interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.
- To discuss with disabled employees, at any time but at least once a year, what you can both do to make sure they can develop and use their abilities.
- To make every effort when employees become disabled to make sure they stay in employment.
- To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work; and,
- To review these commitments every year and assess what has been achieved, plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

Candidates shortlisted for interview will receive invites via email and text message and reminders before the interview takes place. On completion of interviews, the suitable candidates will be confirmed on NHS Jobs and interview outcome forms sent to the Recruitment Team.

In the event that a Skype interview is required, this can be organised by the IM&T Department. When the interview takes place, the interviewers must be able to see the candidate clearly and verify proof of identity before the interview takes place. The same interview panel and interview questions must be used in line with NHS Employers guidance.

Upon receipt of the interview pack detailing the preferred candidate and completion of the status on NHS Jobs, the Recruitment Team will commence the safe recruitment process, ensuring that all aspects of the Trust's 'safe recruitment checklist' are completed before the appointee commences in post.

On receipt of the interview outcome form, all information should be provided including details on salary, service history, level of Occupational Health requirement including Exposure Prone Procedures (EPP), DBS requirement and whether preceptorship training is required etc. The interview outcome form can be found in Appendix 5.

Salary Agreement

For salary matching, every post will have a salary band which has been applied either through job matching or the national job evaluation system and

managers have no authority to change this band once it has been allocated. Salary is a fundamental part of the employment contract and decisions on starting salaries onto the national pay bands must demonstrate fairness and equity within the framework of the new national conditions.

It is essential that any salary specified is subject to verification of previous service where this is applicable and this must be stated clearly. If no information is provided, the candidate will be automatically allocated to the bottom point of the salary. Where quoting a salary range it is important to include transitional spine points as part of that range if they are in operation. In order to provide this information, it is important to use the following:

- a) As per Agenda for Change Terms and Conditions, staff joining from elsewhere within the NHS should be treated in the same way as if they were moving within the Trust providing the Recruiting manager considers the candidates previous experience reflects the same level of experience required to ensure their salary will be matched;
- b) Where a request is made to pay a new starter above the bottom of the band, (i.e. outside of Agenda for Change Terms and Conditions) the Recruiting manager must submit a rationale to the Recruitment Team which will enable an HRBP (Human Resources Business Partner) to consider and determine whether an uplift to the starting salary can be approved.

The preferred candidate will be invited to attend a One Stop Shop appointment with a member of staff from the Recruitment Team should it be required. Included in the invite will be the details of the documents that the candidate needs to bring with them for verification.

Only when all checks have been satisfactorily completed, the Recruitment Team will issue unconditional letters of appointment, including principal terms and conditions of employment. Candidates will be advised in their principal terms and conditions of employment that they will be required to adhere to their professional code of conduct as part of their role. If the job offer is conditional on completion of a qualification or health screening, this must be made clear in the appointment letter.

Service History

Continuous previous service with an NHS employer will count as reckonable service in respect of NHS agreements on redundancy, occupational maternity leave/pay, paternity leave/pay, adoption leave/pay, parental leave/pay and occupational sick pay. Please also refer to full AFC terms and conditions of employment handbook for NHS continuous and reckonable service entitlements.

Any candidate with no previous NHS service will commence their continuous NHS service from their start date within the Trust.

For any candidate with previous NHS service, the Recruitment Team will initiate Inter Authority Transfer (IAT) requests to the previous NHS Trust employer as stated in the candidate's application form. This will confirm the candidate's NHS service, salary and incremental date and can be used for recognisable service within the Trust. Please note that for any NHS service prior to the introduction of the Electronic Staff Record (ESR), verification of

service requests will be actioned by postal correspondence to the candidate's previous Trust.

If a candidate maintains they have other previous NHS service which should be recognised and the Trust have been unable to verify, the candidate must provide evidence which will be submitted to the HRBP for consideration.

Internal Changes

Internal staff appointments will have a 4 week notice period (Up to 12 weeks for certain grades of Medical and Dental staff) between departments as standard unless agreed separately by the line managers of both departments to be actioned in a differing time period.

References will be required both in verbal and written format between the line manager from the previous department to the new department which will be cascaded from the Recruitment Team. This will require completion and return within 5 working days.

Where temporary movement into a higher pay band results in only one extra pay point, the incremental date remains the same. Where temporary movement results in more than one extra pay point the incremental date for the period of the temporary movement becomes the date the movement began.

Pay on promotion should be set either at the minimum of the new pay band or, if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay (by reference to basic pay plus any recruitment and retention premium, if applicable).

Apprenticeships

Apprentices are employed on a fixed term training contract for the duration of their qualification.

- On approval of the vacancy and receipt of the ERP number, the recruiting manager will complete an apprentice request form and send it, with the ERP approval, job description and accompanying job advert, to the apprenticeship inbox (plh-tr.apprenticeships@nhs.net), where the central apprenticeship team will check suitability of the role for an apprenticeship and place the vacancy on NHS Jobs.
- The vacancy will be managed via NHS Jobs, jointly by the recruiting manager and the apprenticeship recruitment assistant.
- Once a conditional offer has been made, standard safe recruitment checks will be undertaken, as described in this policy, dependant on job role.
- The details of the successful candidate will also be forwarded to the relevant learning provider in order for them to sign the individual onto the apprenticeship qualification.

Honorary Staffing

There are 3 types of Honorary Contracts. Please note an Honorary Contract is an unpaid contract of employment between an organisation and an individual:

- Short Term Placement: A 2-week placement to allow an applicant to experience a particular type of work or department. This placement will be for a short term and will be fully supervised. This can be arranged by the Recruitment Team.
- Educational Clinical/Observation Placements: People undertaking professional 'clinical' courses, or degrees, who require a formal placement (e.g. elective placements, return to practice nurses, nursing/medical students from overseas;) This can be up to a **maximum 12 months** This can be arranged by the Recruitment Team.
- Working Placements: Applicants will hold a substantive contract with another organisation. This usually occurs when an employee of another organisation works across two sites in two different organisations to deliver a service commissioned by one provider (up to 12 months contract). This can be arranged by the Recruitment Team.

All Medical & Dental honorary staff applications must be submitted to the Medical Workforce Team.

If a non-Medical & Dental request, return to the vacancy approval mailbox plh-tr.VacancyApprovals@nhs.net noting there will be a minimum of 4 weeks process time:

1. Request that the individual completes an Application form and returns it to the Recruitment Team
2. The Recruiting manager must review the Application form and decide which Contract is most appropriate ensuring they act as sponsor and complete the relevant parts of the form
3. The Recruiting manager is required to complete the relevant Honorary Contract Request form in full
4. Once the Recruiting manager has completed the Honorary Contract Request Form and Honorary Application form, you are ready to forward both documents onto the vacancy approval mailbox plh-tr.VacancyApprovals@nhs.net for recruitment to start the process. Please do not send separately – ensure both completed forms are sent together.

Once the Recruitment Team have received the Honorary Contract request, they are in a position to review and process the request.

The Recruitment team will be required to carry out full NHS Employers compulsory safe recruitment checks. Prior to issue of a contract and offer of the required start date, all named honorary applicants are required to complete the following NHS Employers compulsory recruitment checks prior to starting within your department:

- Occupational Health.

- Minimum of 3 years Employment / reference history to be covered and references received.
- DBS, if not already held and is required for a Clinical Honorary position.
- Proof of ID and proof of address documents to be provided.
- Proof of Right to Work to be provided.
- Evidence of Qualifications / Professional registration to be provided.

Please note that under no circumstances is the request to go ahead without notification from the Recruitment team upon confirmation of Induction date, if required, along with the issue of the honorary contract and a confirmation email from the Recruitment Team to the recruiting manager. All information can be found with definitions of honorary staff in Appendix 6.

Safe Recruitment Checks

All safe recruitment checks will be visible to the candidate, recruiting manager and Recruitment Team through NHS Jobs Pre Employment checks.

Verification of Identity

The Centre for the Protection of National Infrastructure (CPNI) sees identity verification as the most fundamental of all pre-employment checks. It should be the first check performed and an application should not progress until the Recruitment Team are satisfied that a person's identity is proven.

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.

Acceptable documents can be found in Appendix 1.

Eligibility to Work in the UK

The Immigration Act 2014 makes it an offence to employ anyone who does not have permission to be in, or work in, the UK. It may be necessary for the Trust to apply for a Certificate of Sponsorship for any candidate who does not currently have the right to work in the UK.

Employers risk breaking the law unless they check the entitlement to work in the UK for all prospective employees before they start employment. No assumption should be made about a person's right to work or immigration status on the basis of their colour, race, nationality, ethnic or national origins, or the length of time they have been in the UK. Changes to the civil penalty

scheme introduced in May 2014 means that failure to check could now result in a civil penalty of up to £20,000 per illegal worker. Employers will need to refer to the UK Visas and Immigration guidance: *An employer's guide to the administration of the civil penalty scheme* at www.gov.uk/government/publications/illegal-working-fines-employers-guide and the *Code of practice on preventing illegal working: civil penalty scheme for employers* at www.gov.uk/government/publications/preventing-illegal-working-code-of-practice-for-employers.

Acceptable evidence can be found in Appendix 2.

Employment History and Reference checks

All candidates will be informed in their invitation to interview that following interview, the Trust reserves the right to request references without further notice, should an offer of employment be under consideration. Candidates for Senior Management and Executive Director roles will be informed that references may be sought in advance of the interview. References for all medical and dental appointments will be sought prior to interview. At the end of the interview, candidates will be asked if they still wish to be considered for the post. Where this is not the case, no references will be sought.

Providing the candidate has agreed for the listed referee(s) to be contacted after interview, verbal telephone references can be gained by appointing managers in order for a conditional offer of employment to be made at the earliest opportunity. The appointing manager should ensure that they are certain of the identity of the person they are speaking to. Details of the verbal reference must be recorded formally and sent to the referee for confirmation, in line with NHS Employers Check Standards, unless the referee subsequently provides a formal reference. However should the verbal reference provided be of concern to the appointing manager, a second verbal reference must be sought. Where telephone references are given, statements should not be made that a referee would not be willing to make in writing. Otherwise the verbal reference would not be considered. The verbal reference form can be found on Staffnet or on the Organisational Forms tab of Outlook.

For all new appointees coming into the NHS for the first time the Recruitment Team validate a minimum of three years' continuous employment and/or training including details of any gaps in service. The number of references may differ for each applicant, depending on how many episodes of employment/training they may have had in the last three years prior to making their application.

Reference requests must include the job description and person specification. All references should be viewed and approved by the Recruiting Manager before an unconditional offer of employment is made. The approved references will be retained on the personal file.

References are confidential. References must only be used for the purpose for which they were intended and their confidentiality maintained. Any request for disclosure of references must be forwarded, in writing, to the Recruitment Team.

For overseas employment or training, prospective applicants will need to give a reasonable account of any significant periods of time spent overseas (for the purpose of these standards this should be where they have spent a continuous period of three months or more). The following documentation may be requested to seek additional assurance of time spent overseas:

- Proof of overseas residency.
- Overseas employer references or academic references/certificates to be proven, and these must be in English. If not provided in English, these documents will not be accepted unless they are translated into English.
- Proof of itinerary.
- Confirmation of travel from UK departments and agencies overseas for example, FCO missions, British Council, Non-Government organisations and agencies.
- Confirmation of dates should be cross-referenced with passports where possible (it should be noted, that some countries no longer stamp passports), work permits and other documentation confirming travel and immigration status, or by contacting embassies and consulates where appropriate.
- Obtain confirmation from overseas employers or academic institutions.

Ultimately it is the Recruitment Team's responsibility to confirm that an individual is suitable for employment and satisfies the employment checks relevant to the individual role.

Character references should be obtained where an applicant has not worked or been in full time education within the last three years preceding the application. In such cases, in addition to asking for a personal statement from the applicant, the Recruitment Team should request two personal references from persons of some standing in their community who have known the applicant for at least three years. The personal character reference should clearly state the referee's name, job title, company, address, and length of time the individual has been known to them. A full list is provided in Appendix 3.

A gap in employment letter should be completed for every break / gap in employment within the 3 year employment history where the unemployment period is greater and beyond a 2 week duration.

If references are unsatisfactory in any way, it is the appointing manager's responsibility to determine whether the issues are relevant to the job and consequently whether the candidate is the best person for the job. Unsolicited and pre-prepared references submitted by candidates must not be accepted under any circumstances.

For medical and dental appointments made by the Peninsula Deanery on behalf of the Trust, references will be requested by the Deanery and stored on

Intrepid (the database used for sharing of information between the Trust and the Peninsula Deanery). The Medical Workforce team will produce the references via the Intrepid system as required.

Guidance on the provision and acceptance of references is detailed at Appendix 3.

Work Health Assessments

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

A pre-placement health assessment should be carried out for NHS staff when they:

- Take up their first post, whether or not this is preceded by a period of training.
- Are subsequently appointed by a new NHS employer; or,
- Change jobs, where this involves a significant change of their duties (e.g. non-EPP to EPP, or non-clinical to clinical).

In all cases, the assessment should take place after any offer of appointment (whether conditional or unconditional), but prior to commencement of their employment or training. Work health assessments must be carried out fairly, objectively and in accordance with equal opportunities legislation and good occupational health practice. Close attention should also be paid to the stage at which a health assessment is made to ensure that the process is not contrary to the requirements of the Equality Act 2010.

The Recruitment Team make it clear to prospective employees that any offer of appointment is conditional pending the successful completion of pre-employment checks.

The outcome of the pre-placement check is recorded on the safe recruitment checklist, eOPAS (Web based Occupational Health Management Software) and communicated to the individual and recruiting manager. It is not a requirement to hold the clearance in the personal file.

All information can be found on the NHS Employers website:

<http://www.nhsemployers.org/~media/Employers/Publications/work-health-assessments.pdf>

Disclosure and Barring Services (DBS) check

The Trust will not discriminate unfairly against applicants who possess a criminal record, or necessarily bar an applicant due to an unspent conviction. The nature of the conviction and its relevance to the post will be considered by the DBS and internal Trust Panel if required. However, unspent convictions of violence, assault, theft or damage to property are likely to be incompatible with working for the Trust. Under the Rehabilitation of Offenders Act 1974, ex-offenders do not have to disclose spent convictions. However posts that involve working with children or vulnerable adults, working in

positions of trust or in sensitive areas, are exempt from these provisions, and in these cases all convictions must be declared.

A criminal records check will only be carried out if the position meets the criteria set out in the Trust's Disclosure and Barring procedures. The level of check required is attached to the position number of the post on ESR in accordance with the DBS Lead decision. Criminal records and police checks will be carried out by the Recruitment Team in accordance with HSC 2002/008 and the Trust's DBS SOP.

Where a DBS disclosure is required in order for the post to be carried out, the prospective employee will be asked by the Recruitment Team to complete a Model Declaration Form and complete a DBS disclosure application via the Trust's chosen eDBS provider.

In line with legislation, an individual must not commence in post until a satisfactory DBS disclosure has been received by the Recruitment Team unless a DBS waiver is provided and signed off at Director Level. All outcomes will be recorded on the safe recruitment checklist and ESR.

NHS Employment Check Standards state that employers may, in very exceptional circumstances, make a risk based decision to appoint applicants before the outcomes of a DBS check are received, but this must only be where there is an urgent need to appoint because of an identified risk to patient safety or welfare, or where the individual is required to undertake induction training (refer to DBS SOP). In any such cases, the employer should ensure an appropriate Adult First Check has been received and the DBS waiver form completed and signed off at Director level. A DBS application must have already been submitted and safeguards must be put in place to manage that individual, such as restricted access to children or vulnerable adults or supervision, until the disclosure has been obtained.

Are DBS checks portable?

There will be occasions where a prospective or new employee will already be in possession of a disclosure document originated from a previous employer. Plymouth Hospitals NHS Trust will accept a portable DBS if it has been conducted at the same level of check required for the new post, by the individual's current employer and within the previous 24 months. The only exception will be for doctors in training.

NB - doctors in training should not be required to provide a new Disclosure each time he/she moves to a new training post. In general, if a check has been carried out within the last three years, no further check should be required. After three years, an updated check must be requested. This is in line with the Department of Health's 'NHS Employment Check Standards'.

For further guidance, please refer to the DBS SOP and further information can be found on the NHS Employers website: <http://www.nhsemployers.org/~media/Employers/Publications/Criminal%20record%20and%20barring%20checks%2025%20July%202013.pdf>

Registrations and Qualifications

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.

The Recruitment Team must make it clear to prospective employees that appointment to any position is conditional on a satisfactory registration check and qualification checks, and that any information disclosed on the application form will be checked.

Prospective employees must also be informed that any offer of appointment may be withdrawn if they knowingly withhold information, or provide false or misleading information, and that employment may be terminated should any subsequent information come to light once they have been appointed.

Candidates are requested to bring copies of their qualifications as specified in the invite on NHS Jobs to their interview. The highest level of qualification is the only information required and it is the responsibility of the recruiting managers to check qualifications and registration at interview (especially for the equivalent education etc). For non-health professionals, qualifications that are specified as a pre-requisite for the position being applied for must be checked. Where a qualification is essential for the position, the recruiting managers must request original certificates, whereby the Recruitment Team will retain a copy on file. Qualification checks are necessary to validate the information provided by an applicant in relation to their educational or professional qualifications. Applicants may not always have the original documentation and recruiting managers will need to make an appropriate risk based assessment in relation to the priority given in the person specification to that qualification and the level of checks required.

Further guidance can be found in Appendix 4 and in the Verification of Registration of Clinical Staff SOP. If there is any doubt that qualifications are genuine, you can contact the National Academic Recognition Centre at www.naric.org.uk.

Staff that fail to satisfy the checking arrangements

For any applicants unable to satisfy the NHS Employer Check Standards, a decision to appoint, including a risk assessment, would be considered on an individual basis by the Workforce and Recruitment Manager. The risk assessment and outcome must be documented and recorded on file.

Induction requirements

All staff are required to attend an Induction dependent on their role within the organisation. All general staff must attend Induction (Clinical and Non Clinical) on or before their first day of employment unless agreed by the Director for the area due to exceptional circumstances. Where this has been granted, a full previous training history will be provided, a local induction actioned on the first day and the next Induction available attended as a mandatory action. All Medical or Ministry of Defence staff (MOD) must attend Induction within 4 weeks of their start date according to their clinical requirements.

The Inductions available to complete are:

Clinical – 2 day Induction which includes Adult Basic Life Support, Corporate Induction, Manual Handling and Child Protection Level 2.

Medical - 1 day Induction which includes Adult Basic Life Support, Corporate Induction, Manual Handling and Child Protection Level 2.

Non-Clinical - 1 day Induction which includes Corporate Induction, Office Based / Inanimate Load Handling and Child Protection Level 1.

Following induction attendance, the individual is required to action and complete their Induction elearning within 4 weeks of start date and submit their local induction form to the Workforce Development Team.

An Induction agenda can be found in Appendix 7.

Care Certificate

The Care Certificate is a programme delivered for all Band 1 – 4 staff who are new to care and being employed as:

- A healthcare assistant, assistant practitioner, care support worker or any support clinical roles where there is direct contact with patients

This will mean an individual is required to complete a 1 day Care Certificate Induction session and a 12 week programme in order to complete 15 standards through a workbook completion.

Notice Periods

Non registered members of staff must give the Trust the following period of notice in writing to terminate their employment:

Pay Band	Length of notice
1 - 6	4 weeks
7	8 weeks
8a and above	12 weeks

Registered members of staff must give the Trust the following period of notice in writing to terminate their employment:

Pay Band	Length of notice
1 - 4	4 weeks
5 - 7	8 weeks
8a and above	12 weeks

Staff employed via external agencies

All agencies used to engage temporary staff directly to PHNT must be listed against the Crown Commercial Service (CCS) in line with an approved framework agency and government procurement. In order to be listed as an approved supplier, the agency have agreed to undertake all necessary safe recruitment checks in line with NHS Employer Check Standards. A checklist is completed by the agency for each individual temporary worker assuring safe recruitment checks have been completed satisfactorily. All agencies should be engaged via the Procurement Team.

The temporary worker is asked to provide proof of ID and in the case of medical staff, the agency confirmation form, on their first day of assignment.

An agency checklist can be found in Appendix 8.

3 Document Ratification Process

The design and process of review and revision of this SOP will comply with the Trust's formal policy on policy and procedural documents.

The review period for this document is set as three years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures.

This document will be approved by the HR and Organisational Development Committee (or its equivalent) and ratified by the Director of People.

Non-significant amendments to this document may be made, under delegated authority from the Director of People, by the nominated author. These must be ratified by the Director of Workforce and should be reported, retrospectively, to the HR and Organisational Development Committee.

Significant reviews and revisions to this document will include consultation with relevant managers and staff across the Trust. For non-significant amendments, informal consultation will be restricted to directors and managers who are directly affected by the proposed changes

Dissemination and implementation

Following approval and ratification, this document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with the Trust's formal policy on policy and procedural documents

4 Reference material

The following sources of information are referred to in this policy, or provide additional reference material.

Statutory references

- Equality Act 2010.
- Data Protection Act 1998.
- The Rehabilitation of Offenders Act 1974 (Exemptions Order 1975, Amendment Orders 1986 including guidance from 10th March 2014).
- The Immigration Act 2014.
- NHS Employers website – NHS Employment Check Standards.
<http://www.nhsemployers.org/your-workforce/recruit/employment-checks/nhs-employment-check-standards>
- NHS Jobs website <http://www.jobs.nhs.uk/>.

• ID	
1. Original Passport	
2. Full UK Driving License	
3. One proof of address issued within last three months (bank statement or utility bill)	
If you can only provide one of the above forms of photographic ID	
1. Valid (in date) Passport	
2. Two proofs of address issued within last three months (bank statement or utility bill from different suppliers/ companies)	
<u>OR</u>	
1. Full UK Driving License	
2. Two proofs of address issued within last three months (bank statement or utility bill from different suppliers/ companies)	
3. FULL Birth Certificate (including both parents names and occupations)	
4. Proof of National Insurance number	
N.B. An endorsed passport sized photo is required if photographic ID is not available	
• Qualifications	
Please provide copies of all Certificates/ Qualifications relevant to the post you are applying for.	

If you are registered with a governing body/ institute please provide evidence of this registration.	
• DBS (previously CRB)	
Please provide a copy (accompanied by the original) of your CRB/ DBS Disclosure if: <ul style="list-style-type: none"> 1. It has been issued within the last two years AND 2. It has been issued from your current (where you are still employed) employer 	

List 1: Acceptable photographic personal identification

- UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport.
- Passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work*.
- UK full or provisional photo-card driving licence.
- EU/other nationalities photo-card driving licence (valid up to 12 months up to the date of when the individual entered the UK and providing that the person checking is confident that non-UK photo-card driving licences are bona fide).
- Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)*.
- HM Armed Forces Identity card.
- ID cards carrying the PASS accreditation logo (UK and Channel Islands), for example a UK Citizen ID card. This card can be applied for by residents of the UK and is verifiable with similar security marks to UK passports and driving licences.

List 2: Acceptable confirmation of address documents

Acceptable documents for confirmation of address include:

- Utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment.
- Terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK)*.
- Local authority tax statement – for example, a council tax statement (UK and Channel Islands).**

- UK full or provisional driving licence (must include paper counterpart) – if not already presented as a personal photographic identity.
- UK full driving licence (old-style paper version), old-style provisional driving licences are not acceptable.
- Most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding but not a P45 or P60).**
- Financial statement such as bank, building society, or credit card statement* (UK and EEA. Non EEA statements must not be accepted.)
- Credit union statement (UK).*
- Mortgage statement from a recognised lender** (UK and EEA – non EEA statements must not be accepted).
- Local council rent card or tenancy agreement.*
- Benefit statement, book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming the rights to benefit – for example, child allowance, pension (UK).**
- Confirmation from an electoral register search that a person of that name lives at the claimed address. **

List 3: Acceptable non-photographic proof of personal identification documents

Acceptable non-photographic documents include:

- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars.
- Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces.
- UK full old-style paper driving licence – old-style provisional driving licences are not acceptable.
- Work permit/residency permit (UK) valid up to the expiry date.
- Adoption certificate (UK and Channel Islands).
- Marriage or civil partnership certificate (UK and Channel Islands).
- Divorce, dissolution or annulment papers (UK and Channel Islands).
- Gender recognition certificate.
- Deed poll certificate.
- Firearms certificate/licence (UK, Channel Islands and Isle of Man).
- Police registration document.
- Certificate of employment in the HM Forces (UK).

- Benefit statement, book or card or original notification letter from the Department of Work and Pensions (DWP) confirming the legal right to benefit for example, child allowance, pension.**
- A document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands).*
- Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding, P45 or P60 (UK and Channel Islands)).**

Acceptable documents for those who have recently left full time education (16 to 19 year-olds)

When appointing someone who has recently left full-time education you should ask for one piece of personal photographic evidence; or where this is genuinely not possible, a passport sized photograph which is endorsed by a person of some standing in their community as indicated in the section above; and a combination of two of the documents listed below:

- A grant or student loan agreement from a local education authority (UK).
- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars.
- Full birth certificate issued after the date of birth by UK authorities overseas, such as embassies, high commissions and HM Forces.
- National Insurance (NI) number or proof of issue of an NI number – the majority of individuals will be automatically issued with a NI number at the age of 16 and this will be a HR requirement for employment.
- A letter from their headteacher or college principal can be requested, verifying their name and other relevant information for example, address or date of birth (UK).
- A document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands).*
- A qualification certificate.

*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

** All documents must be dated within the last 12 months.

All information can be found on the NHS Employers website:

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

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

- Request right to work documents.
- Validate the documents in the presence of the holder.
- Copy, making a record of the date of the check, and securely store documents.

The Recruitment Team must assess the eligibility of an individual's right to work in the UK by verifying specified documentation from lists A and B. The Recruitment Team must validate all documentation from all prospective employees to ensure they are eligible to reside and work in the UK and also to meet the requirements of anti-discrimination legislation.

All documents must be valid, current and original. Documents downloaded from the internet must not be accepted. For passports and travel documents, a copy should be taken of the document's front cover and any page containing the holder's personal details.

Acceptable evidence is:

- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the

person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. A National Insurance number is not evidence of eligibility to work in the UK.

More information is available for applicants from outside the UK or EEA is available through the following link: <https://www.gov.uk/check-uk-visa>

If the potential appointee is a national of a non-EEA country, a Certificate of Sponsorship may be required. The Recruitment Team must be contacted as soon as the interviews are complete in order that an application for a Certificate of Sponsorship can be made. This takes up to three months and staff cannot be employed until permission is obtained.

Resident labour market test

To sponsor an individual outside of the UK under Tier 2 (General) of the points-based system, for a skilled job that is not on the Home Office list of shortage occupations, employers will need to first complete a resident labour market test.

A 'resident worker' is a person who is an EEA national or has settled status in the UK within the meaning of the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999, and the Nationality, Immigration and Asylum Act 2002.

Further details can be found on the Home Office website at:

www.gov.uk/uk-visa-sponsorship-employers/overview.

What if the applicant does not have the right to work in the UK?

If, after carrying out these checks, the Recruitment Team establish that the applicant is not permitted to work in the UK, then the individual will not be allowed to commence employment. Plymouth Hospitals NHS Trust retains the right to withdraw the offer of employment. If the individual is likely to obtain the relevant permission within an acceptable time period, such as within two weeks, then it remains at PHNT's discretion to withdraw the offer of employment or wait until the permission is received.

All information can be found on the NHS Employers website:

<http://www.nhsemployers.org/~media/Employers/Publications/Right%20to%20work%20checks%20June%202014.pdf>

General

References assist the Trust in determining the suitability of a candidate for a particular post. For these reasons it is important to:

- Obtain references from individuals that have known the candidate in a professional capacity for long enough to provide the Trust with useful information.
- Ensure that the Trust possesses at least two satisfactory references before an offer of employment is made.
- Take reasonable steps to protect the Trust against fraudulent references.

In accepting references, the following guidelines should be adhered to:

- References from relatives or friends should not be accepted.
- Appropriate referees are only those who have direct experience of a candidate's work, education or training: preferably in a supervisory capacity.
- References for health professionals should be obtained from the applicant's clinical line manager and one other who has had Management responsibilities of the individual.
- Appropriate referees must have known the candidate in this capacity for a minimum of three months.
- Where a candidate is currently employed, a reference must be obtained from their current manager.
- Where a candidate is not currently employed, a reference must be obtained from their most recent manager.
- Request that the referee confirm facts, such as:
 - length of employment including dates of employment;
 - relationship of the applicant to the referee;
 - job title;
 - brief details of responsibilities;
 - reasons for leaving;
 - sickness record;
 - performance;
 - any other relevant information.
- Although subjective information such as the referee's opinion of suitability may be useful, this information should be regarded as secondary to the factual information obtained throughout the complete recruitment process.

- Where subjective information is requested the referee should be provided with enough information to form an opinion (i.e. job description and person specification of the post).
- The Trust will not accept pre-prepared references under any circumstances as it is often difficult to ensure their authenticity.
- All hard copy references should be on headed company paper or, where emailed, should be from an authenticated company email address.
- Telephone references should be avoided but if they are necessary, recruiters should ensure that they are certain as to the identity of the person to whom they are speaking. A file note should always be made at the time of the telephone conversation and written confirmation received within a stated period of time.
- For self employed persons, evidence should be obtained to confirm that the individual's business was properly conducted and that the applicants involvement in the business was terminated satisfactorily. This type of reference can be sought from HM Revenue and Customs, bankers, accountants, solicitors and client references.

Providing references

References provided should be limited to factual and generic confirmation of service in response to the questions asked by the other organisation e.g. job title, pay band, confirmation of service dates. More detailed, personal references on behalf of the Trust should not be provided.

Care must be taken when providing a reference. The Trust could be held vicariously liable for statements made on its behalf by Trust staff providing a reference, or for a refusal to provide a reference (where it is possible to do so). The Trust may take disciplinary action against any member of staff who places the Trust at risk in this regard.

All information given in a reference should be based on fact or be capable of independent verification. References should not include any subjective opinion about an individual's performance, conduct or suitability that cannot be substantiated with factual evidence.

Trust managers should not decline to provide a reference without first discussing the request with an HR Business Partner.

References are provided on behalf of the Trust and as such, managers (Band 7 and above) are only permitted to act as referees if:

- They have direct experience of a candidate's work in a supervisory capacity; or
- Have been responsible for the individual's education or training.

Legal Aspects

The author of a reference owes a duty of care to both the person about whom it is written and the Trust he/she represents, and may be liable for damages where negligence or dishonesty is evident if loss is caused as a result of the employer's failure to exercise reasonable care in the preparation of a

reference. Liability may come about through carelessness either as to matter of fact or in the formulation of the reference, there is a duty for employers to:

- Take reasonable skill and care to ensure the accuracy of a reference.
- Provide a reference which is in substance true, accurate and fair; and
- Not give an unfair or misleading impression overall, even if the components are factually correct.

In the event of being challenged over a reference, the referee who provided the reference must never admit liability but should be referred to Human Resources.

Telephone References

These should be declined other than in exceptional circumstances since information given in this way could easily be subject to misinterpretation. Where telephone references are given, statements should not be made that a referee would not be willing to make in writing. The information should be based on fact or be capable of independent verification and the response followed up immediately with a faxed reference.

Data Protection

The Data Protection Act 1998 gives the employee the right, on request, to be supplied with information constituting any personal data held by the employer. However, if the disclosure of this information would identify a third party (in this case, the ex-employer) the request can be refused unless:

- The third party has consented to the disclosure; or
- It is reasonable to comply with the request without consent. Regard should be given to any duty of confidentiality owed to the third party.

Record-keeping

A copy of the reference should be placed on the individual's personal file.

Liability And Disclaimers

A reference should contain the following disclaimer in its final paragraph:

"In accordance with Plymouth Hospitals NHS Trust's normal practice this reference is given in good faith and in confidence, without legal liability on behalf of the author or Plymouth Hospitals NHS Trust"

Character Referees who can be used in accordance with NHS Employers

Must be currently employed / business owner in the below list of Professional occupations. The reference must be provided from their authentic business email address or on headed business paper.

- Accountant.
- Airline pilot.
- Articled clerk of a limited company.
- Assurance agent of recognised company.

- Bank/building society official.
- Barrister.
- Chairman/director of limited company.
- Chiropodist.
- Commissioner of oaths.
- Councillor, eg local or county.
- Civil servant (permanent), but not someone who works for Her Majesty's Passport Office (HMPO).
- Dentist.
- Director/manager/personnel officer of a VAT-registered company.
- Engineer - with professional qualifications.
Ffinancial services intermediary, eg a stockbroker or insurance broker.
- Fire service official.
- Funeral director.
- Insurance agent (full time) of a recognised company.
- Journalist.
- Justice of the Peace
- Legal secretary - fellow or associate member of the Institute of Legal Secretaries and Pas.
- Licensee of public house.
- Local government officer.
- Manager/personnel officer of a limited company.
- Member, associate or fellow of a professional body.
- Member of Parliament.
- Merchant Navy officer.
- Minister of a recognised religion - including Christian Science.
- Nurse - RGN or RMN.
- Officer of the armed services.
- Optician.
- Paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals.
- Person with honours, e.g. an OBE or MBE.
- Pharmacist.
- Photographer – professional.
- Police officer.
- Post Office official.
- President/secretary of a recognised organisation.
- Salvation Army officer.
- Social worker.
- Solicitor.
- Surveyor.

- Teacher, lecturer.
- Trade union officer.
- Travel agent – qualified.
- Valuer or auctioneer - fellows and associate members of the incorporated society.
- Warrant Officers and Chief Petty Officers.

All information can be found on the NHS Employers website:

<http://www.nhsemployers.org/~media/Employers/Publications/Employment%20history%20and%20reference%20checks%20July%202013.pdf>

Registration

Registration of any candidate who has applied for a position where they have to be registered with a governing body such as for example, a band 5 nurse, doctor or a physiotherapist must be verified. We need to do this to ascertain an individual has the relevant qualifications required to do the job.

The Recruitment Team check registration on-line by logging into the following sites:

Registered Nurse- www.nmc-uk.org

- Select 'search the register'.
- Insert the applicants surname or PIN number.

Doctor- www.gmc-uk.org

- Select 'list of Registered Medical Practitioners'.
- Insert the applicants surname or their GMC reference number.

Physiotherapist or other additional clinical services- www.hpc-uk.org

- Select 'About Registration' hyperlink.
- Select 'The Register'.
- Select 'Online Register'.
- Enter their surname or Registration number.

The detail of the verification check must be printed, the safe recruitment checklist updated, and the document recorded within the personal file.

If a qualification is essential for the position, original certificates must be requested and copies taken. The details on certificates must be checked to ensure that they match those that the prospective employee provides as part of their application. Where the certificate cannot be produced, the Recruitment Team will contact the awarding body directly, where possible, to confirm the applicant's attendance, course details and grade awarded).

All information can be found on the NHS Employers website:

<http://www.nhsemployers.org/~media/Employers/Publications/Professional%20registration%20and%20qualification%20checks%2022%20July%202013.pdf>

Interview Outcome Form

Appendix 5

Appointing manager must complete and/or sign this form. To avoid delays to the recruitment process, please complete a separate form for each appointee and **complete all fields, marking N/A.**
(Appointments will not be processed until all necessary information has been provided).

Department:	
Cost Centre No: <i>(This is imperative, please complete)</i>	
Job Title:	
Vacancy Reference Number:	
ERP Approval Number Used	

Please complete and return, together with all documentation on candidates interviewed, including references, to the Recruitment Team inbox plh-tr.Recruitment-Team@nhs.net.

Name of appointee:				
Contract type (please tick)	Permanent Post	Fixed Term From: To:	Secondment: From: To:	Training Contract From: To:
Band & Spine Point :				
Starting salary: State AFC Salary offered If ABOVE bottom spine point ensure a business case is submitted to the Recruitment team				
Annex U Training Scale and Show starting % on the band and spine point				
Preceptee: Nurse / ODP / Midwife (Graduation date if known)		Yes / No Preceptorship training required: Yes / No		
Requirement to undertake The Care Certificate programme		Yes / No		
Return to Practice Nurse / ODP / Midwife		Yes / No Current Honorary Contract Yes / No		
Reporting to:				
Location:				
Hours per week:				
Is A DBS Enhanced Check Required :		Yes / No Children's OR Adult please state:		
Shift Pattern Agreed at Interview: (State which - Internal Rotational / Nights / Days / As and When.....)				
Occupational Health – Protecting Staff & Patients Will the post involve working with or in close proximity to patients; will the candidate handle samples and specimens or potentially come into contact with blood, body fluids or body tissue?				
Occupational Health – EPP Work Will the post involve EPP Work? (Usually carried out by Registered Nurses and Doctors working <i>in ED, Operating Theatres, Dentistry, Anaesthetics, etc.</i> where their gloved hand may be in contact with sharp instruments or bones/teeth inside a patient's body and where they may not always be able to see their fingertips)				
Internal Transfers: What post/department does the candidate currently work in? Has a start date been agreed between appointing manager and the current line manager? <i>If appointing into a Secondment has this been agreed with the current line manager</i>			Current Department: Start date agreed: Y N Start Date: Secondment agreed: Y N	
Copy of photo identification & Qualifications taken / supplied at interview? (must be attached – signed and dated)			Yes / No	
Please confirm you have conditionally offered the SUCCESSFUL candidate the post by telephone				Yes
Name of appointing / clinical manager for post interview feedback:				
Signature & Date				

Honorary Definition and Information

Appendix 6

Extension Number	
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<p><u>Volunteer or Work experience</u> Any individual or student <u>considering</u> a career in a healthcare profession who would benefit from time spent in a clinical area. They must be aged 16 or over and are encouraged to commit to a minimum period of six months attending on a weekly or fortnightly basis.</p> <p><u>Work shadowing</u> Any individuals or students who are <u>considering</u> careers in healthcare professions spending a short period of time work shadowing/observing in a clinical area. Placements are already agreed in principle by the PHNT member of staff who has offered to ‘host’ (Sponsor) a student. The member of staff contacts Liz, with the student’s details and Liz will ensure they are registered for their time with her.</p> <p><u>Day Visitors</u> Applicants applying to just coming in to PHNT for a short visit of one day or less in a clinical area. All Must be aged 16 or over. No formal paperwork on the part of the visitor, but the ‘host’ (PHNT Sponsor) completes a ‘day visitor’ form to accept responsibility for them. Shadowing only.</p>		<div style="text-align: center;">    </div>
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INDUCTION PROGRAMME

ALL SESSIONS WILL TAKE PLACE IN THE DERRIFORD HEALTH & LEISURE CENTRE (DHLC) (UNLESS STATED)

<u>DAY ONE</u>	<u>Morning session</u>	Board Room
08.30 - 09.00	Registration, coffee, ID badge photo	Facilitator/Indigo
09.00 - 09.20	Welcome and Introduction	Facilitator
09.20 - 09.35	Trust Overview	Executive
09.35 - 10.00	How we do things here at Plymouth Hospitals Trust	
10.00 - 10.15	Occupational Health & Well-Being	OH Nurse
10.15 - 10.30	Coffee	

Clinical	Medical	Non Clinical
10.30 – 10.50 Pastoral & Spiritual Care Board Room	10.30 – 12.30 Resuscitation Training Meeting Room 4	10.30 – 10.50 Pastoral & Spiritual Care Board Room
10.50 – 11.20 Fire Awareness Board Room	12.30 – 13.00 Lunch	10.50 – 11.20 Fire Awareness Board Room
11.30 – 13.15 E-Learning Discovery Library, Level 5	13.00 – 14.30 Safe Movement of Loads & Patient Handling Meeting Room 1	11.20 – 12.20 Safe Movement of Loads Meeting Room 1
13.15 – 13.30 Please make your way back to DHLC for lunch and PM session	14.40 – 15.00 Pastoral & Spiritual Care Meeting Room 1	12.20 – 13.15 Lunch
13.30 – 14.00 Lunch	15.00 – 15.30 Fire Awareness Meeting Room 1	13.15 - Please wait at DHLC reception for an Induction facilitator 13.30 – 16.00 E-Learning Discovery Library, Level 5
14.00 – 16.00 Resuscitation Training Meeting Room 4	15.30 – 16.15 Blood Transfusion Meeting Room 1	
	16.15 – 17.00 Radiation Meeting Room 1	

DAY TWO - CLINICAL ONLY

09.15 – 16.00	Manual Handling	Meeting Room 1 DHLC
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Local Induction Checklist

To be completed by all staff working within the Trust, within 1 month of commencing employment.

Core information for all staff (Clinical and Non-clinical)

- Introduction to staff in the speciality/workplace
- Location of workplace facilities including toilets, car parking and catering facilities
- Who supervises the post holder
- What the post is, including duties, responsibilities, limitations of the role (i.e. who can the employee instruct/advise) and the minimum period of supervised practice
- Sources of help and advice including clinical advice and local Risk Assessor
- Local Health and Safety Procedures
- Local Risk Register and Action Plans
- Local fire and emergency procedures e.g. fire exits, equipment & assembly points
- Bleep system
- Procedure for incident reporting & information security
- Local security arrangements/access codes
- Local administrative arrangements i.e. post, photocopying, telephones, filing system etc. including procedures for handling in-patient notes
- Familiarisation with equipment including DSE and training requirements
- Demonstrate correct hand washing technique and application of alcohol hand gel

Additional Information (Clinical Staff only)

- Resuscitation Procedures including location, appropriate use and set up of equipment to be used in an arrest, and the number for notifying cardiac arrest.
- Familiarisation with policies surrounding Use of Antibiotics. Signpost written guidelines on Staffnet, availability of treatment and prophylaxis App (one click away on Staffnet) and credit care Aide memoir from Microbiology Department.
- Pharmacy and local protocols e.g. pod system, storage, prescription and administration of medicines, medication common to the area, patient group directives etc
- Health and Safety Procedures e.g. disposal of sharps, clinical and non-clinical waste, medical gas safety
- Consent Policy and Procedures
- Other relevant local policies and procedures
- For ward based staff, familiarisation with the checking and correct set up of patient bed spaces.
- Familiarisation with clinical equipment appropriate to role, and identification of associated training needs.

The form must be signed off by the employee and line manager or mentor to confirm that all relevant aspects of local Induction have been satisfactorily covered

Employee, Full Name and Job Title (PLEASE PRINT).....

Signature.....

Date attended Corporate Induction (if new to Trust).....

Line Manager/Mentor/Manager on Duty's Name

If you would like to receive text message reminders for training, please provide your mobile phone number so we may contact you:.....

(PLEASE PRINT).....

Signature.....

Department/Directorate/Ward.....

Date of completion of Local Induction.....

Upon completion, this form should be placed in the employee's personal file. Please send a copy of this document via email to: Plh-tr.workforcedevelopment@nhs.net

Completion of this form will be monitored for audit purposes and you will be contacted if the information is not returned.

Agency Checklist

Reason for Booking (if provided)			
Agency Provider			
AfC Job Title		AfC Band	
Department		Care Group	
Assignment Date From		Assignment Date To	

Temporary Workers Full Name		Full continuous employment history/CV attached	
Personal Email Address			
Contact Number			

Hourly rate of pay (£)		PAYE/Ltd Co		Worker via Direct Engagement	Y/N
Worker Pay rate (£ per hour)		Agency Commission fee (£ per hour)		Total hourly charge rate (£) excl. VAT	
Framework worker offered on; (CCS, LPP/PPP, H.T.E)					

Proof of eligibility to work in UK	Original passport or birth certificate seen: (please send a scanned copy with this form – to include front cover of passport)	
	Nationality	
	(where non-EEA national please provide details of current visa status)	
Proof of Identity	Passport, Driving Licence and Proof of Address Document OR Passport/Photo Driving Licence & x2 Proof of Address Documents (please send a scanned copy with this form)	
DBS Clearance	Standard / Enhanced / Enhanced with Barred List Check	
	Adults / Childrens / Adults & Children Check	
	Disclosure No (to be input in full)	
	Date DBS Issued	
Employment References	To cover previous 3 year period (references to be provided)	
OH Clearance	PHNT Occupational Health Team will require completion of the OH information and evidence to be provided on request	<i>Occupational Health Link will be sent to personal email address provided</i>
HCPC / Relevant Professional Registration	Registration Number	
	Expiry Date	
Confirmation of Mandatory Training completion	Subject	Frequency Date Completed

	Trust Update (This includes H&S, Fire, Infection Control, Equality and Diversity etc)	Annual	
	Adult Basic Life Support	Annual	
	Manual Handling	2 yearly	
	Child Protection (Level 1, 2 or 3 dependent on the role)	3 yearly	
	Blood Transfusion (Dependent on requirements of role)	2 yearly	
	Conflict Resolution	3 yearly	

TO BE COMPLETED BY THE AGENCY PROVIDER

I hereby confirm that the above pre-employment checks have been completed and verified and that documentary evidence can be provided upon request:

Signed:Date:

Job Title:Organisation

Once complete please return to the Recruitment Team at Plymouth Hospitals NHS Trust via email plh-tr.Recruitment-Team@nhs.net