

CRAGS HEALTH CARE

RECRUITMENT AND POLICY

01.02.2016

FOR ANNUAL REVIEW

**THIS POLICY HAS BEEN AGREED AND SIGNED OFF BY ALL
STAKEHOLDERS AND KEPT ON FILE**

I. INTRODUCTION

This policy sets out the process to be followed in the recruitment of all staff. The Recruitment and Selection Policy will ensure:

- The practice selects the successful candidate on the basis of the best person for the job.
- The practice invests time and care in the selection process to give all candidates the initial opportunity to progress equally through the recruitment process.
- The practice adheres to The NHS Employment Check Standards 2017.
- The practice's recruitment process is free from discrimination and follows the principles and ethos of the Equality Act 2010.
- Appointments made are safe through inclusion of relevant background checks.

The policy applies in full to all employees; permanent, fixed term or temporary contracts; full-time and part-time posts. The policy also applies to agency and locum staff where specified.

2. THE RECRUITMENT PROCESS

The following procedure sets out the process to be followed in the recruitment of all employed staff (not locum or agency staff):

Preparation:

1. The appointing officer (usually the prospective employees line manager) will define the job, giving consideration to the requirements of the business at that time.
2. All posts will have an agreed Job Description and Person Specification which detail the grade and annual salary of the post.

Advertisement:

3. The post will be advertised in whatever ways are felt most relevant. This may be:
 - Internal advert within the organisation
 - Examination of previous applications, or those held on file within the Practice.
 - External advert in the local press
 - External advert in the National press
 - External advert in the appropriate technical / professional Journal
4. All advertisements will contain as much information as possible to ensure correct recruitment.

Applications:

5. Depending on the post, candidates will be asked to apply through the NHS Jobs online application portal or via CV and covering letter.
6. The application forms received by the closing date will be forwarded to the appointing officer and additional member(s) of the interview team for shortlisting.

Shortlisting:

7. The appointing officer will approach relevant people to assist with shortlisting and interviewing. At least two people will be involved in shortlisting and will sit on the Interview Panel.
8. Applicants to be taken forward to the interview stage will be decided against the Person Specification using a shortlisting form that clearly records whether a candidate meets the essential and desirable criteria of the Person Specification.
9. Candidates must meet the essential criteria of the Person Spec to be given an interview. Where a number of candidates meet the essential criteria consideration will be given to the desirable criteria and the highest scoring candidates will be invited to interview.
10. The highest scoring shortlisted candidates will be invited to interview.

Interview:

11. The appointing officer in collaboration with other members of the interview panel will decide on the interview format and which areas to concentrate on with the questioning. An interview schedule form will be designed that scores the responses from the candidates.
12. The appointing officer will chair the interview.
13. All interviewing officers will complete the form for each candidate interviewed.
14. All interviewers will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin.

Selection of successful candidate:

15. When all candidates have been interviewed, the panel will decide on the best person for the post.
16. The appointing officer will inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.
17. The appointing officer will contact all unsuccessful candidates via telephone and offer them feedback. Where contact cannot be made via telephone the appointing officer will write to the unsuccessful candidates allowing possibility to receive verbal feedback.

Confirming conditional offer:

18. The appointing officer will write to the appointee, offering the post providing satisfactory pre-employment checks, references and health clearance is obtained. The offer letter will include the terms and conditions agreed for the appointee.

Pre-Employment Checks:

19. Pre-employment checks will be undertaken prior to the appointee's start date and full clearance must be given by the appointing officer before they can commence in post (see below).
20. A personnel file and Intranet entry for the new member of staff will be initiated.

3. PRE-EMPLOYMENT CHECKS

All appointee's to clinical and non-clinical posts within the Practice will undergo pre-employment checks.

The basic requirements of professional registration and qualification checks for the NHS are set out in the NHS Employment Check Standards published by NHS Employers. The requirements apply to all NHS organisations and it is recommended that GP practices comply. The following policy is compliant with these standards.

All checks will be carried out with due regard to the requirements of the GDPR Act 2018, and will be limited to those checks essential to the prudent recruitment process. Qualification and registration checks should only be carried out with the express consent of a candidate.

The purpose of pre-employment checks is to ensure:

- that the candidate's identify is verified
- they are properly qualified and currently registered with the appropriate governing or regulatory body to carry out the role applied for
- the candidate has satisfactory references from previous employers
- the candidate has adequate good health to undertake the post and any adjustments required are clearly identified and implemented

Any offer of employment, whether conditional or absolute, should have a clear statement to the effect that the offer may be withdrawn, or that employment may be terminated at any time in the future, if the candidate knowingly withholds information or provides false or misleading information regarding their status or suitability for the position.

In addition, contracts should contain the clause that should an employee cease to become qualified or become "de-registered" at any time during their employment, that the employment will be deemed to have terminated.

Pre-employment checks undertaken by Craggs Health Care will be:

All staff:

1. Previous employment references
2. Identity
3. Criminal Record and barring
4. Qualifications
5. Right to work in the UK
6. Work health assessment

Clinicians:

7. Professional Registration
8. Professional Indemnity insurance

A template to support the collection of all pre-employment check information is contained within Appendix A.

3.1. Previous Employment References

The primary purpose of an employment history and reference check is to obtain information about an applicant's employment and/or training history in order to ascertain whether or not they are suitable for a particular position.

As a minimum, the following information should be obtained and verified:

- where the individual has been employed/studied
- dates employed/studied
- position held/course undertaken
- recent or ongoing disciplinary action or referrals.

Under no circumstances will an unconditional offer of employment be made either verbally or in writing until all references have been received and assessed. All conditional offers will be subject to satisfactory employment, qualification and status checks, along with additional checks to verify the accuracy of other information stated on the application forms (e.g. illness absences). All offers of employment will contain a clause to the effect that it may subsequently be withdrawn if information is withheld or is misleading. References are to be regarded as a confirmation only of a recruitment decision, and are a part of a wider process.

All reference requests will cover employment and gaps in the employment record for the last 5 years. One reference will always be the last employer. All references must state dates of employment and position held. Reasonable steps will be taken to ensure that referees and their organisations are genuine.

All employment references must be checked by the appointing officer and/or line manager who will determine if they are satisfactory. References may be cross-checked on the telephone if considered appropriate – a permanent record of this must be made and retained with the recruitment papers.

References will be requested from a university or other learning organisation where an applicant has been in full time education. References will be requested from abroad where the applicant has worked overseas. Confirmation of previous self-employment will be requested via the production of accounts or official documentation (e.g. Inland Revenue etc).

3.2. Identity

The Identity of successful candidates will be verified through the production of original documentation.

Prospective employees will need to provide either of these two combinations:

- two forms of photographic personal identification and one document confirming their address
- one form of photographic personal identification and two documents confirming their address.

All documents must be:

- original
- from a trustworthy and reliable source
- valid, dated and current
- ideally one which would be difficult to forge.

The table below lists the acceptable photographic personal identification and acceptable documents for confirmation of address Staffa Health will require to complete an identity check. Original documents must be seen and photocopies will be taken and filed in the employees personnel file.

TABLE 1: IDENTITY DOCUMENTS

Acceptable photographic personal identification

Employers should, in the first instance, always try to obtain photographic documents to verify a person's identity and this should be compared with the applicant's likeness by conducting a face-to-face meeting. Acceptable documents of photographic personal identification include:

1. UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
2. passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work
3. UK full or provisional photo-card driving licence (must include counterpart, except Jersey)
4. 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)
5. Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)
6. HM Armed Forces Identity card
7. 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.

Any other document that is not listed above, for example organisational ID cards, must not be accepted.

Acceptable documents for confirmation of address include:

1. 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)
2. local authority tax statement – for example, a council tax statement (UK and Channel Islands)
3. UK full or provisional driving licence (must include paper counterpart) – if not already presented as a personal photographic identity.
4. UK full driving licence (old-style paper version), old-style provisional driving licences are not acceptable
5. most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding but not a P45 or P60)
6. financial statement such as bank, building society, or credit card statement (UK and EEA. Non EEA statements must not be accepted)
7. credit union statement (UK)
8. mortgage statement from a recognised lender (UK and EEA – non EEA)
9. statements must not be accepted)
10. local council rent card or tenancy agreement
11. 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)
12. confirmation from an electoral register search that a person of that name lives at the claimed address.

3.3. Criminal Record Disclosure and Barring Check

Criminal record and barring checks are designed to help prevent unsuitable people from entering the NHS workforce and gaining access to vulnerable groups. A criminal record check relates to the data held about an individual's criminal history. In the majority of cases a check will include all criminal offences (including convictions, cautions, reprimands and warnings). It may also include traffic offences such as speeding and drink-driving.

The Disclosure and Barring Service (DBS) provides criminal record and barring functions to help employers make safe recruitment decisions. The criminal record checking service allows employers to access the criminal record history of people working or volunteering, or seeking to work or volunteer in certain positions, especially those that involve working with vulnerable groups.

Crags Health Care will assess the different responsibilities and activities of staff roles to determine if they are eligible for a DBS check and to what level. All new clinical staff require a DBS check. There is no general requirement that non-clinical staff (such as those at reception or administrative staff) have to have a DBS check - it depends on their responsibilities. The majority of Crags Health Care Clinical Staff are required and trained to act as chaperones however, therefore a DBS check will be required. Where a decision has been made not to carry out a DBS check on staff this will be risk assessed and clearly documented as to why.

Crags Health Care will utilise the DBS electronic service to apply for enhanced disclosures online for all prospective employees. Confirmation of a satisfactory result will be printed off and filed in the employee's personal file.

There is no legal requirement to carry out retrospective or periodic DBS checks on staff or volunteers who are already in the workforce and are not changing positions. Periodic checking means the checking of staff, volunteers or other workers at particular intervals during their term of employment/appointment. The requirement to repeat DBS checks during employment will be reviewed when this policy is reviewed. Staff will be asked to disclose any new criminal convictions at annual appraisal.

3.4. Qualifications

Qualification checks are necessary to validate the information provided by an applicant in relation to their educational or professional qualifications.

Original documents that confirm the qualifications that were a requirement for the employee to meet the person specification must be seen. Photocopies will be taken and filed in the employees personnel file.

3.5. Right to work in the UK

The NHS Employment Check Standards Right to work check standard outlines the requirements for NHS organisations to verify a prospective employee's legal right to work in the UK.

Employers must see one original form of evidence from the single acceptable documents list or a combination of documents as specified in this list. If the individual cannot provide documents from this list, refer to the NHS Employment Check Standards Right to work check standard for further guidance.

A list of acceptable documents is contained in figure 2 below.

FIGURE 2: RIGHT TO WORK DOCUMENTS

List A: Single acceptable documents

1. 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.
2. 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.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. 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.
6. 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.

List A: Acceptable document combinations

The documents listed below can be accepted where produced with an official document giving the individuals permanent national insurance (NI) number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency or previous employer:

1. a current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK
2. a full birth or adoption certificate issued in the UK, which includes the name(s) of at least one of the holder's parents or adoptive parents
3. a birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland
4. a certificate of registration or naturalisation as a British citizen.

The purpose of a health assessment is to assess whether new employees:

- have a health condition or disability that requires adjustments in the workplace to enable them to undertake the post offered; or

3.6. Professional Registration

There are 8 key regulatory bodies, of which 3 may be relevant to the general practice:

- General Medical Council (GMC)
- Nursing and Midwifery Council (NMC)
- Health Professions Council (HPC)

Also

- General Dental Council
- General Optical Council
- General Osteopathic Council
- General Social Care Council
- General Chiropractic Council

The 3 main steps with regard to professional registration are to:

- Check registration for the role is current
- Check whether the candidate is subject to practising restrictions
- Check whether there are any investigations recorded against them

When undertaking a check on registration always:

- Check original certificates and retain certified copies
- Check original certificates back to application papers and identify and investigate discrepancies or omissions
- Contact awarding bodies to check grades, course details, dates and attendances where necessary

The following organisations generally can provide an on-line checking facility.

1. GMC - The GMC can confirm a doctor's name and address, gender, qualifications, registration number along with registration status, and renewal date. They may also confirm any current conditions placed on the doctor, warnings or suspensions.
2. NMC - Registration information is available including renewal date, conditions of practice, registration status, cautions, and suspensions, however the on line system does not indicate current investigations, although this is available by written request.
3. HPC - The HPC covers other medical practitioners such as podiatrists, physiotherapists, chiropodists etc. Registration status is available on-line and changes to status are recorded, with Fitness to Practise decisions.

3.1. Professional Indemnity Insurance

Depending on their role staff are required to have an insurance policy in place that indemnifies them against claims relating to the treatment they give to patients.

In 2019 a State-backed clinical negligence scheme for general practice (CNSGP) was introduced which covers for NHS work but not for Private work.

Staff working at Craggs Health Care who are required to have their own professional indemnity policy in place if they undertake Private work are:

- GP Partners
- Salaried GPs
- Nurse Clinicians
- Prescribing Practice Nurses
- Any locum / agency GP or nurse

Other professionals that must be included as named members of the state scheme are:

- Non-prescribing practices nurses
- Health Care Assistants

- Care Co-ordinators
- Health Needs assessors
- Practice Manager
- Practice administrator

Receptionists and general administration staff are automatically covered under the state scheme.

If there is any question over whether an individual should hold their own policy; are automatically covered under the scheme or should be named members of the MPS scheme please speak to the Practice manager for further assistance.

4. RECRUITMENT OF AGENCY WORKERS

Craggs Health Care recognises that there may be times when it is necessary to engage agency or locum workers on a short-term basis. Whilst the recruitment and selection process for temporary locum or agency staff may differ from that for employed staff, the above pre-employment checks will still apply, with the exception of references and the initial work health assessment questionnaire. References and health assessments can still be requested if the appointing officer feels they are required however.

At the pre-employment stage evidence of a minimum set of mandatory training for all agency or locum workers will also be requested.

APPENDIX A: PRE-EMPLOYMENT CHECKS CHECKLIST

Employee Name:

Role:

Date of Commencement:

Pre-Employment Check	Satisfactory Yes / No	Evidence seen by	Copies taken and kept on file	Signed	Date
All Staff (Excluding agency / locum):					
Previous employment references					
Work health assessment					
Clinical Staff Only (Including agency / locum)	Satisfactory Yes / No	Evidence seen by	Copies taken and kept on file	Signed	Date
Identity					
DBS check or certificate					
Qualifications					
Right to work in the UK					
Clinical Staff Only (Including agency / locum)	Satisfactory Yes / No	Evidence seen by	Copies taken and kept on file	Signed	Date
Professional Registration	Professional body: Registration Number: Renewal date:				
Professional Indemnity insurance	Provider: Policy Number: Renewal date:				
All car users only	Satisfactory Yes / No	Evidence seen by	Copies taken and	Signed	Date

			kept on file		
State car make, model, colour, registration number					
Car insurance that includes business use					
Current driving licence					
Valid MOT Certificate					
Agency Workers / Locum Staff Only:	Satisfactory Yes / No	Evidence seen by	Copies taken and kept on file	Signed	Date
Introduction to Safeguarding Adults <ul style="list-style-type: none"> • Part A – for all staff • Part B – for staff in a management or supervisory role 					
Safeguarding Children and Young People <ul style="list-style-type: none"> • Level 1 – for all staff • Level 2a – for staff who have clinical contact with children 					
Information Governance					
Basic Life Support					