

Morecambe Bay



Primary Care Collaborative

Employment Checks for Clinical Staff Policy

Document Reference	POL027
Purpose	The purpose of this policy is to outline the processes and checks that must be undertaken prior to engaging the services of a clinical member of staff. For clarity, clinical members of staff include all persons who have direct one to one contact with patients.
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CONTENTS

1. INTRODUCTION.....	3
2. Employment Checks.....	3
3. References List.....	5
4. Check lists.....	8
5. Clinician Annual Self-declaration	9
6. AMENDMENT HISTORY	10

1. INTRODUCTION

The following identifies the information that must be kept on file for any person engaged to work in a regulated activity. For the purposes of this document, it is specifically aimed at clinical staff who will be directly consulting with patients.

2. Employment Checks

Pre-employment checks fall into six categories.

- Identity check
- Criminal record check
- Right to work check
- Professional registration and qualifications
- Employment history and references
- Work health assessment

Additionally, we require a self-declaration to confirm the clinician holds an adequate indemnity policy for the work to be undertaken and has undertaken relevant training and CPD to comply with NHS guidance and best practice.

Original documents **MUST** be seen, and copies taken to hold on file. Satisfactory means satisfactory in the opinion of CQC.

Requirement	Evidence	Refs
Identity check <i>Note that if requesting a DBS check you will need two forms of government issued ID.</i>	A government issued identity document that contains a photograph (e.g. passport or driving licence); AND a bill or statement from a financial institution or utility company dated within the previous three months; AND where appropriate legal documents for any change of name (eg marriage certificate, deed poll).	1 2 12
Criminal record check <i>An enhanced criminal record certificate issued under section 113B of The Police Act 1997 with suitability information relating to children and vulnerable adults.</i>	An enhanced DBS check with adult and children barring list checks. An original certificate for another organisation dated in the last three months can be accepted, or an original certificate and update service check in any time period; in all other cases a new check should be requested.	1 2 17 19



<p>Right to work check</p> <p><i>The clinician must be entitled to work in the UK.</i></p>	<p>The rules are complex. Holding a UK passport is not a guarantee of a right to work.</p> <p>Use the gov.uk website⁹ to check eligibility and the documents that must be copied.</p>	<p>3 16 18</p>
<p>Work history</p> <p><i>Satisfactory evidence of conduct in previous employment.</i></p> <p><i>A full employment history, together with a satisfactory written explanation of any gaps in employment.</i></p> <p><i>Where the person has been previously employed in a position whose duties involved work with children or vulnerable adults, satisfactory verification, so far as reasonably practicable, of the reason why their employment in that position ended.</i></p>	<p>An up to date CV and two references from previous employers, one of which must be the most recent employer.</p> <p>Documented reasons for any employment gaps and why positions ended, which may be from conversations with the GP or referee.</p>	<p>1 2 13</p>
<p>Professional registration and qualifications</p> <p><i>On the relevant professional registers.</i></p> <p><i>In so far as it is reasonably practicable to obtain, satisfactory documentary evidence of any qualification relevant to the duties for which the person is employed or appointed to perform.</i></p>	<p>For GPs: GMC register check⁶ confirming registered with a licence to practise and on the GP register (use GMC number). National Performers List check¹⁰.</p> <p>For nurses: NMC register check⁷ (use NMC pin).</p> <p>For pharmacists: GPhC register check⁸ (use GPhC number).</p> <p>For allied professionals (eg paramedics, physios): HCPC register check⁹ (use surname or registration number).</p> <p>For all: University degree certificate.</p>	<p>1 2 4 15</p>



<p>Work health assessment</p> <p><i>Satisfactory information about any physical or mental health conditions which are relevant to the person's capability, after reasonable adjustments are made, to properly perform tasks which are intrinsic to their employment or appointment.</i></p> <p><i>Immune status.</i></p>	<p>CV and if necessary documented conversation regarding any health issues.</p> <p>Annual self-declaration signed.</p> <p>Clinicians must declare:</p> <ul style="list-style-type: none"> • they are up to date with immunisations for tetanus, diphtheria, polio, measles, mumps and rubella; • their current immune status for hepatitis B. <p>The organisation reserves the right to request documentary evidence to support any declarations made, and indeed carries out periodic random spot checks on compliance.</p>	<p>1 2 14 21</p>
<p>Self-declaration</p> <p><i>Appropriate professional indemnity arrangements.</i></p> <p><i>CPR update (ALS or BLS) in the last 12 months.</i></p> <p><i>Maintaining competence in safeguarding.</i></p>	<p>Provider and renewal date should be stated.</p> <p>Date of training should be stated, and certificate of evidence provided.</p> <p>All clinical staff must maintain level 3 competence for safeguarding of children and adults. This means being able to demonstrate refresher education, training and learning to a minimum of:</p> <p>12-16 hours over a 3 years period if working with children;</p> <p>8 hours over a 3 years period if working with adults.</p>	<p>20 5</p>

3. References List

1	<p>The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 Part 3 Section 2 (19)</p> <p>http://www.legislation.gov.uk/ukdsi/2014/9780111117613/contents</p>
2	<p>The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 Schedule 3</p> <p>http://www.legislation.gov.uk/ukdsi/2014/9780111117613/schedule/3</p>
3	<p>Immigration, Asylum and Nationality Act 2006 15-25</p> <p>http://www.legislation.gov.uk/ukpga/2006/13/contents</p>



4	The National Health Service (Performers Lists) (England) Regulations 2013 Part 2 24 (1) http://www.legislation.gov.uk/uksi/2013/335/regulation/24/made
5	Safeguarding Children and Young People: Roles and Competencies for Healthcare Staff Intercollegiate Document Fourth Edition: January 2019 https://www.rcn.org.uk/professional-development/publications/007-366 Adult Safeguarding: Roles and Competencies for Health Care Staff Intercollegiate Document First Edition: August 2018 https://www.rcn.org.uk/professional-development/publications/pub-007069
6	General Medical Council (GMC) – List of Registered Medical Practitioners http://www.gmc-uk.org/doctors/register/LRMP.asp
7	Nursing and Midwifery Council (NMC) Register https://www.nmc.org.uk/registration/search-the-register/
8	General Pharmaceutical Council Register https://www.pharmacyregulation.org/registers/pharmacist
9	Health and Care Professions Council Register https://www.hcpc-uk.org/check-the-register/
10	NHS England – National Performers List https://secure.pcse.england.nhs.uk/PerformersLists
11	GOV.UK – Check if someone can work in the UK https://www.gov.uk/legal-right-work-uk
12	NHS Employment Check Standards – Identity Checks http://www.nhsemployers.org/your-workforce/recruit/employment-checks/identity-checks
13	NHS Employment Check Standards – Employment History And Reference Checks http://www.nhsemployers.org/your-workforce/recruit/employment-checks/employment-history-and-reference-checks
14	NHS Employment Check Standards – Work Health Assessments http://www.nhsemployers.org/your-workforce/recruit/employment-checks/work-health-assessments
15	NHS Employment Check Standards – Professional Registration And Qualification Checks http://www.nhsemployers.org/your-workforce/recruit/employment-checks/professional-registration-and-qualification-checks
16	NHS Employment Check Standards – Right To Work Checks http://www.nhsemployers.org/your-workforce/recruit/employment-checks/right-to-work-checks
17	NHS Employment Check Standards – Criminal Record Checks http://www.nhsemployers.org/your-workforce/recruit/employment-checks/criminal-record-check
18	Summary Guide For Employers on Preventing Illegal Working In The UK, UK Border Agency



	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/286642/summary-guidance.pdf
19	CQC Guidance: Disclosure And Barring Service Checks http://www.cqc.org.uk/sites/default/files/Disclosure%20and%20barring%20service%20checks%20guidance%20100646.pdf
20	Resuscitation Council (UK) – Primary Care Quality Standards for CPR Practice And Training https://www.resus.org.uk/quality-standards/primary-care-quality-standards-for-cpr/
21	Immunisation of Healthcare and Laboratory Staff: The Green Book Chapter 12 https://www.gov.uk/government/publications/immunisation-of-healthcare-and-laboratory-staff-the-green-book-chapter-12

4. Check lists

The documents below should be provided by the clinician.

Proof of name (two of):	
• Passport or Identity card	
• Birth certificate	
• Driving licence	
Where relevant:	
• Marriage certificate	
• Deed poll	
• Visa	
Proof of address (one of):	
• Utility bill	
• Bank or credit card statement	
CV	
Degree certificate	
Self-declaration signed	

The documents below may be provided by the GP or may need to be ordered by the Federation.

DBS certificate	
Barring lists checks	

The documents below should be requested or obtained by the Federation.

Reference 1	
Reference 2	
Professional register print out	
Performers list print out	



5. Clinician Annual Self-declaration

Clinician Annual Self Declaration Form

Name	
Address	
Telephone number(s)	
<p>You must confirm the following statements to be eligible to work. Please initial each statement to indicate your confirmation.</p>	
<p>I confirm that I have undertaken an update course in cardiopulmonary resuscitation (CPR) by a Resuscitation Council (UK) approved trainer within the last 12 months.</p> <p>Date of training:</p>	
<p>I confirm that I have attained and maintain level 2 [] or level [] 3 competence for safeguarding of adults and children and can demonstrate the required amount of refresher education, training and learning. (Please select relevant level).</p> <p>12-16 hours over a 3 years period if working with children; 8 hours over a 3 years period if working with adults. Certificated evidence required.</p>	
<p>I confirm that I have a current professional indemnity policy in place that covers me for the work I am undertaking for the Federation.</p> <p>Provider: Renewal date:</p>	
<p>I confirm that I am up to date with vaccinations against diphtheria, tetanus, polio, measles, mumps and rubella and can provide evidence of such by vaccination history or serological testing results if requested to do so.</p>	



I confirm my immune status in relation to hepatitis B is as stated below, and I can provide evidence of serological testing results to confirm this if required to do so.			
Currently Immune	Unknown	Non-responder	
I confirm that I am in a fit state of physical and mental health and able to fulfil my duties.			
I confirm that I have no:			
<ul style="list-style-type: none"> • criminal convictions, cautions or reprimands; • ongoing criminal investigations or court proceedings against me; • formal action against me by the NHS Counter Fraud Authority; • active fitness to practise investigations by any regulatory authority; that may have a bearing on my role with the Organisation.			
Signature		Date	

6. AMENDMENT HISTORY

Version No.	Date of Issue	Section/Page changed	Description of change	Review Date
V1.0	19/01/2019	N/A	New policy approved	01/01/2023
V1.1	01/06/2023	Annual self-dec. p10	Rewording to include level 2 safeguarding training	
V2.0	01/07/2023		Approved by Board	01/07/2026