



Compliance Overview Procedure

Compliance and Governance Overview

Purpose

Hallam Medical has a strict compliance, safeguarding and governance procedure in order to ensure that only the best Temporary and Permanent Workers are put into the registration process and offered assignments within our client portfolio.

We ensure that every Temporary and Permanent Worker not only meets the requirements of our policy but also fall in line with the requirements set out within the NHS Framework Agreements, the NHS Employers Check Standards and the Skills for Health Core Skills Training Framework (CSTF).

As a leading provider of Nursing staff to the NHS and the Private Sector, Hallam Medical have developed an efficient and stringent compliance process. Our dedicated resourcing and compliance consultants enable Candidates to become fully compliant swiftly and effectively.

To ensure all relevant safeguarding and employment checks are conducted on all Candidates, recruitment files are checked and approved prior to the Candidate being offered on Assignment with the company clients.

These Compliance Processes will be always followed to ensure that every Candidate recruited by Hallam Medical is vetted and cleared to the highest possible standards.

Hallam Medical are an approved framework provider to the NHS for the provision of temporary staffing, in delivering a consistent approach to our clients, Hallam Medical operate the same compliance governance across both the NHS and Private Sectors.

Roles and Responsibilities

Our Clinical Resourcing and Compliance team are responsible for the resourcing and compliance of new Candidates. The Resourcing team work closely with Consultants, Managers & Directors (Clinical & Sales) to ensure that Hallam Medical has a continuous pipeline of qualified and compliant Candidates available to work. This is vital in meeting the ever-increasing demands of our Clients.

Once a Candidate has registered their interest, a set process is followed to ensure they adhere to our Compliance, Safeguarding and Governance requirements, and that they are only offered Temporary or Permanent Assignments once all requirements are completed and checked.

As a minimum, we ensure all Candidates meet the current NHS Employment Check Standards. The Company Clinical Director is responsible for sign-off of Candidate compliance so they can be placed in assignments.

The Company Clinical Compliance Team are responsible for ensuring Candidate documents are up to date and renewals received within date of the current document expiring. Failure to do so means a Candidate cannot undertake an assignment until the renewal documents have been received and verified.

Process

The following process steps are followed for each Candidate that registers for assignments with Hallam Medical: -

- Compliance and Governance
- Candidate Checklist
- Application Form
- Interview Form
- Identification Checks
- Right to Work Checks
- Professional Registration & Qualification Checks
- Employment History and Reference Checks
- Criminal Record Checks and the Disclosure and Barring Service
- Work Health Assessments
- Statutory & Mandatory Induction Training Programme
- Steps required for fulfil requirements for the Conduct of Employment Businesses & Employment Agencies Regulations

Every candidate who registered with Hallam Medical for Candidate must pass through several checks to ensure that they have the skills and experience required for the clients of Hallam Medical.

Information Gathering

All candidates will have an initial screening conversation to ascertain whether they are suitable for temporary or permanent assignments with Hallam Medical and pass through to registration. At this point the interview is to be arranged with the candidate.

Documentation

Each candidate is sent a list of all registration document to provide to satisfy the above checks (for full details please refer to the Compliance & Governance Policy and the Candidate Checklist available upon request), which is it to be viewed during the interview to verify that we are obtaining copies of original documents.

Interview

Each candidate is to have a face-to-face interview to view their registration documents, discuss their application, experience profile, and answer a number of nurse interview questions (examples provided with the interview form).

Each candidate interview is then signed off as suitable for Hallam Medical by the Clinical Director

Compliance Checks

The following is a summary of all Compliance & Safeguarding checks conducted by Hallam Medical during the Candidates registration process. Each compliance check, based on the NHS Employment Check Standards is conducted in the order listed below.

Verification of Identity

Hallam Medical Identity Checks are designed to determine that the information given by a Candidate is genuine, it relates to a real person and establishes that they own and are rightfully using the identity.

We obtain original documents pertaining to the proof of the identity of the Candidate in line with the guidelines set out within the NHS Employers Check Standard for Identity Checks.

It is the first check performed, as any other check will be rendered invalid if the Candidates' identity cannot be proven. No Candidate enters the Hallam Medical recruitment pipeline until the Identity Check has been completed, regardless of what other documents have been provided.

At this point we also verify a Candidates Photographic by utilising an Identity Verification Service to verify all documentation provided. This service is government approved and provides an additional report confirming the validity and authenticity of the documentation provided.

Entitlement to work in the UK

A right to work check determines whether a Candidate has the legal right and permission to work in the UK. The Immigration, Asylum and Nationality Act 2006 (amended by the Immigration Act 2016) provides Hallam Medical with a statutory excuse against a civil penalty where we can clearly demonstrate that we have carried out all the necessary checks to mitigate any risks of employing illegal workers.

Hallam Medical recognise the risks involved in engaging an illegal worker when we haven't carried out the required right to work checks. We have therefore developed a thorough right to work checking processes to ensure that all Candidates engaged on assignment with Hallam Medical have the appropriate right to work in the UK.

Professional Registration and Qualification Checks

Hallam Medical adopts the standards set out within the NHS Employers Standards for Professional Registration and Qualification Checks with regards to the types of checks that we conduct to assure ourselves that the potential Candidate is qualified and competent to perform a particular role.

This process entails that the Candidate: -

- Has the necessary skills and qualifications for the job they are registering for and;
- If applicable to the role, they are registered with the relevant professional body and they meet the required standards of training, competency and conduct to practice safely in their chosen profession.

Hallam Medical will check the registration of all Candidate healthcare professionals with the appropriate regulatory body prior to the completion of the Candidates registration with Hallam Medical, prior to their first assignment with Hallam Medical and at regular intervals whilst they are working on assignment with Hallam Medical.

Qualification Checks

Hallam Medical conduct qualification checks in line with the NHS Employers Standards to verify information provided by Candidates as part of their application form / CV for educational or professional qualifications. Hallam Medical will ensure that Candidates hold any professional and/or educational qualifications that are essential for the role that they are applying for.

Employment History and Reference Checking

An employment history and reference check refer to the process that Hallam Medical will follow to verify information already provided by the potential Candidate as part of their application. It allows us to gain a better picture about the Candidate's previous employment, training and/or other activities undertaken out in the community, such as volunteer work, which can help to confirm a registration outcome decision. Hallam Medical build our policy and procedure for Employment History and Reference Checking by using NHS Employers Standards as the foundation for this policy.

A full employment history from Education to Date is requested, where the Candidate is required to give an explanation for any gaps between periods of employment and training. Any unexplained gaps or discrepancies in employment or training history will be explored further during the initial telephone screening interview.

Full education details are requested from the potential Candidate including under-graduate and post graduate qualifications that are relevant to the type of temporary work being sought. In addition, Hallam Medical will require details of all training courses undertaken by the Candidate.

All Candidates are required to provide, as a minimum, references which cover the last three years employment and history, from a minimum of two employers, one from each of the most recent engagements of two weeks or more duration.

Disclosure and Barring Service (DBS) Checks and Rehabilitation of Offenders Act

Hallam Medical ensures every candidate recruited for either temporary or permanent work applies for an enhanced disclosure at point of registration and annually thereafter unless the disclosure is registered on the DBS Update Service. The receipt of a DBS Disclosure result is required as a compulsory check within the registration file of the temporary or permanent worker and must be present at point of file approval.

In requesting, processing and obtaining Enhanced DBS results, Hallam Medical comply at all times with the guidelines set out within the DBS Code of Practice, including the recruitment of Ex-Offenders and the guidelines set out within the NHS Employers Check Standards for Criminal Records Checks.

Occupational Health (Work Health Assessments)

In line with the NHS Employers Check Standards for Work Health Assessments, Hallam Medical ensure that all Candidates undergo the appropriate occupational health screening check in line with the job role that they will be undertaking on assignment.

The extent to which Hallam Medical will request a work health assessment from our Occupational Health Provider will be dependent on the requirements and risks associated with any given role which impact on the health and wellbeing of either the individual carrying out that role and/or patients they may have contact with.

We ensure that no Candidate is deployed in the provision of the services unless a comprehensive health screen has been undertaken by Healthier Business Group, our Occupational Health Provider who are a Safe Effective Quality Occupational Health Service (SEQOHS) accredited occupational health provider.

Mandatory Training

As part of the registration process, we ensure that all Candidates are fully trained, compliant with any professional registration required for the role, instructed and aware of the relevant responsibilities defined within our Framework Agreements, applicable law or regulations and, where applicable, those defined by the NHS Employers National Job Profiles.

For all clients, whether NHS Contracting Authorities or non-NHS and non-Public Sector clients, Hallam Medical will ensure that all Candidates are full trained in accordance with the Skills for Health UK Core Skills Training Framework (CSTF).

File Sign-Off (Approval for Work)

Once a candidate has completed the registration their file is then checked and approved for work. Only when they have completed all the checks to a satisfactory level, are they to be signed off for work.