



**Policy No. 1.22**

**The matching of skills and expertise of nurses to the requirements of placements**

The agency will establish the needs and requirements of each request for an agency nurse placement. In order to do this we may request that a client completes a minimum information form which details the skills, training and experience required.

Each agency nurse is interviewed by a registered nurse who identifies their skills and expertise via the agencies keywording system. Keywording is matched to recent work experience and length of experience in each field of expertise is recorded, ensuring correct placement.

The agency reviews the appropriate skills and expertise of each agency nurse via annual referencing, feedback and by appraisal. These reviews take into account any comments or feedback that has been received.