



**POLICY NUMBER: 10**

**POLICY TITLE:**

**A24GROUP POLICY ON RECRUITMENT OF LOCUM DOCTOR'S**

**THE PURPOSE OF THIS POLICY:**

**To outline A24Group's recruitment procedures**

**POLICY CONTENT:**

**RECRUITMENT PROCEDURES:**

- **Verified Personal Information**

All of our locum doctors are interviewed face to face and it is a requirement of registration that identification is provided. This is a passport/ UK photo card driving license/original (or a clear copy certified by a solicitor) of your full birth certificate.

- **Verification of nationality & immigrations status**

Our interviewers will need to see and take copies/ scans of all original documentation to establish your immigration status.

- **Verified Registerable & Additional Higher Qualifications**

Our interviews will take a photograph of you at the point of interview for our records.

- **Training**

All locum doctors prior to being deployed in the provision of services must undergo the following training and thereafter repeat this training annually (with exception of Advances Life Support, which should be renewed in accordance with Resuscitation Council UK guidelines:]

Basic or Advanced life support (adult or paediatric, as appropriate) which is compliant at all times with Resuscitation Council UK guidelines and has been delivered by means of a practical course.

Lone Worker Training

Handling of Violence and Aggression

Information Governance, Data Protection and Caldicott Protocols

Health and Safety

CoSHH

RIDDOR

Infection prevention and control (to include MRSA & c.difficile)

Training in complaints handling

- **Comprehensive Health Screening (non-EPP workers)**

You will be required to undergo comprehensive health screening to establish immunity to/ appropriate immunization for the following diseases Hepatitis B (antibodies)

Measles

Mumps

Rubella

Varicella

Tuberculosis

All records must be documented in the English language and be verified and signed of stamped, by a suitably qualified clinician with relevant occupational health experience. All signatures must be legible.

The agency has contracted with Healthier Business who will review your occupational health screening and issue a certificate of fitness for employment.

Occupational Health screening is conducted on an annual basis/ or if you leave the UK for more than 3 months.

- **Criminal Records Bureau**

A24 Group is a registered body (CRB) and therefore carries out enhanced disclosures on all locum doctors that are exempt from the Rehabilitation of Offenders Act. Every disclosure is checked against the POVA/ POCA list and is processed in accordance with our policy on the handling of criminal records information. Candidates who have been less than 6 months in the UK are required to provide proof of a police clearance from their home country.

Disclosures must be renewed annually.

- **References**

We will require two written references, one from each of the most recent engagements of two weeks or more in duration.

We will reference you annually

**End of Policy**