



MP LOCUMS HEALTHCARE LTD

RECRUITMENT AND SELECTION POLICY

(AGENCY WORKERS)



MP Locums Agency Workers Recruitment and Selection Policy (Agency Workers)

Purpose

This policy exists to ensure that MP Locum staff are aware of their obligations when recruiting and managing Agency Workers.

Who is this policy for?

All MP Locum staff involved with the recruitment and selection of Agency Workers.

Accountabilities

MP Locums Recruitment Consultants are fully trained and are responsible for:

- Ensuring they are familiar with the recruitment and selection process;
- Ensuring the correct procedures are followed at each stage of the process and that the process is carried out in a fair and thorough manner, paying due regard to current legislation, best practice and the Company's Equality and Diversity Policy;
- Ensuring all relevant Safeguarding and employment checks on the potential Candidate are carried out as required by the NHS Employment Check Standards, NHS Employers, July 2010 (and any subsequent amendment thereof); and
- Ensuring, for a placement in Scotland, that all relevant Safeguarding and employment checks on the potential Candidate are carried out as required by the Safer Pre & Post Employment Checks, NHS Scotland, December 2007 (and any subsequent amendment thereof).

The relevant Safeguarding and Employments checks include:

- Criminal record checks;
- Employment history and reference checks;
- Occupational health checks;
- Professional registration and qualification checks;
- Right to work checks; and
- Verification of identity checks.

MP Locums Directors are responsible for:

- Ensuring that any employee participating in the recruitment and selection process has received adequate training, with regards this policy and all statutory requirements;
- Ensuring that this policy is adhered to and understood by all Recruitment Consultants, providing support and advice where appropriate; and
- Monitoring this policy and ensuring it is followed.

Our Policy

It is our policy that candidates are recruited and selected by objective means ensuring that we test whether they have the ability to practice safely and effectively and fulfil their professional responsibilities within the scope of their grade and speciality. All potential Agency Workers are required to demonstrate proof of clinical training that defines the minimal standards for clinical competence and meets the General Medical Council (GMC) proficiency standards.



Each Locum doctor is checked against the following criteria to ensure our customers receive a locum doctor with the relevant skills and experience:

Consultant Grade: MBBS or equivalent medical qualification; MRC or other relevant Royal College Postgraduate Examination equivalent; Full registration with the GMC at time of appointment; and At least 48 months experience at Registrar or Specialist Registrar in specialty (or 36 months experience at Registrar or Specialist Registrar for Psychiatry)

Associate Specialist: MBBS or equivalent medical qualification; MRC or other relevant Royal College Postgraduate Examination equivalent; Full registration with the GMC at time of appointment; and At least 36 months experience at Registrar or Specialist Registrar or Staff Grade in specialty

Staff Grade: MBBS or equivalent medical qualification; MRC or other relevant Royal College Postgraduate Examination equivalent; Full registration with the GMC at time of appointment; and At least 36 months experience at SHO or higher grade in specialty

ST4: MBBS or equivalent medical qualification; MRC or other relevant Royal College Postgraduate Examination equivalent; Full registration with the GMC at time of appointment; Achievement of ST3 competencies or 60 months postgraduate training, with at least 24 months experience in specialty (not including Foundation modules)

ST3: Full MBBS or equivalent medical qualification; Full registration with the GMC at time of appointment; Achievement of ST2 competencies or 48 months postgraduate training, with at least 24 months experience in the specialty (not including Foundation modules)

ST2: MBBS or equivalent medical qualification; Full registration with the GMC at time of appointment; Achievement of ST1 competencies or 36 months postgraduate training, with at least 12 months experience in the specialty (not including Foundation modules)

ST1: MBBS or equivalent medical qualification; Full registration with the GMC at time of appointment; Achievement of Foundation competencies or 24 months postgraduate training, with at least 4 months experience in specialty (not including Foundation modules)

FY2: MBBS or equivalent medical qualification; Full registration with the GMC at time of appointment; UK doctors to have at least 12 months experience at FY1 grade or equivalent or overseas doctors to have at least 6 months experience in the UK; Doctors to have at least 4 months experience in the relevant specialty.

FY1: Agency Workers at FY1 level will have full registration and UK graduates to have completed the PrHO or FY1 year or Overseas graduates to have completed the PrHO/Intern year overseas.

MP Locums aims to treat all its employees and applicants for jobs fairly and to ensure that unfair discrimination or harassment does not occur at any time during their selection process.

Where MP Locums decides that it is appropriate to recruit internationally it will comply with the NHS Code of Practice for the international recruitment of healthcare professionals.

Attracting Applicants

All methods of attracting applicants must be investigated in order to determine the most appropriate in terms of cost benefit, business need and effectiveness.

All recruitment literature and/or advertisements, whether internal or external, should give consideration to the following:



- Required skills, knowledge, type of experience, qualifications, competencies;
- Reward package and related benefits;
- Job title / location;
- Job activities and responsibilities;
- Job tenure (length of contract/secondment, or permanent);
- Clear instructions on how to apply, to whom, where and by when;
- Description of the department/team and or context for the vacancy/recruitment
- Disclosure statement

All external advertising must be arranged through MP Locums to ensure consistency with MP Locums employment brand and that the range of media used reach all sectors of the community.

Pre and Post Employment Checks

It is the responsibility of MP Locums to ensure that all pre-employment checks have been completed before the candidate is fully registered for work. This includes:

- Criminal record checks to include;
 - signed and dated declaration regarding unspent previous criminal convictions subject to the Rehabilitation of Offenders Act 1974;
 - a result of the Enhanced DBS check, including clearances against the Children and/or Adults Barred Lists (as applicable, depending on the post being undertaken and contact with vulnerable groups), performed at recruitment and remains valid throughout the duration of the Assignment;
 - issue date of the DBS certificated;
 - full name of the Candidate;
 - level of check requested, including checks against the Children's barred list and/or Adults barred list, as applicable;
 - position the certificate was requested for;
 - name of the employer;
 - name of the counter-signatory; and
 - unique reference number of the disclosure certificate.
 - Where appropriate a Protecting Vulnerable Groups (PVG) Scheme Record
 - Where appropriate an Access NI enhanced disclosure
- A fully completed, signed and dated Application form
- A CV detailing the potential candidate's full previous employment (with no unexplained gaps) and training. This will be updated annually from the date of recruitment;
- references which covers at least three years of previous employment and/or history from two separate employers (where possible), one of which should be from the potential candidate's current or most recent employment or assignment (of two Weeks or more) or engagement, as appropriate;
- Right to work checks. To confirm that the potential candidate has the legal right to work in the UK, there will be evidence that one of the documents or combinations of the documents specified in List A or one of the documents or combinations of documents specified in List B of the NHS Employment Check Standards;
- has full registration with the relevant Professional and Regulatory Body at time of appointment and holds a current licence to practice and is up to date and fit to practise safely in line with relevant Professional and Regulatory body standards/ Good Medical Practice;
- Has undergone comprehensive health screening conducted by a competent occupational health service and received current health clearance/immunisations and test results, ensuring the candidate:
 - is physically and psychologically capable of doing the work proposed, taking into account

- any current or previous illnesses;
- is not likely to be at excess risk of developing work-related diseases from hazardous agents present in the customer's workplace;
- is up to date with the routine and selected vaccinations, in line with latest Department of Health guidelines and recommended levels of health clearance/immunisations/vaccinations for healthcare staff involved in direct patient care:
- in the case of a potential candidate who may reasonably be required in the course of their normal duties to perform non-EPP on the Assignment - Immunisation against infectious disease ('The Green Book') – Immunisation for healthcare and laboratory staff, Department of Health, November 2011 (and any subsequent amendment thereof);
- in the case of a potential Candidate who may reasonably be required in the course of their normal duties to perform EPP on the Assignment and in addition to the above non-EPP requirements - Health clearance for tuberculosis, hepatitis B, hepatitis C and HIV: New healthcare workers, Department of Health, March 2007 (and any subsequent amendment thereof); and
- does not represent a risk to patients and that they will be doing work on the any assignment which is suitable and safe for them.
- Has the required level of English language competence (and Welsh, if specifically required in the case of a customer located within Wales) to enable them to undertake their role effectively, to enable clear communication about medical topics with patients and colleagues and to assure the delivery of safe care to patients. Candidates must have passed each of the four academic modules of the IELTS test or equivalent. Their IELTS certificate will be kept in our recruitment database against the candidate record and will show:
 - that the Agency Worker achieved a score of at least 7.0 in each testing area (speaking, listening, reading and writing)
 - that the Agency Worker achieved these scores in the same test
 - that the Agency Worker took the academic version of the test
 - the original stamp and test report form (TRF) number
- conducting a face to face meeting with the potential candidate to view, copy and confirm the original copies of identity and other relevant documentation and obtain the potential candidates signature and date the face to face meeting was conducted. All confirmation is to be retained on the candidates Personal Records in the MP Locums recruitment database. The following questions are to be asked as a required element at the face to face interview and all answers recorded and kept:
 - What professional qualifications, clinical competence, skills, training and experience do you possess that will suitably fit this role?
 - Please relate a recent scenario that shows your clinical effectiveness and demonstrates your ability to practice within a clinical environment?
 - How much time has been put aside for professional development and training within your current grade for future growth?
 - What special interest do you have in your speciality? Are there any aspects you feel you could improve on within your practicing role?
 - Describe to us an occasion that you have used your leadership skills to resolve a difficult situation?
 - Describe a time when you felt you gave optimum care to your patient, and what did you do that made the experience so good for your patient?
 - Now describe a time when you were not able to provide the level of care you felt was appropriate and why?
 - Describe to me the mechanisms that you believe are important to put in place to gain trust from your patient?

The full registration of the candidate shall be conditional on satisfactory Criminal record and Occupational health checks.



Training

All potential candidates shall receive or evidence they have received on recruitment and thereafter on an annual basis from the date of recruitment (with the exception of Advanced life support which shall be renewed in accordance with the latest Resuscitation Council UK guidelines) training relevant to the normal duties the potential candidate shall be expected to perform in the position the customer seeks to fill in accordance with the following:

- Basic or Advanced life support (adult or paediatric, as appropriate, and relevant to the Assignment) which is compliant in all respects with latest Resuscitation Council UK and the **Customer's guidelines, as appropriate, and has been delivered by means of a practical course;**
- Complaints handling;
- Conflict resolution including, but not limited to, management of violence and aggression and **'break-away' from physical assault;**
- Fire safety;
- Health and Safety including, but not limited to, COSHH and RIDDOR;
- Information governance including, but not limited to, the Caldicott Protocols and Data Protection;
- Infection prevention and control including, but not limited to, MRSA and Clostridium Difficile;
- Lone worker training;
- Safeguarding of children and vulnerable adults;
- any other specific mandatory training required by the Customer or which are required by Law and/or the relevant Professional or Regulatory body; and
- any other mandatory training required under current or future Health and Safety at Work regulations etc.

All verified written records of the training undertaken by the candidate shall be retained in the MP Locums recruitment database and will provide the following:

- clear copies of the original training certification/documentation provided;
- details about who provided the training;
- date(s) upon which the training was received;
- where the training was undertaken, e.g. location attended where practical course required was delivered or through electronic means; and
- the type and extent of the training received including, but not limited to, the duration of the course and its content.

Where the potential candidate has received, or receives regular training from another person, MP Locums, and their approved subcontractors shall:

- obtain from that person written confirmation of the type and extent of such training received by the candidate; and
- as may be required, provide any additional training which remains outstanding.

Appraisal

MP Locums shall ensure that candidates are appraised annually by an Appraiser in accordance with the **latest relevant Professional and Regulatory body's requirements or framework for appraisal and revalidation.**

Where the candidate is not subject to an annual appraisal by another party, then the MP Locums shall appoint or nominate an Appraiser to conduct the appraisal of that candidate.

MP Locums in considering whom to appointed or nominate as the Appraiser shall:

- make enquiries to ascertain that the potential Appraiser is suitable to act as an Appraiser and received satisfactory answers to those enquiries, e.g. suitably experienced and trained in the



conduct of appraisals to effectively appraise the Temporary work-seekers supplied under the Contract;

- record the terms of the agreement reached in writing in paper form or by electronic means; and
- ensure there is no conflict of interest or an appearance of bias between the MP Locums and/or the Appraiser and/or the candidate;
- The appraisal should be a three stage process, which includes, but is not limited to:
 - inputs to appraisal, e.g. supporting information with additional comments from the Temporary work-seeker, review of last year's PDP and appraisal summary and other information from the Temporary work-seeker including, but not limited to, achievements, challenges and aspirations;
 - the confidential appraisal discussion; e.g. an assessment by the Appraiser that the Temporary work-seeker continues to practice in accordance with the professional behaviours described in Good Medical Practice; and
 - outputs of the appraisal, e.g. summary of appraisal, PDP and appraiser's statement