



Locum Doctor Pre-interview Checklist

Face to face interviews are a requirement

Full Name: _____

Email: _____

Mobile: _____

LIST 1. We require the following documentation from you at the interview:

Note: We cannot accept any of these documents by post, fax or email. We have to collect them from you at the interview.

- Confirmation of Identity – www.crb.gov.uk/pdf/crb11%20guidance.pdf
- MP Locums Application Form – Fully completed
- Signed MP Locums Terms of Engagement
- Completed CRB/PVG/AccessNI Application
- Cheque payable to appropriate body
- CRB/PVG/Access NI payment ref. number written on top right corner of your cheque

The following ORIGINAL documents need to be verified at the interview.

- Evidence of right to work in the UK
- Original/certified Registration Certificates,
- additional education, professional qualifications, valid memberships of professional bodies, i.e. Royal Colleges
- GMC Annual Registration Certificate
- Latest CV showing 10 year work history with gaps explained
- Occupational Health Questionnaire

Original Documents

We are required to verify all original documents as outlined above. You can either bring the originals and photocopies or we can take a photograph of the original.

LIST 2. We can collect the following information from you later by post, email or fax. If you have this available please bring to the interview.

Supporting Documentation Required

Note: Only UK test results are acceptable

- Hepatitis B Results. Titre levels > 100 lu/l. < 100 lu/l requires Booster
- Tuberculosis. OH/GP certificate of positive scar or record of a positive skin result
- Measles, Mumps & Rubella (MMR). Evidence of two doses of MMR or individual immunity Varicella. Self certification of having had chicken pox or shingles or test result showing immunity

If you require an Exposure Prone Procedure (EPP) Occupational Health Work Certificate then please supply the following additional evidence:-

- Hepatitis B Surface Antigen. Evidence of a negative result
- Hepatitis C. Negative result required
- HIV. Negative result required
- Proof of Professional Indemnity Cover
- Signed Professional Indemnity Disclaimer Form
- Agency Worker Handbook Declaration



Annual Training Certificates

- 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.

If you have any questions regarding the registration process, please **call 08456 434 404** and speak to one of our experienced Recruitment Consultants. Alternatively email admin@mplocums.com **Fax: 01324 720320** If you are faxing from outside the UK please use this number: **+44 1324 720320**