

## Guidance on Pre-Employment Checks (RGD05)

This document provides a brief overview of the Mandatory NHS Employment Checks Standards set by NHS Employers. Full details of the standards can be found on the [NHS Employers website](#).

**Pre-employment checks are conducted by The Workforce Team - [workforce@dorsetccg.nhs.uk](mailto:workforce@dorsetccg.nhs.uk) / (01202) 541523**

### Mandatory NHS Pre-Employment Check Standards

The NHS Employment Check standards apply to all applications for NHS positions and staff in ongoing NHS employment. This includes permanent staff, staff on fixed-term contracts, volunteers, students, trainees, contractors, highly mobile staff, temporary workers (including locum doctors), those working on bank, and other workers supplied by an agency. Failure to comply could potentially put the safety, and even the lives, of patients, staff and public at risk.

The standards are periodically reviewed to ensure that they remain completely up to date with legal requirements and are fit for purpose. (© NHS Employers, July 2013).

The CCG is required to conduct the following checks for both internal and external candidates prior to their contract start date and record completion in the Electronic Staff Record (ESR) system:

#### Proof of Identity and Address

This check verifies an individual's identity using a combination of certain photographic and address documents. Where photographic documents are not available, additional non-photographic evidence must be provided together with an endorsed passport-sized photograph of the individual. All candidates invited to interview are requested to provide this documentation to: (A) confirm that they are who they claim to be; (B) confirm that they have the ability (legally) to accept any offer of employment that may be made; and (C) to speed up the pre-employment checks stage if an offer is made. This information is held on the individual's personnel file. Evidence for unsuccessful candidates is held for 12 months and then securely and confidentially destroyed.

#### Right to Work in the United Kingdom

This check verifies an individual's legal right to work in the UK using specific documents (or a combination of documents) approved by the Home Office/UK Border Agency. If this check is omitted or insufficiently completed, the CCG can face serious penalties from the Home Office/UK Border Agency, which may also include criminal proceedings. The request and storage procedures of this information are the same as for identity and address evidence (above). Further periodic checks may be conducted if the individual only has limited leave to remain and work in the UK.

### Work Health Assessment (Occupational Health Screening)

This check is a work health assessment conducted by the CCG's Occupational Health Department to establish if a candidate has any health conditions or disabilities which may affect their work with the CCG which may require special adjustments to their position or place of work, whilst ensuring that the CCG remains compliant with the Equality Act 2010 in relation to what information can be legally requested and when.

### Professional Registration and Qualification Check

This check verifies the professional registration of healthcare professionals and/or any academic qualifications which are an essential requirement of the position. The individual is required to provide their registration details and a check is conducted of the relevant professional body website, and/or they must provide original academic certificates or official confirmation from the academic institute of the qualifications.

### References

This check verifies an individual's employment history and/or training information. The type and number of references required for an individual's appointment will depend on the individual circumstances – for example, if the individual is an existing employee of the CCG, if the individual is currently unemployed or if the individual is a recent school/HE leaver etc. References must be obtained in writing and should be requested via an organisation's HR/Personnel department. References are reviewed and approved by the recruiting manager and retained on the individual's personnel file.

### Criminal Record Check

This check involves conducting a criminal record check when appointing an individual into a position eligible under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Prior to an employment offer being issued, an assessment will be made about the role's eligibility for a criminal record check. Details of checks are recorded for audit purposes however details of any convictions highlighted as part of the check are not retained on file. In exceptional circumstances, candidates may be permitted to start in post pending receipt of a criminal record check, but only where an appropriate risk assessment has been completed and authorised.