

HOME CARE CQC FRAMEWORK CHECKLIST

Version 10/25

***** FOR FURTHER GUIDANCE REFER TO THE CENTRAL COMPLIANCE TEAM *****

NAME:	QUALIFICATION:
DATE:	TEAM:

• RESOURCE FORM/APPLICATION/RTW/PROOF OF NI/DBS
• Resource Form from Clinical Team – received within last 4 weeks • Application Form – 5-year address history/work history 1st employment as minimum/3 years reference details • CV – full lifetime history • Right to Work - stamped (COS/sponsor confirmation needed for Skilled Workers) • Proof of National Insurance (no payslips) • DBS Certificate Internal Child and Adult Workforce (Enhanced) or DBS Certificate External Child and Adult Workforce (Enhanced) with Update Service Check dated within last 14 days • Overseas Police Check (if temp has lived outside the UK in the last 5 years)
• QUALIFICATIONS/FTW/REFERENCES/INTERVIEW/TRAINING/POA
• NMC/HCPC Pin Check – Dated within last 14 days (NURSES ONLY) • FTW - (NURSES ONLY) • Professional References from a Senior position (Details Only on App Form) - Minimum of two required to cover 3 years of employment altogether (1 clinical and 1 agency/character minimum) • Interview - via clinical team (Bens team) - CANT ACCEPT CONSULTANT INTERVIEW • Mandatory Training - HB including Oliver McGowan Learning Disability • POA 1 and POA 2 - Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter