

NI RQIA SUPPORT LIVING LICENCE CHECKLIST FOR TRAINED/NON-TRAINED STAFF

Version 02/26

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

NAME:	QUALIFICATION:
DATE:	TEAM:

RESOURCE FORM/APPLICATION/PTW/PROOF OF NI/ACCESS NI/PHOTO/ID BADGE/ POA • Resource Form from Clinical Team- must be received within the last 4 weeks • Application Form – must be RQIA specific • Induction Checklist • Right to Work- stamped & TRUST ID Check if British • Proof of National Insurance (no payslips) • Access NI – Full name must be listed- Screenshot only (No original copy) with Ben email sign off • Photograph of candidate • ID Badge- Full name & pin needed • POA 1 and POA 2- Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter – within 3 months prior to ANI date
TRAINING • Mandatory Training Certificate – *modules mentioned on next page* – If external email verification required *Ben Brown sign off if not obtained* • DOLS Training – 3-year expiry or until the certificate expires • Medication Management Training Module (RGN/ RMN Only) – 3-year expiry or until certificate expires • Skills and Drills Certificate *Midwives Only* • MAPA/PMVA/Blue Card *Mental Health HCA and RMN Workers Only • Dysphagia Awareness Assessment –3-year expiry or until certificate expires • Hypernatremia (HB Module - Not required for HCAS) – 3-year expiry or until certificate expires • Blood Transfusion Training/ Hemovigilance – via ELFH (Not required for HCAS) ○ Essential Transfusion Practice (equivalent to our previously known “safe transfusion practice” module) ○ Transfusion reactions ○ Blood components (equivalent to our previously known “Blood Components and Indications for Use” module) ○ Cell salvage ○ Consent for transfusion ○ Use of Anti-D Immunoglobulin in Pregnancy ○ Good manufacturing practice ○ An introduction to laboratory practice • Falls 3-year expiry or until certificate expires • Tissue Viability 3-year expiry or until certificate expires • Medical Gases – 3-year expiry or until the certificate expires
QUALIFICATIONS • NMC/HCPC Pin Check – Dated within 14 days • Statement of Entry • Degree/Diploma Certificate or Degree Declaration form if needed *Not applicable for HCA/SW workers* • Proof of Indemnity Insurance – a letter issued within the last year or a letter/card and bank statement showing payment within the last month *Ben Brown sign off if not obtained*
FITNESS TO WORK – HEALTHIER BUSINESS • Fitness to Work Certificate- Non EPP or EPP (Cardiac ITU/Scrub/Midwives/A&E)

REFERENCES/INTERVIEW/GDPR CONSENT/ CV

- Professional References from a Senior position (Verified) – Minimum of two required to cover 3 years of employment*If only one back without the second reference, then Ben Brown sign off will be required* If the temp has worked at an agency during the 3 years we will need further references from the agency and the placement they worked at
- Interview 3 page (HireVue not accepted must be 13-page interview)
- CV
- GDPR Consent Form – Wet signature required

- **Mandatory Training Modules**
- Health & Safety – Health, Safety and Welfare **Yearly**
- Fire Safety – Fire Safety **Yearly**
- COSHH (Control of Substances Hazardous to Health) – COSHH **Yearly**
- Infection Prevention & Control – Infection Prevention and Control **Yearly**
- Manual Handling – Moving and Handling Level 2 **Yearly**
- Safeguarding Adults – Safeguarding Adults **Yearly**
- Safeguarding Children – Safeguarding Children **Yearly**
- Confidentiality – Information Governance **Yearly**
- Mental Capacity Act & DoLS – Mental Capacity Act including DOLS **Yearly**
- Handling Information – Information Governance **Yearly**
- Duty of Care – Duty of Care in Health and Social Care
- Lone Working – Lone Worker **Yearly**
- Understand Your Role – Your Health Career **At Reg**
- Your Personal Development – Your Health Career **At Reg**
- Equality and Diversity – Equality, Diversity and Human Rights **Yearly**
- Work in a Person-Centred Way – Promoting Person Centred Care in Health and Social Care **At Reg**
- Communication – Communication **At Reg**
- Privacy and Dignity – Privacy and Dignity in Health and Social Care **At Reg**
- Fluids and Nutrition – Fluids and Nutrition Awareness **Yearly**
- Food Hygiene – Food Hygiene **Yearly**
- Awareness of Mental Health – Mental Health Awareness **3 yearly**
- Dementia Awareness – Dementia Awareness **3 yearly**
- Learning Disability and Autism Awareness – Learning Disabilities Awareness / Autism Awareness **3 yearly**
- Handling Medication & Avoiding Drug Errors - Level 2 **Yearly**
- First Aid – First Aid in the Work Place **Yearly**
- Tissue Viability
- Diabetes
- End of Life
- Record Keeping
- **Mandatory Training – Face-to-Face including Practical BLS, MH & FS**