

SCOTLAND CI LICENCE CHECKLIST FOR TRAINED/NON-TRAINED STAFF

Version 08/2024

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

NAME:	QUALIFICATION:
DATE:	TEAM:

• RESOURCE FORM/APPLICATION/PTW/PROOF OF NI/PVG/PHOTO/ID BADGE
• Resource Form from Clinical Team – received within the last 4 weeks. • Application Form – must be Scotland specific/ work history must go back to school/referee details. • Right to Work - stamped & TRUST ID Check included *BRP need additional RTW Check in company name* • Proof of National Insurance (no payslips) • New PVG Email showing PVG issued (no Certificates or T numbers) • Photograph of candidate • ID Badge - Full name & pin needed
• TRAINING
• Mandatory Training Certificate – Including practical modules – If external email verification required **HCAS need Internal training only & no sign offs** • Medication Management Module – 3-year expiry • Skills and Drills Certificate *Midwives Only* • Control & Restraint Certificate – With original 3–5-day certificate and refresher certificate as applicable *RMN’S Only* (Community Settings only need breakaway or a PMVA refresher only) (Inpatient Settings need PMVA certificate and refresher) • Tissue Viability – 3-year expiry
• QUALIFICATIONS *NOT APPLICABLE FOR HCA/SW WORKERS*
• NMC/HCPC Pin Check – Dated within 14 days of pack being sent in • Statement of Entry • Degree/Diploma Certificate or Degree Declaration form if needed • 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/PROOF OF ADDRESS/GDPR CONSENT
• Professional References from a Senior position (Verified) – Minimum of two required to cover 3 years of employment *Ben Brown sign off if not obtained* • Interview (HireVue) • POA 1 and POA 2 - Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter • GDPR Consent Form – Wet signature required