

CPP FRAMEWORK CHECKLIST

Version 01/24

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

NAME:	QUALIFICATION:
DATE:	TEAM:

RESOURCE FORM/APPLICATION/PTW/PROOF OF NI/DBS/PHOTO/ID BADGE/HPAN
• Resource Form from Clinical Team – within 4 weeks • Portal Application Form – 5-year address history/work history must go back to School/PAYE bank details/3 years reference details • Right to Work - stamped & TRUST ID Check included *BRP need additional RTW Check in company name* • 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 14 days of pack clearance • Overseas Police Check (if temp has lived outside the UK in the last 5 years if EU, and last 10 years if outside EU) • Photograph of candidate • ID Badge - Full name & pin needed
TRAINING
• Mandatory Training Certificate – Including practical modules – If external email verification required • Premium Training Modules – Once at registration only • 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)
QUALIFICATIONS - *NOT APPLICABLE FOR HCA/SW WORKERS*
• NMC/HCPC Pin Check – Dated within 14 days • Statement of Entry Degree/Diploma Certificate or Degree Declaration form if needed • HPAN check required
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 • Interview (HireVue) • POA 1 and POA 2 - Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter • GDPR Consent Form – Wet signature required