

HTE FRAMEWORK CHECKLIST FOR TRAINED/NON-TRAINED STAFF

Version 01/2024

***** FOR FURTHER GUIDANCE REFER TO THE COMPLIANCE BIBLE (WIKI)*****

NAME:	QUALIFICATION:
DATE:	TEAM:
INTERVIEWED BY:	RECRUITER:

RESOURCE FORM/APPLICATION/PTW/PROOF OF NI/DBS/PHOTO/ID BADGE
- Resource Form from Clinical Team – within 4 weeks - Portal Application Form –5-year address history/10 year work history/PAYE bank details/reference details - Right to Work - stamped & TRUST ID Check included *BRP need additional RTW Check in company name* - Trust ID check (Required) - Proof of National Insurance - 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 - Photograph of candidate - ID Badge - Full name & pin needed
TRAINING
- Mandatory Training Certificate – Including practical modules – If external email verification required - Blood Component Transfusion (Not applicable for RMNs) - Medication Management - Tissue Viability - 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
- NMC/HCPC Pin Check – Dated within 14 days *NOT APPLICABLE FOR HCA/SW WORKERS* - Statement of Entry *NOT APPLICABLE FOR HCA/SW WORKERS* - Degree/Diploma Certificate or Degree Declaration form if needed *FOR HCA/SW WORKERS WORKING AFTER APRIL 2015 – WE WILL REQUIRE A CARE CERTIFICATE OR NVQ LEVEL 2 IN HEALTH AND SOCIAL CARE*
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/CLIENT EMAIL
- Professional References from a Senior position (Verified) – Minimum of two required to cover 3 years of employment - Interview (HireVue) - Influenza Declaration Form - POA 1 and POA 2 - Bank statement, DVLA, Utility Bill, Council Tax, HMRC Letter - GDPR Consent Form – Wet signature required - Client Email including – Influenza, last & next appraisal, revalidation information