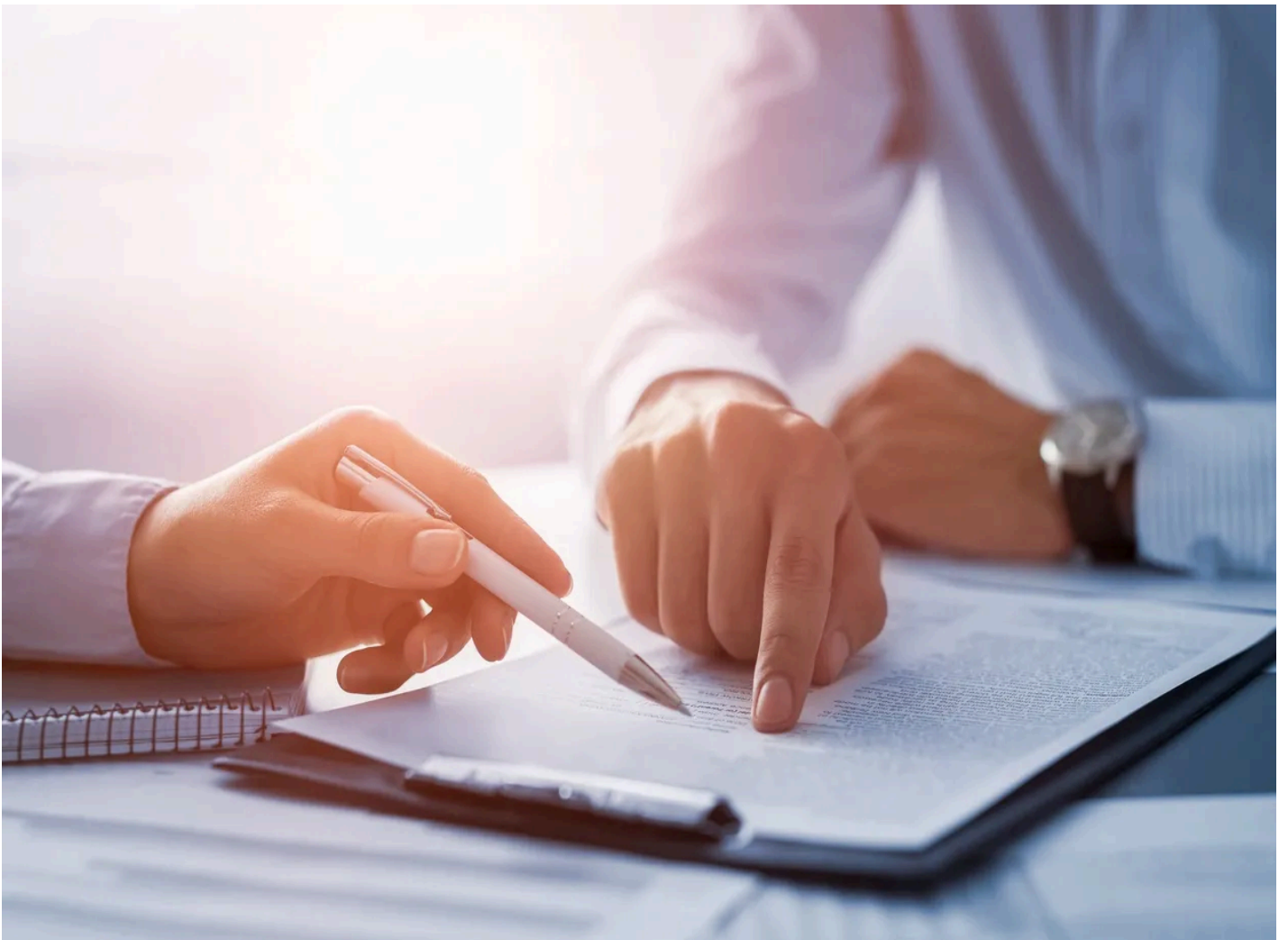




Compliance Overview Procedure



Compliance and Governance Overview

Purpose

Recruit Meds maintains a rigorous compliance, safeguarding, and governance process to ensure that only the most qualified Temporary and Permanent Workers are registered and assigned within our client portfolio. We operate a strict compliance policy which is in line with CQC standards.

As a leading provider of nursing staff, Recruit Meds has developed an efficient and thorough compliance system. Our dedicated resourcing and compliance consultants help candidates become fully compliant swiftly and effectively.

To guarantee all necessary safeguarding and employment checks are performed, recruitment files are reviewed and approved before candidates are assigned to our clients. These compliance processes are strictly followed to ensure that every candidate recruited by Recruit Meds is vetted and cleared to the highest standards.

Roles and Responsibilities

Our Clinical Resourcing and Compliance team is responsible for sourcing and ensuring the compliance of new candidates. The Resourcing team collaborates closely with Consultants, Managers, and Directors (both Clinical and Sales) to maintain a continuous pipeline of qualified and compliant candidates to meet the growing demands of our clients.

Once a candidate registers their interest, a structured process is followed to ensure they meet our Compliance, Safeguarding, and Governance requirements. Candidates are offered assignments only after all requirements are completed and verified.

The Clinical Compliance Team ensures candidate documents are up to date, with renewals received before the current documents expire. Failure to update these documents means the candidate cannot undertake an assignment until all renewals are verified.

Process Overview

The following steps are followed for each Candidate that registers for assignments with Recruit Meds:

- Compliance and Governance
- Identification Checks
- Right to Work Checks
- Professional Registration and Qualification Checks
- Employment History and Reference Checks

- Criminal Record Checks via the Disclosure and Barring Service
- Work Health Assessments
- Statutory and Mandatory Induction Training Programme

Screening

All candidates will have an initial screening conversation to ascertain whether they are suitable for temporary or permanent assignments with Recruit Meds and pass through to registration. Each candidate is sent a list of all registration documents to satisfy the above checks.

Compliance Checks

The following is a summary of all Compliance & Safeguarding checks conducted by Recruit Meds during the Candidates registration process. Each compliance check, based on the NHS Employment Check Standards is conducted in the order listed below.

- **Verification of Identity:** Ensuring the candidate's information is genuine and verified using a government-approved Identity Verification Service.
- **Entitlement to Work in the UK:** Thorough right-to-work checks to comply with the Immigration, Asylum, and Nationality Act 2006.
- **Professional Registration and Qualification Checks:** Ensuring candidates have the necessary skills, qualifications, and professional registration for their roles.
- **Employment History and Reference Checking:** Verifying employment history and references to confirm a candidate's background and suitability.
- **Disclosure and Barring Service (DBS) Checks:** Enhanced DBS checks are conducted and required annually, following the DBS Code of Practice and NHS Employers Check Standards.
- **Mandatory Training:** Ensuring candidates are fully trained and compliant with the Skills for Health UK Core Skills Training Framework (CSTF).

File Sign-Off: (Approved for work)

- Once all checks are satisfactorily completed, candidate files are approved, and they are cleared for work assignments.

By following these comprehensive processes, Recruit Meds ensures that all candidates are thoroughly vetted and meet the highest standards, providing reliable and skilled staff for our clients.