



**QUALITY SELF-ASSESSMENT  
PROGRAMME**

**1 BUSINESS MANAGEMENT**

**1.2 STAFF RECRUITMENT & VETTING**

**NURSES AGENCIES**

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**OUTCOMES TO BE ACHIEVED:**

*Job Positions are filled by the most suitably qualified and experienced applicants, with due regard to Equal Opportunities & Fair Employment legislation.*

*Elements addressed:*

- Job & Employee Specifications
- Job Advertising
- Screening, Selection & Recruitment Procedures
- Safeguarding Procedures
- Contract / Agreement between Agency and Nurse
- Job Descriptions

#	Performance Indicator / Standard	SCORE	Evidence
1	For each Job Position on the Organisation Chart there is a documented Job Specification containing an Employee Specification, a Job Description and a Training Plan.		
2	The Employee Specification clearly identifies personal requirements in terms of job experience and educational and / or professional qualifications, as relevant to the Job.		
3	The Training Plan for a Job Position relates directly to the duties listed in the Job Description.		
4	The Training Plan for the Job includes training in an awareness of all Policies and Procedures relevant to that Job, and staff confirm this through appropriate signatures.		
5	There is a procedure covering advertising, interviewing, recruitment & selection of staff, and there are documented recruitment plans for each vacant job position advertised.		
6	This describes the process to be followed when a vacancy occurs. Specifically, how and where the position is advertised, and the style used.		
7	When a vacancy occurs, this triggers an automatic review of qualification requirements and the appropriate Job Description to ensure that they are still valid, or if changes are needed.		
8	The Agency uses a specific Application Form for all vacancies, which is included within the Forms & Charts as a controlled document.		
9	Records are kept of all persons conducting interviews of job candidates.		
10	Records are kept of all candidates interviewed in accordance with Equal Opportunities and Fair Employment legislation.		
11	Both successful and unsuccessful Job applicants are screened and monitored in accordance with the Equal Opportunities Policy.		
12	Records of <i>unsuccessful</i> candidates are kept for a minimum period of 6 months.		
13	A minimum of 2 references are sought prior to making a job appointment, including one from a previous employer. THIS APPLIES TO ALL STAFF.		
14	An applicant's educational and professional qualifications are verified prior to making a job appointment. Copies of qualification Certificates or other evidence are kept on file.		
15	Checks are made on unexplained apparent gaps in an applicant's employment history. Additionally, the applicant's identity is verified against formal documentation.		
16	Checks are made against the POVA, POCA and Sex Offenders Registers.		
17	Checks are made on the registration status of the applicant with the NMC Register through the NMC's Employer Confirmation Service.		

