

Cardiff & Vale University Health Board

New Internal Appointments (all staff) – from 1 April 2020

Guidelines for Appointing Managers – Employment Checks

| Pre-Employment Checks | Previous Process | New Internal Process |
|--|--|---|
| References | <ul style="list-style-type: none"> Recruitment request one written reference from current line manager. | <ul style="list-style-type: none"> Appointing Manager requires verbal reference from current line manager. Complete pro-forma & place on personal file (paper or electronic). |
| Right to Work | <ul style="list-style-type: none"> Not required if already on recruitment system. Full check required to be undertaken if no record exists. | <ul style="list-style-type: none"> Not required if already on recruitment system. Full check required to be undertaken if no record exists. |
| Qualifications | <ul style="list-style-type: none"> Not required if correct qualifications are available on recruitment system Full check to be undertaken if no record exists. | <ul style="list-style-type: none"> Appointing Manager checks relevant qualifications & places copies on the employee's personal file (paper or electronic). |
| DBS (if required) | <ul style="list-style-type: none"> No new DBS required unless a) DBS not on file; b) different level required for job. | <ul style="list-style-type: none"> No new DBS required unless a) DBS not on file; b) different level required for job. |
| Professional Registration (if required) | <ul style="list-style-type: none"> Recruitment will undertake an online check where applicable to the post. | <ul style="list-style-type: none"> Appointing Manager will obtain proof that the employee has the relevant professional registration & will place evidence on the employee's personal file (paper or electronic). <p>Professional registration details can be obtained by searching the appropriate register online, for example:</p> <p>Nurses/Midwives NMC – www.nmc.org.uk/registration</p> <p>Biomedical Scientist/Therapist/ODP/Psychologist HCPC – www.hcpc-uk/check-the-register</p> |

| | | |
|----------------------------|--|---|
| | | <p>Counsellors BACP – www.bacp.co.uk/search/register</p> |
| Occupational Health | <ul style="list-style-type: none"> • Self declaration or Full Questionnaire | <p>The majority of employees will be able to complete a self declaration, with the exception of staff moving to roles where they are either Food Handlers or Exposure Prone Procedures (EPP)</p> <p>Please refer to the Pre-employment Health Questionnaire guidance</p> <p>For Food Handler or EPP roles a full Occupational Health clearance form will need to be completed and sent to Occupational Health.</p> <p>For example, Recruitment will send the following:</p> <ul style="list-style-type: none"> • Band 5 Nurse (ward) to band 6 Nurse (ward) = self-declaration. • Band 6 Nurse (ward) to Band 6 Theatre Nurse = full questionnaire to be sent • Band 6 Midwife to Band 7 Midwife = full questionnaire • Housekeeper to Catering Assistant = full questionnaire • Service Manager to Directorate Manager = self-declaration |