

New Starter Policy.



Policy Outline

A. Purpose

1. To ensure compliance with new staff members who join Revive Medical Solutions Ltd.

B. Scope

1. All employees.

Policy

All staff members who join Revive Medical Solutions in any capacity must undergo a standard set of checks.

Staff members must have completed/ shown evidence of:

- A right to work checklist.
 - o Including identification.
 - o Proof of address.
 - o National Insurance proof.
- 2 references, where one should be an employment reference.
- A 3 year checkable work history.
- A 3 year checkable address history.

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- A standard disclosure and barring certificate within 12 months, or on the update service with the original certificate to hand.
- A signed agreement of work.
- A new staff member checklist.

Clinical and patient facing roles must also:

- Provide proof of qualification.
- Provide proof of registration to registrant body where appropriate.
- Undertake an enhanced disclosure and barring certificate within the last 12 months, or on the update service with the original certificate to hand.
- Provide evidence of any fitness to practise concerns.
- Provide up to date continuing professional development if appropriate.
- Where appropriate attend an induction where a clinical assessment is carried out according to the prospective staff members scope of practise.

Roles requiring staff to drive must also:

- Provide evidence of a full driving licence.
- Provide a driving licence check code for Revive Medical Solutions Ltd to undertake a check.
- Provide evidence of any driving qualifications that relate to driving under emergency conditions.

Contracts:

- Agreements to work should be signed by both an authorised manager, and the prospective staff member.

Identification:

- Identification from staff will require:
 - 1 Piece of ID as outlined in section A of the right to work checklist found here.
 - 1 Piece of ID as outlined in.

References:

- 1 Reference minimum to be gained from the most recent employment.
- 1 Reference maximum to be gained as a character reference.
 - References can be obtained: <https://www.revivemedical.uk/reference>
 - References should be obtained once the prospective staff member has given permission for us to obtain them.

*Staff who can only provide 2 character references will be assessed on an individual basis.

Proof of address:

- Should be a document dated within the last 3 months that contains:
 - The staff members address.
 - The staff members name.
 - Is an “official letter” from:
 - Utility company.
 - Credit card statement.
 - Universal credit statement.

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- Council tax statement.

*Other documents may be accepted, this will be discussed on an individual basis.

Enhanced DBS:

- Staff will require an enhanced DBS if working in a patient facing role, this DBS should be dated within the last 12 months or
 - o On the DBS update service.
 - The original DBS certificate must be viewed when checking the update service.
 - We must have permission of the staff member to check the DBS.
- Staff who do not have an enhanced DBS can opt to have one undertaken by an aggregate company used by Revive Medical Solutions at the cost of the employee.
 - o The cost is what the aggregate company charges, we do not take any fees for arranging this.

Driving license checks:

- Driving licenses must be checked if the staff member is expected to drive any company vehicles.
 - o A driver check code must be obtained from the staff member using the following website: <https://www.gov.uk/view-driving-licence>
 - o Written permission must be obtained by the staff member.
 - o To apply with insurance rules there should be no more than 6 penalty points on a staff members license for them to drive company vehicles.
 - o Staff members who have over 6, may be risk assessed by both:
 - Revive Medical Solutions Ltd
 - The current motor vehicle insurance underwriter.

Qualifications:

- Staff members undertaking clinical roles will need to show proof of qualifications, which must:
 - o Be mapped to the PHEM framework for pre-hospital medicine.

- Be in date.
- Be accompanied by relevant CPD/ refresher courses where appropriate.
- Where staff members supply certificates, and if the awarding body has the facilities the certificates should be checked for authenticity.
- Qualifications not mapped to the PHEM framework such as the “community first responder” role, will have been risk assessed before employment.

Enhanced DBS

Revive Medical Solutions Ltd requires all patient facing staff to undertake or have access to an Enhanced DBS check.

The government guide for who can ask for an Enhanced DBS check includes:

- 1. Individuals who provide health care to adults, either as a health care professional or under the direction or supervision of a health care professional. This includes providing psychotherapy and counselling and also covers first aiders where they provide this through an organisation set up specifically for the purposes of providing first aid, e.g. St John's Ambulance and community first responders.**

Driving License

Revive Medical Solutions Ltd may require some staff to drive company vehicles. These vehicles often include Ambulances, Vehicles to transport staff, and rapid response vehicles. Insurers often require drivers to have no more than 6 penalty points on their licence, before they will no longer allow the staff member to drive the vehicles. However, under some exceptional circumstances reasonable adjustments can be made.

If a staff member has more than 6 points on their license at time of application they should:

- Inform management at the application stage.

Management will then make a decision on a case-by-case basis, where when deemed appropriate a risk assessment may be carried out and presented to the current insurer

underwriters for review.

Failure to obtain adequate insurance will not automatically mean the prospective staff member will not be hired, however it may be that they are hired, with the condition that they cannot drive a company vehicle.

Fitness to Practice Concerns

For staff members who are registered with a registrant body such as, but not limited to: the HCPC, GMC, NMC, who have any fitness to practice concerns/ investigations should:

- Notify management at application stage.
- Provide as many details as they feel comfortable in doing.

The manager involved in the recruitment will then suggest to the clinical lead/ director a course of action to undertake. This will be done on a case-by-case basis.

Successful candidates may be required to review:

- A risk assessment created to ensure patient safety depending on the concern.
- Restrictions of practice as recommended by their registrant body.

Fitness to practice concerns do not automatically mean the prospective staff member will not be employed.

Reasonably Adjustments

Revive Medical Solutions Ltd is committed to being a fair employer, and where appropriate reasonable adjustments may be put in place to facilitate a prospective staff member in undertaking a role within the company.

All adjustments will be made on a case-by-case basis, and will:

- Be provided based on the need of the prospective staff member.

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- Be considered reasonable in the request/ change.
- Be carefully decided using relevant law, such as the Equality Act.
- Be considered with the prospective staff member playing an integral part and being kept up to date.

Review

Last Reviewed	Next Review Due	Who Reviewed
11/02/2023	11/02/2024	S