

# Peninsula Medical Practice

## Recruitment policy

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Practice Policy Document No. 8

V2.0

Adapted from BMA specimen policy of May 2012

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## Purpose

The purpose of the policy is to set out the recruitment process for the practice.

This policy applies to all staff involved in recruitment.

## Importance of an effective recruitment process

To provide the best possible care and treatment to patients the best persons need to be recruited for all positions. At the same time a fair and transparent recruitment process is needed to ensure that all candidates have an equal opportunity to apply for vacancies. To achieve these two goals there needs to be an effective recruitment process.

## Responsible individual(s)

The responsible individual(s) for the recruitment of new staff is the Practice Manager

## Obligations for all staff involved in recruitment

1) The partners and the practice manager of the practice will ensure that the recruitment process offers equal opportunities to all persons, will be free from discrimination and comply with the principles of the following legislation:

- Equality Act 2010
- Employment Rights Act 1996;
- Human Rights Act 1998;
- General Medical Services Contracts Regulations 2004
- Personal Medical Services Agreements Regulations 2004

2) Approval for the advertisement of any position must be approved by the partners according to their partnership agreement.

3) The process in this policy must be followed by all staff.

## Recruitment process

1) Approval for advertisement of a position - the advertisement of a position must be approved by the responsible individual(s). The responsible individual(s) must seek agreement according to the partnership agreement/company arrangements.

2) Job description and person specification - the existing job description and person specification should be reviewed and amendments made to ensure that it accurately reflects the position that is being recruited. When there is no job description then it should be written to accurately reflect the position.

3) Advertising the position - an advertisement for the position shall be put in relevant publications as appropriate to the nature of the job being filled (locally for ancillary, administration, clerical, nursing and phlebotomy posts, locally and nationally for medical practitioners)

4) Candidate applications - A CV and covering letter would be expected but appropriate alternatives will be accepted from candidates if this allows participation in the process that would not otherwise occur.

Receipt of applications should be made by an appropriate member of staff and filed.

The applications should cover employment history and reasons for their last position ending (if not provided then this will be discussed during the interview); care must be taken that there are no unexplained gaps in employment record.

5) Short-listing of candidates - Applications from candidates should be scored against the elements of the person specification. The candidates with the highest scores should be invited for an interview.

The short-listing and interview panel should consist of existing partners with or without the practice manager. Short-listed candidates for a partnership will be allowed to access, in confidence, to the practice accounts and be given a draft contract or the existing partnership agreement on request.

6) Pre-interviews - Before interviews for partnerships short-listed applicants will be offered the opportunity to spend a day in their practice, to attend surgery and meet members of the practice team. It must be made clear to applicants whether the visit constitutes part of the selection process.

The structure and content of interviews (including a question agenda) will be planned in advance. All interviewers will be reminded of relevant legislation before the interview. The information relevant to the position and the candidate will be supplied to the panel before the interview and a list of the applicants attending will be held at reception.

7) Interviews - During the interview notes will be made about each candidate by the panel in relation to the person specification. A question will be asked about the reasons for their last position ending/why they wish to change roles.

Once all interviews are complete the panel will discuss the notes taken about the candidates and make a decision.

All records, including personal notes made by individual panel members, will be retained for at least one year in case they are required if a complaint is made about the selection process.

8) Offering the advertised position and rejection of other candidates - The chosen candidate should be verbally offered the post as soon as possible but it will be made clear that the offer is subject to references and the relevant checks. If the offer is accepted then a provisional start date will be agreed with the candidate.

Rejection letters can be sent to all interviewed candidates. The letters will extend the opportunity to unsuccessful candidates to contact a designated person for feedback.

9) Checks and references for the successful candidate - The following will be required for all staff:

- evidence of legal entitlement to work in the UK;
- proof of a DBS (formerly CRB) check, when appropriate;
- proof of identity;

- two references from previous recent employment (see more specific requirements for health care professionals below);
- certificates of relevant qualifications and training;
- any relevant information about physical or mental conditions that relate to their ability to perform regulated activities.

In addition the following will be required for healthcare professionals:

- a check that they are registered and in good standing with their professional regulator (GMC/Nursing Midwifery Council)
- a check that they are not subject to any form of suspension;
- two clinical references relating to two recent posts as a healthcare professional which lasted for three months without a significant break (or where this is not possible, a full explanation and alternative referees);
- a check that they are not on an Independent Safeguarding Authority barred list.

The responsible individual will check that any GP is on a Performers List and whether they are on the List subject to conditions.

Once the above has been completed/received, any relevant documentation should be stored on file.

10) Contract of employment - Once the checks and references have been completed the relevant standard contract of employment (e.g. for salaried GPs, the BMA's model contract). Two copies of the contract should be sent to the candidate; one to be kept for their records and one to be returned to the practice for the practice records.

A job description should be given to the new staff member.

A job plan should be agreed with a new salaried GP.

11) Induction - all new members of staff should be given a copy of the practice quick reference handbook and a schedule of ensuring that all mandatory training is achieved within 6 months agreed.

## **DBS Checks (initial recruitment)**

All staff will be subject to an initial DBS check.

These will ordinarily be a basic for persons not ordinarily having unrestricted patient contact; and enhanced checks for all other staff, including all clinical staff and any staff member undertaking chaperoning duties.

Previous criminal convictions are not a bar to employment by Peninsula Medical Practice. Any convictions or matters discovered during a DBS check will be considered on their merits. For guidance the partners will consider on a case by case basis employment where records show minor convictions excepting matters of dishonesty/breach of trust, offences against the person, or sexual offences. Offences when the person was a minor will usually be discounted.

## Long Serving Staff Members

Initial recruitment checks cannot be guarantees of good future conduct. Therefore all staff members will be asked to sign documentary confirmation annually that there has been no significant change in their personal circumstance, especially in respect to criminal convictions or professional conduct / competence.

For assurance purposes long serving staff members will be expected to undergo repeat DBS checks at 5 yearly intervals.

## Review

This policy will be reviewed within three (3) years of its implementation, or sooner if any significant changes in best practice are advised by the Department of Health.

## Declaration

This policy will be binding upon all employees of the Peninsula Medical Practice from the 1st October 2012.

We, the partners, have reviewed and accepted this policy.

Dr Diane Ruell  
Dr Michael Bunter  
Dr Nick Gent

1<sup>st</sup> October 2012

Reviewed and amended

1<sup>st</sup> March 2014

Reviewed and amended

1<sup>st</sup> March 2019 / 21st June 2019

NG

