

Recruitment of Staff Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
5	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

There are numerous legal and “best-practice” considerations to take into account when recruiting workers to Clinical24 Staffing Limited. This essential key policy provides valuable advice and guidance, with the aim of achieving the best possible results.

Statement

Clinical24 Staffing Limited is committed to a policy of treating all job applicants fairly and recruiting the best person available for each vacancy. No worker or potential worker shall receive less favourable treatment or consideration during recruitment and selection on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

Existing workers will be invited to apply for promotion opportunities wherever possible.

Procedure and Guidance

Recruitment

Clinical24 Staffing Limited has robust and professional recruitment procedures which provide the best opportunities for the recruitment of the required number of suitably qualified, competent, skilled and experienced persons to provide care services for its clients. The number of workers required, and their skills and competencies are determined in relation to the number of clients served by Clinical24 Staffing Limited, and their care needs, and are kept under review as circumstances, and the needs of clients change.

Principles

The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be screened against the job requirements as laid out in job descriptions relevant to each position.
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
- Information on age, gender, sexual orientation, ethnicity, religion or belief and disability may be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
- Selection tests, where used and available, will be specifically related to job requirements and will measure the person's actual or inherent ability to do or train for work.
- Selection tests, where used and available, will be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
- All Interviewers taking part in recruitment and selection will be Registered Nurses, and they will conduct all interviews face to face / or live and visual through Microsoft Teams or Zoom.
- All candidates will be asked to send a copy of their Photographic ID to the Nurse Interviewer prior to interview, At the interview stage the Photograph Identification will be checked and verified by the same interviewing nurse.
- Interviews will assess candidates against job-related criteria only. The Nurse Interviewer will choose 7 questions from the interview form at random from a pool of interview questions and refer to the sample answers provided to ensure the candidate is competent for the role. Sample questions will be marked out of 10 and the Nurse would be expected to address each question adequately to achieve a pass mark of 7, in order to be deemed successful at interview. This will be documented on the interview form by the Nurse Interviewer.
- Where a Nurse's employment history does not indicate a competency in an area where they have declared themselves competent. The interviewing nurse must discuss at interview and document the evidence on the interview form.
- The Nurse Interviewer will ensure full employment history upon leaving school as per RQIA requirement. Dates DD/MM/YYYY for leaving and starting, and reason for leaving recorded on all cases. Any gaps in history discussed and reason documented on interview form.

- All information held about a candidate will be used only for the purpose for which the information has been collected.
- Reasonable adjustments will be made to reduce any disadvantage faced by disabled candidates in making an application in response to an advertisement.
- The recruitment and selection process for disabled candidates will take into account such adjustments to working arrangements or physical features of the workplace/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- Decisions to interview, shortlist or offer of work will take no account of an applicant's trade union membership or non-membership.
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment, and all other personal information and sensitive data collected during the recruitment process will be kept for 6 months in compliance with the Data Protection Act 2018 and in order to remain in compliance with obligations placed upon Clinical24 Staffing Limited by statutory regulators. Records will then be disposed of confidentially.

Process

The recruitment process will be followed in accordance with the following steps:

- Authority to recruit must be granted by Clinical24 Staffing Limited before advertising a vacancy or seeking to attract candidates.
- A job description should be produced with full details of the position, tasks, and responsibilities of the jobholder. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the job description.
- The recruitment process may involve contact with local advertising, or through "word of mouth" recommendations from existing workers or known contacts.
- Job advertisements will be based on the job and job descriptions and/or competency profile. A variety of advertising media may be used. Positions may be simultaneously advertised internally and externally.
- All candidates, irrespective of the origin of their application will be required to complete Clinical24 Staffing Limited's recruitment Application Form prior to shortlisting or interview. The application form should be completed in full. Including full employment history (dd/mm/yyyy), gaps in employment and reason for leaving explained.
- Prior to any interview candidates will be provided with information about Clinical24 Staffing Limited, role and responsibilities.



- Shortlisted candidates will be informed of the interview/selection process and advised of any documents they are required to bring to interview, including Photographic Identification.
- All offers are subject to at least two relevant and satisfactory references, AccessNI checks at an enhanced level, Occupational Health Clearance, a check on relevant qualifications and eligibility to work in the UK. References will come from current and/or previous employers. If the references, OH clearance, or enquiries relating to eligibility to work in the UK are not satisfactory, the offer may be withdrawn.
- Induction of new workers will start as soon as a candidate accepts a position, and they will receive a copy of the Staff Handbook.

Supervision, Appraisal and Training

Clinical24 Staffing Limited aims to manage its workers in order that:

- a) The recruitment and retention of workers it at an optimum level.
- b) Workers understand the purpose of supervision is to encourage best practice.
- c) Workers have the opportunity and are encouraged at all times to discuss placement issues or concerns with supervisors/management.
- d) Workers feel valued as important members of the “team” and feel able to contribute to and join in the success of Clinical24 Staffing Limited.

Workers will receive annual supervision in order to identify any aspects of their work which require additional training. Regular meetings with workers are held in order to discuss training and development issues, and Clinical24 Staffing Limited’s appraisal procedure adds greater formality to the process of identifying training needs and formulating solutions.

Dealing with emergency situations

Clinical24 Staffing Limited has prepared a Business Continuity and Disaster Recovery Policy which incorporates detailed planning in the case of emergencies. Staff shortages can occur for a variety of reasons, but the most common include epidemics and severe weather disruptions. The planning process identifies strategies Clinical24 Staffing Limited can adopt in its efforts to ameliorate the difficulties envisaged.

Review and Updates

This policy will be reviewed annually or when deemed necessary to ensure its continued effectiveness and compliance with changing practices, regulations, and statutory requirements.

Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	



Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025