

Supply and Placement of Nurses Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

This policy outlines the procedures and guidelines for the supply and placement of nurses to ensure that our agency meets the specific needs of our clients.

Statement

Clinical24 Staffing Limited is committed to providing the highest standard of nursing care to healthcare organisations in Northern Ireland.

Procedure and Guidance

Nurse Recruitment and Selection

- Clinical24 Staffing Limited will follow fair and non-discriminatory recruitment and selection procedures when selecting nurses to join our agency.
- We will ensure that all nurses possess the necessary qualifications, valid registration with the Nursing and Midwifery Council (NMC), and appropriate experience for the positions they are placed in.
- A comprehensive background check will be conducted for each nurse prior to their placement, including verification of employment history, professional references, AccessNI and any other relevant checks as required by local regulations.

Nurse Placement Process

- Clinical24 Staffing Limited will work closely with healthcare organisations to understand their staffing requirements. This information will include the number of nurses needed, the required skill sets, shift patterns, and duration of placements.
- Whenever possible, we will aim to provide healthcare organisations with nurses who have previously worked in similar settings and have experience in the specific departments or units.
- Nurses will be placed based on their availability and the preferences provided by both the healthcare organisation and the nurse.



- We will endeavour to provide nurses in a timely manner based on the agreed-upon start date, ensuring that there is adequate time for orientation and familiarization with the healthcare organisation's policies and procedures.

Nurse / Client Relationships

- Clinical24 Staffing Limited is committed to establishing and maintaining positive relationships with our clients, including healthcare organisations, nursing staff, and other stakeholders involved.
- We will regularly communicate with healthcare organisations to ensure that the nurses placed are meeting their requirements and addressing any concerns promptly and effectively.
- We will encourage open and transparent communication between nurses and healthcare organisations to enhance mutual understanding and to provide opportunities for constructive feedback.
- We will conduct periodic performance evaluations of our nurses to ensure their continued competence and suitability for placements.

Compliance and Quality Assurance

- Clinical24 Staffing Limited will adhere to all applicable laws and regulations governing the supply and placement of nurses, including safeguarding vulnerable individuals and data protection.
- We will maintain accurate and up-to-date records of nurses, including proof of qualifications, certifications, and any mandatory training required for their specific roles.
- Regular audits and quality checks will be conducted to ensure compliance with regulatory requirements, industry guidelines, and our internal policies and procedures.
- Feedback from healthcare organisations and nurses will be obtained, analysed, and used to improve the quality of our services.

Policy Review

This policy will be annually reviewed to ensure its continued relevance and effectiveness in meeting the needs of our clients. Any updates or revisions will be communicated to all relevant stakeholders.

Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	



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

Next Review Date: April 2025