

## O4S Pre-Employment Checks SOP

Action	Responsibility of	Standard	Dependent Upon
Send conditional offer letters to successful candidates within agreed timescales.	PB	<a href="#">Code of Practice.</a> CEL 10 (2014)	Offer of a training programme from NES Deanery and allocation to a programme and Employing Board.
<p>Ensure that all required pre-employment checks are carried out via Turas People including references, immigration status/right to work checks;<sup>1</sup> criminal records background checks; occupational health checks*; independent safeguarding authority &amp; protection of vulnerable group checks;<sup>2</sup> identity checks; qualifications;</p> <p>Ensure all DDiTs are eligible to commence in post on the given start date. If pre-employment checks aren't complete to allow DDiTs to start in post, ensure a risk assessment is put in place.</p> <p>Notify NES Deanery of any non-cleared DDiTs and detail the reason for delayed clearance.</p> <p>Ensure to upload any additional recruitment information onto Turas People</p>	<p>PB, Occupational Health in PB NES(1,2)</p> <p>*with an exception of OH Medicine trainees-NES OH to carry out those checks on behalf of the PB),</p> <p>PB</p> <p>PB</p> <p>PB</p>	<p>In line with PIN Guideline: Safer Pre and Post Employment Policy requirements.</p> <p>Medical recruitment handbook for recruiting offices</p> <p>UKVI guidelines</p> <p>Recommended 3 references but a minimum of 2 references is acceptable with one being from the current or most recent employer or educational institute. Declaration form completion. FY1s- Only 1 reference required.</p>	<p>Dependent upon the Trainee returning documentation, noting that the Placement Board has a full escalation process in place in the team for those that do not. Third party completion within time scale.</p> <p>Also subject to Disclosure Scotland and UKBA undertaking their obligations in a timely manner.</p> <p>Trainee completing and returning FTP Declaration form. Placement board having arrangement in place re checking of ID/Passport.</p>

<sup>1</sup> NES provides Skilled Worker sponsorship

<sup>2</sup> NES provides PVG checking service

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		Sight check and verification of ID prior to or at commencement of first placement.	
Ensure that the relevant information is completed on the NES Sponsorship system (formally named Tier 2) to allow for a certificate of sponsorship to be issued. Notify NES as the Skilled Worker Sponsor of any employment matters which may affect the DDiT's eligibility for a Visa e.g., unable to start post for any reason, have changed post title, change of hours etc.	PB	UKVI	Trainee notifying the Placement Board in timely manner.
Complete Staff Engagement Form information to payroll to enable the doctor in training to be added to monthly payroll. Also notify if salary protection should be applied.	PB	Turas People Data set and in line with the Terms & Conditions of service Staff Engagement Form via Turas.	Systems payroll interface.
Confirm via previous payslip/ transfer certificate/ with previous details of previous employment in order to establish the correct salary, taking into consideration protection issues.	EB Payroll	As per Terms and Conditions Circulars	Dependent upon the Trainee uploading information into Turas
Advise DDITs of their placement by issuing a "Placement Detail Letter" via Turas People including banding supplement where applicable (hospital placements only).	PB	Prior to commencement of employment, and in line with the Code of Practice.	Dependent upon the Staff Engagement form being processed on Turas People.
Issue contract of employment to DDITs	PB	Prior to commencement of employment, and in line with the Code of Practice.	Dependent upon the Staff Engagement form being processed on Turas People.

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In circumstances when DDITs fail to start, notify Employing Board payroll in order for payment to be stopped.	PB	Staff Engagement Form via Turas.	Dependent on Turas People to send Staff Engagement Form information to Payroll in a timely manner.
Ensure DDIT identification has been verified on the first day of placement.	PB	In line with PIN Guideline: Safer Pre and Post Employment Policy requirements.	

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Rationale</b>
1.0	14 December 2021	Alice Campbell	Published