

 <b>Kingston GP Chambers</b> Kingston Training Hub    Clinical Services Practice Support Services    Kingston Education Centre	<b>Recruitment and Selection Procedures</b>		<b>Reviewed</b>	<b>September 2023</b>
			<b>Revised</b>	<b>Yes</b>
	<b>Adopted</b>	<b>October 2020</b>	<b>Next review</b>	<b>September 2024</b>

## Recruitment and Selection Procedures

The recruitment and selection of staff plays a fundamental role in Kingston GP Chambers' (KGPC) overall Human Resources Strategy and the fulfilment of business objectives. In keeping with this, KGPC is committed to ensuring the highest professional standards in its recruitment and selection practices, reflecting best practice in the field and a concern for the customer care of all potential applicants and candidates. In all its recruitment and selection, KGPC complies with the requirements of UK and EU legislation that applies to employment.

KGPC recognises that their staff and self-employed staff are fundamental to its success. We therefore need to be able to attract and retain staff of the highest calibre.

This policy applies to all employees and self-employed staff involved in recruitment and applies to the recruitment for new posts and replacement staff, applies for permanent, fixed term or temporary contracts and applies to both full and part time posts as well as self-employed posts across KGPC and Sunray surgery.

**Aim** - To set out the minimum requirements of a recruitment process that will:

- Attract and select the best possible applicants to vacancies
- Be compliant with the Equality Act 2010
- Treat all applicants fairly and clearly.
- Have open competition in its approach to recruitment.
- Recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job.
- Encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.
- Ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- Provide appropriate training, development and support to those involved in recruitment and selection activities when required, in order to meet this core principle. Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and procedure.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of the service. All candidates we be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- Promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- Ensure that its recruitment and selection process is cost effective.
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

All documentation relating to applicants will be treated confidentially in accordance with GDPR 2018 legislation. Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

## **Preparation Stage**

- The recruitment and selection process should not commence until a full evaluation of the need for the role against the area's strategic plans and budget has been completed. When KGPC tender for work projects, the costs of hiring a staff member are carefully considered so when the work is awarded it can be delivered efficiently and within budget.
- The decision to recruit to a new post within KGPC must be discussed with the General Manager providing them with all the necessary information to make an informed decision before commencing the recruitment process. Positions where an existing member of staff is leaving and a replacement is needed can also be approved by COO.
- The recruitment advert request form will need to be completed in its entirety and submitted to the KGPC recruitment team ahead of the role being publicised.
- Recruitment should form an integral part of the staffing strategy for the area and should take account of the need for any 'positive action' initiatives in process. 'Positive Action' is lawful under the Equality Act 2010 and refers to the steps that an employer can take to encourage applicants from people who share a protected characteristic (e.g. a certain gender or race) who under-represented in a particular area of the workforce, for example:
  - placing advertisements in the minority ethnic press, the women's press and any other publication which is targeted at groups which are under-represented;
  - including statements in advertisements that encourage individuals from under-represented groups to apply for the advertised position.

## **Job Description & Person Specification**

- A job description will be produced or updated for any vacant post that is to be filled.
- The job description should accurately reflect the elements of the post.
- The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not directly or indirectly discriminate against certain groups of applicants.

## **Identification of recruiting panel**

- A minimum of two people will be on every recruiting panel. The same two people will be involved in every step of the process, where possible. Recruitment for a clinical post will involve the most appropriate Clinical Lead from the KGPC team.
- We will ensure that all members of staff involved in the recruitment process understand the requirements of the Equality Act and with the wider principles for safe recruitment.

## **Advertising**

- As a minimum, all positions will normally be advertised internally for a minimum of seven calendar days. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff.
- Prior to applying for a role, applicants should be provided with sufficient information to make an informed decision regarding their suitability for the role.
- Staff who have been in an acting-up position that subsequently becomes vacant will have to apply for the position when it is advertised, but in such cases the position can be advertised, in exceptional circumstances on an internal only basis.
- The Service has a legal obligation to comply fully with the provisions of the Rehabilitation of Offenders Act.
- All adverts are placed by the KGPC Recruitment and Retention Manager, except where alternative arrangements have been formally agreed in advance with a COO.
- All advertising must be cost-effective using the appropriate forums to generate candidates for the role. Any specific press advertising is signed off by COO (Operations).

## **Job application pack / recruitment materials**

- Any person enquiring about the post will be supplied with a job description and an overview

of the recruitment process. All roles are advertised stating that the successful candidate will need to successfully complete all required pre-employment checks

Applicants will be advised of the required format for applications as part of the job pack – this will be either a CV or a standard application form, which will be provided.

### **Short-listing**

- All candidates will be short listed against the job specific criteria for the post.
- Applications will be welcomed from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- All applicants will be notified of the outcome of the short-listing stage, regardless of whether they are successful in reaching the interview stage or not.

### **Interview stage**

For self-employed GP roles within the Enhanced Access Service, Kingston Education Centre and/or the Minor Illness Service interviews will be conducted by the appropriate KGPC Clinical Lead (see process documented in Appendix A).

For all other staff, interviews will be face to face, usually conducted by the manager of the service that the role is being recruited to, and another member of staff of appropriate seniority. One of the panel will be the elected chair for the interviews. Both will be involved in the overall decision making.

- At the interview, candidates will be questioned using the same set of criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification and specific areas of work.
- Candidates will be given a score for their answers
- The interviewers will then select the most suitable person for this position based on these scores and their knowledge and understanding of the role, as well as the needs of the business.
- Each candidate will receive communication from the Recruitment and Retention Manager stating whether they have been successful or not.
- Feedback on individual performance at interview will be provided to unsuccessful candidates by the chair of the interview panel.
- Interview notes compiled by the panel should be returned to the KGPC recruitment team, who will retain copies of the paperwork;
  - for a period of six months for unsuccessful candidates
  - for the period of employment for successful candidates

Interviews can be supplemented by other selection tools if this is considered appropriate, including:

- A presentation on a prepared topic
- IT skills tests
- In-tray tasks
- Psychometric or practical testing

## **Offers of Employment**

All offers of employment are subject to satisfactory pre-employment checks. The Recruitment and Retention Manager or Service manager is responsible for contacting the successful applicant within 48 hours of the interview, where possible, to verbally offer the position 'subject to satisfactory pre-employment checks.' Start dates must not be arranged at this point.

The candidate's Employment Contract is drafted and sent to the COO (Operations) for approval within 48 hours of the candidate being offered the position. Once the Employment Contract has been approved and signed by the COO (Operations), it is sent to the candidate. The candidate is also sent a detailed list of all the documentation required and forms to be completed before they can commence their new role.

### **Employment checks:**

The pre-employment checks required are outlined on the pre-employment checklist in Appendix B.

Any offer of employment will be reliant on satisfying all stipulated conditions prior to arranging a start date

## **References**

The successful candidate will be offered the position subject to references from previous employment, or in the case of a newly qualified individual, their tutor and a personal or professional reference.

- It will be usual for references to be taken up before employment commences. Where there is a pressing operational need for the individual to start work before satisfactory references have been received, a risk assessment will be completed to determine whether sufficient other information is known about the individual to provide assurance that they are of good character, and what (if any) limitations should be put on their role until references have been received.
- References will initially be sought directly from the referee. The referee must have been the applicant's direct Line Manager or from the HR department. References or testimonials provided by the candidate will be accepted, and will be subject to verification if possible or considered necessary.
- Referees will always be asked specific questions about
  - the candidate's suitability for the new post
  - the candidate's suitability for working in a Medical Service.
- A minimum of 2 references will be taken, relating to at least the past three years of employment.
- Where it is the policy of the previous employer providing a reference to only confirm the applicant's position and dates of employment, an assessment will be made by the KGPC Recruitment team to decide what, if any, additional checks are required to confirm the candidate's suitability.

Where an unsatisfactory or ambiguous reference is returned, the Recruitment and Retention Manager will make contact with both the referee and the candidate to discuss the information provided. If it is found that the candidate's conduct in their previous role was unsatisfactory (e.g. sickness levels) or there is a cause for concern about performance (e.g. clinical practice), the Recruitment and Retention Manager may consider the retraction of the offer in conjunction with the Hiring/Line Manager; alternatively, where appropriate, alternative arrangements may be put in place such as imposing an extended probation period. A start date will be arranged upon successful submission of references, which are authorized by the KGPC Recruitment and Retention Manager.

## DBS Check

- A risk assessment will be carried out to determine, on a case by case basis, whether a candidate will be subject to a DBS check (Disclosure and Barring Service) previously known as a CRB check (Criminal Records Bureau) prior to starting work. Full details of the criteria and process for DBS checks is set out in our DBS policy.
- Where a DBS check is required and the candidate has a DBS certificate from a previous employment, a risk assessment will be carried out to determine whether it is appropriate for this check to be accepted, or whether a new check should be undertaken (details outlined in DBS policy).
- Where there is a pressing operational need for a member of staff to start work before the outcome of a DBS check is known, a risk assessment will be carried out to determine whether sufficient other information is known about the individual to provide assurance that they are of good character, and what (if any) limitations should be put on their role until the DBS check has been received (a template risk assessment is available in the DBS policy).

## Proof of Identity and Eligibility to work in UK

- Proof of identity against photo ID (for example a passport, birth certificate or driving licence) will be required for candidates being appointed to all job roles. These will be verified by the KGPC recruitment team.
- Proof of eligibility to work in the UK will be required for candidates being appointed to all job roles. Acceptable forms of evidence, in line with Home Office guidance, are as follows:
  1. British citizens must provide either a passport, or a full UK birth or adoption certificate *in combination with* an official document issued by a previous employer or government agency bearing the individual's full name and permanent national insurance number (such as a P45, P60, payslip or letter from the HMRC - please note that a National Insurance (NI) number card is not in itself acceptable for this purpose).
  2. For non-British citizens the requirements are dependent on your nationality and current immigration status. For further guidance, please visit the [UK Border Agency Web Site](#).

Applicants are provided with an up to date list of acceptable documents issued by Gov.UK

## **Professional registration and / or qualifications**

Prior to appointment, checks will be carried-out to ensure that a candidate has all necessary qualifications and registrations for the role.

### **Qualifications**

Where specific qualifications are required (e.g. doctors/nurses), evidence of educational certificates will be required. Where a candidate is being employed to carry-out an enhanced role (e.g. nurse prescriber), the candidate will be required to provide evidence of their additional qualifications.

Where possible, the original documentation will be checked. In the event that this is not available, alternative methods of verification will be considered based on the importance and relevance to the qualification to the overall role.

### **Professional registrations**

Once the candidate's identity has been verified (see section above), checks will be made with the relevant professional regulatory body for all staff in regulated roles (e.g. doctors (GMC); nurses (NMC), pharmacists (GPhC), Physiotherapists (HCPC). These checks will include:

- Verification that the candidate has suitable, up to date registration and the necessary license to practice
- Check of whether the candidate has any limitations to their practice (this would not necessarily be an absolute bar, but would require further investigation and risk assessment).

For non-clinical staff in roles requiring professional registration (e.g. accountants, lawyers), checks will be made in the same manner as above.

### **Occupational Health**

All candidates will be required to complete an Occupational Health questionnaire as part of the pre-employment check process. The information supplied by the candidate will be considered by the Recruitment and Retention Manager to determine whether further action is required.

Where the information supplied by the candidate indicates that reasonable adjustments need to be made, this should be discussed with the candidate to gather any further information (and the conversation documented). Any agreed adjustments should be put in place prior to the candidate starting work.

Where the candidate's answers on the Occupational Health questionnaire indicate that further specialist input is required in order to meet their needs, referral should be made initially to the Recruitment and Retention Manager who will liaise with the KGPC Chairman.

The immunisation requirements for candidates will be assessed against [Green Book guidance](#) for both clinical and non-clinical staff. Where guidance recommends immunisations in order to protect patients, candidates will be required to provide evidence of immunity. Where a candidate has not already received recommended immunisations, they will be asked to arrange to receive these via their own registered GP.

Where a candidate refuses recommended immunisations, a risk assessment will be carried out to determine whether they can still safely carry-out the role. Where risks identified cannot be otherwise mitigated, the candidate will be deemed unsuitable for the role and any conditional offer of employment will be withdrawn.

## **Withdrawing an offer of employment**

Offers of employment may be withdrawn if a candidate fails to satisfy the pre-employment checks, is dishonest or fails to disclose any cautions, warnings, reprimands or convictions.

### **Probation/induction period**

The standard probation period for substantive staff will be outlined in terms and conditions. During this period, a structured induction programme will be in place that includes training, shadowing and opportunities to read and discuss policies and procedures.

- For substantive employees, the individual should meet with their line manager to agree objectives within the first 4 weeks of starting in the role. The individual and their manager should meet at the mid-point of their probation period in order to review their progress, and again at the end of their probation period, whereby they will either be confirmed in post (where performance has been satisfactory), have their probation period extended (where further development is required) or be dismissed (where their performance or conduct has been found to be unacceptable).
- Where the decision is made for the probationary period to be extended, the manager must:
  1. Explain to the member of staff exactly which areas of the role they have failed to demonstrate competence in.
  2. Explain what the member of staff must do to demonstrate competence.
  3. Set out the timescale within which the member of staff must reach the required standard (the standard extension if a probationary period will be 3 months).
  4. Set a date for a further review meeting.

See appraisal policy for further details.

### **Members of staff transferring from “contractor” status to “employed” status**

Any individual employed as a “contractor” or “interim” rather than an employee will be subject to the same level of pre-engagement check as required for employees. Arrangements put in place in respect of supervision/objective setting, etc will be set out as part of the individual’s contract.

Where a member of staff remains in the same role but converts their employment status from being a contractor to being a substantive member of staff, it will not be necessary for pre-employment checks or a probationary period to be repeated at that stage, provided their line manager is satisfied with the quality of their work and their conduct.

## Appendix A

### Kingston GP Chambers Recruitment Process: Enhanced Hours and Minor Illness Service

Owners:

RRM – Recruitment and Retention  
Manager  
CSTL – Clinical Services Team Leader  
AT – Admin Team  
CL – Clinical Lead

Task	Owner
1. Candidates interested in working in Enhanced Access or Minor Illness Service regularly contact Enhanced Access team	AT
2. Team Leader emails details of candidates to RRM	CTSL
3. Recruitment Manager contacts candidates to outline the recruitment process, and informs them of the documents they will need to supply before they would be permitted to work.	RRM
4. For GPs: Once CV is received, Recruitment Manager passes details onto CL who schedules a phone interview with the candidate.  For Receptionists: Once CV is received, RRM arranges a phone interview with the candidate.	RRM/CL
5. For GPs: Phone interview conducted by CL. Notes of the interview documented by CL. CL notifies NC of the outcome of the interview.  For Receptionists: Phone interview conducted by RRM. Notes of interview saved in folder. NC notifies JH of the outcome of the interview.	CL/RRM
6. RRM notifies candidate of the outcome of the interview. Where candidate is successful, RRM provides a list of documents required for pre-employment checks to be carried-out.	RRM
7. RRM collates all pre-employment check docs and chases candidate where required. RRM keeps CTSL informed on progress.	RRM
10. Once all checks are satisfactorily completed, RRM issues employment contract to candidate.	RRM
11. RRM sends 'new employee form' to CTSL	RRM
12. CTSL creates Windows and EMIS logins. Also sets up the smartcard	CTSL
13. CTSL Notifies AT that a new staff member has been on-boarded.	CTSL
14. AT add new staff member onto Rotamaster via details contained in the New employee form	AT
15. CTSL arranges first shift with candidate and meets them beforehand to carry-out an induction, including introduction to the building (fire escapes, emergency meds/equipment). Candidate is informed of the requirement for outstanding mandatory training to be completed within 4 weeks. Induction plan/checklist completed, which highlights the training	CTSL

still required. Induction checklist provided to candidate (either hard copy or by email).	
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<p>16. Following first shift, RH reviews the consultation notes for all patients seen by candidate. Any areas of concern are followed up by RH directly with the candidate. Where concerns are so significant that RH judges the candidate to be unsuitable, CTSL will be immediately notified so that all further shifts can be suspended.</p>	<p>CL</p>
<p>17. Two weeks following the candidate's first shift, CTSL will send them a reminder by email about any required training courses they are yet to complete. The email will include a reminder that unless these courses are completed within the next 2 weeks, they will be unable to continue to work in the Service.</p>	<p>CTSL</p>
<p>18. Four weeks following the candidate's first shift, RRM will review the training evidence submitted by the candidate and refer to CTSL and AT any candidate who has failed to complete their training.</p>	<p>RRM</p>
<p>19. AT will be advised not to accept shift bookings from candidates who have failed to complete training within the required time to notify them that they will be unable to carry-out further shifts until the training is completed. NC will suspend the candidate from Rota Master.</p>	<p>AT</p>
<p>20. CTSL to run reports and invoicing using Rotamaster</p>	<p>CTSL</p>

Additional notes:

- Recruitment documents to be stored locally in a secure folder, which will only be accessible by those granted specific permissions.
- DBS checks – KGPC will not routinely carry-out DBS checks on candidates. A risk assessment will be carried-out in all cases, which considers the risks relating to the role being recruited to, the risks posed by the individual candidate, and the alternative information and available to evidence good character. The requirement to notify KGPC immediately of any new Police investigations, convictions or cautions will be made contractual requirement for all staff.
- It is mandatory for all staff to complete training in the areas listed below. A risk assessment has been carried-out to identify which training courses must be completed before the member of staff is allowed to start work (see below). All other courses must be completed within 4 weeks of the individual starting work; this will be a contractual requirement. Thereafter, all staff will be contractually obliged to keep up to date with professional registrations and mandatory training in order to continue to work for the Service.
- Training completed in previous employment will be considered acceptable, provided the candidate can provide evidence of completion. Where this is accepted, evidence of training will be manually added to the Bluestream training record, and the appropriate date for re-training will be recorded.

<b>Course</b>	<b>Timescale</b>	<b>Rationale</b>
Child Safeguarding L3	Prior to starting work; every 3 years thereafter.	GPs play a crucial role in the identification of Safeguarding (SG) concerns, due to their clinical role. It's likely that the GP will be the most senior person on the premises during the Extended Hours and Minor Illness Clinics, and will therefore be responsible for taking a lead in recording and reporting SG concerns. The service will require assurance that the GP has the appropriate skills and

<p>Level 2 – required for patient facing non-clinicians</p> <p>Level 1 – Required for non-patient facing members of staff</p>		<p>knowledge to handle appropriately.</p>
<p>Adult Safeguarding L3 for GPs</p> <p>Level 2 – Practice and reception managers</p> <p>Level 1 – All other staff</p>	<p>Prior to starting work; every 3 years thereafter.</p>	<p>GPs play a crucial role in the identification of SG concerns, due to their clinical role. It's likely that the GP will be the most senior person on the premises during the Extended Hours Clinic and Minor Illness and will therefore be responsible for taking a lead in recording and reporting SG concerns. The service will require assurance that the GP has the appropriate skills and knowledge to handle appropriately.</p>
<p>Sepsis for clinicians</p> <p>Sepsis Awareness required for non-clinicians</p>	<p>Prior to starting work; annually thereafter</p>	<p>The majority of the patients seen by clinicians in Extended Hours or Minor Illness service will be those who are actively unwell (as opposed to those with long-term/routine conditions); therefore, there is an enhanced likelihood of a patient presenting with Sepsis. The service will require assurance that these patients will be appropriately managed.</p>
<p>GDPR/Data protection/Information governance</p>	<p>Prior to starting work; annually thereafter.</p>	<p>On starting work, clinical and non-clinical staff will have immediate access to the clinical records of all registered patients. The service will require assurance that the GP has the appropriate awareness of the importance of collecting, storing and sharing sensitive data appropriately.</p>

Infection Prevention and Control (IPC)	Within 4 weeks of starting work; annually thereafter.	All clinical and non-clinical staff working for the service are experienced, and will have a basic knowledge of the principles of IPC as part of their clinical training. No high risk procedures (e.g. minor surgery) are carried-out in the Service, and the GPs will not have any specific IPC responsibilities.
Basic Life Support	Within 4 weeks of starting work; annually thereafter.	All clinical and non-clinical staff working for the service are experienced, and will have a basic knowledge of the principles of resuscitation as part of

		their clinical training. A receptionist who has completed BLS training will always be on the premises (mandatory for all reception staff. Defibrillators are available which provide the user with a running commentary on their use and are designed for individuals with no clinical training to use.
Fire Safety	Within 4 weeks of starting work; annually thereafter.	All staff will be shown the location of fire exits as part of their induction. A receptionist who has completed fire training will always be on the premises.
Mental Capacity Act (MCA)	Within 4 weeks of starting work.  Retraining after 5 years	All GPs working for the service are experienced, and will have a basic knowledge of the principles of the MCA. A scenario question relating to the MCA will be asked during interview to test the GP's knowledge.
Equality & Diversity	Within 4 weeks of starting work.  Retraining after 5 years	All staff working for the service are experienced, and will have a basic knowledge of the principles of equality and diversity. During the induction period, consultation notes will be reviewed by the clinical lead for the service, which should highlight any issues with the way patients have been treated.
Health & Safety	Within 4 weeks of starting work.  Retraining after 3 years	Basic health and safety information relating to the employee's place of work will be provided as part of

		their induction.
Accessible Information Standard	Within 4 weeks of starting work.  Retraining after 5 years	All staff must receive training in order to meet the requirements of the Health & Social Care Act Regulation 9
Chaperoning	Within 4 weeks of starting work.  Retraining after 2 years	Staff working closely with patients will be required to complete chaperone training to help safeguard patient safety.
Supporting people with a learning disability – Tier 1	Within 4 weeks of starting work	This module is for those who require a general awareness of people with a learning disability and the support they need. It is suitable for all staff in health and social care
Fire Warden	Within 4 weeks of starting work	This module is designated for any staff with fire warden responsibilities

## Appendix B

### Pre-employment Checklist

#### Pre-engagement checks for clinical and non-clinical staff to provide services on behalf of KGPC

Question	Details	Checked (tick)
Name		
Address		
Telephone Numbers: Landline and mobile NHS Email Address		
Next of Kin		
Start Date		
Employment documentation: Proof of Right to work and address verification.		
Services to be provided		
CV and references provided to cover last 3 years		

DBS (date of certificate)		
DBS – any convictions/cautions recorded?		
DBS risk assessment completed?		
Outcome of risk assessment		
Signed DBS self-declaration (where applicable)		
GMC/NMC/HPC registration details		

Any past or present GMC restrictions		
NHS appraisal completed?  Next date:  Name and contact details of appraiser:		
GP Performers Register?  Revalidation date:		
Above checks as current (date checked and by whom)		
Qualifications: Copy on file		
Professional indemnity: Copy on file		
Immunisation status  For Clinical Staff: <ul style="list-style-type: none"> <li>• Hep B</li> <li>• Varicella</li> <li>• And HIV status</li> </ul> For all staff <ul style="list-style-type: none"> <li>• Measles</li> <li>• Rubella</li> <li>• Mumps</li> <li>• Tetanus</li> <li>• Diptheria</li> </ul> Detail any booster needed		
OH Form		
Signed GDPR Data policy and Data security and password policy issues		
Signed confidentiality form		
Form completed and checked by, and date		

Training (certificates are saved electronically)			
Basic Life Support	1 year	Expiry	
Chaperoning (HCA's, nurses)	2 years	Expiry	



<b>and clerical staff</b>			
<b>Safeguarding Children (GPs , nurses – L3; HCAs, Patient facing non-clinicians – L2 Non patient facing clinicians – L1</b>	<b>3 years</b>	<b>Expiry</b>	
<b>Safeguarding Adults (GPs, nurses – L3; HCAs and Practice Managers – L2 All other staff –L1</b>	<b>3 years</b>	<b>Expiry</b>	
<b>Infection Control</b>	<b>1 year</b>	<b>Expiry</b>	
<b>Mental Capacity Act</b>	<b>5 years</b>	<b>Expiry</b>	
<b>Information Governance</b>	<b>1 year</b>	<b>Expiry</b>	
<b>Fire Safety</b>	<b>1 year</b>	<b>Expiry</b>	
<b>Equality and Diversity</b>	<b>5 years</b>	<b>Expiry</b>	
<b>Accessible Information Standard</b>	<b>5 years</b>	<b>Expiry</b>	
<b>Principles of Health and Safety</b>	<b>3 years</b>	<b>Expiry</b>	
<b>Sepsis / Sepsis Awareness</b>	<b>1 year</b>	<b>Expiry</b>	
<b>Supporting People with a learning disability</b>	<b>3 years</b>	<b>Expiry</b>	

## Appendix C

### Recruitment Advert Request Form

In order to effectively attract and recruit the right candidates for you, kindly complete this recruitment advert request form with as much information as possible so that we are able to find you the most suitable candidates quickly.

#### Role Requirements

<b>Job Title:</b>	
<b>Base Location:</b>	
<b>Working Locations (if different):</b>	
<b>Line Manager:</b>	
<b>Salary/Band:</b>	
<b>Contract Type:</b>	
<b>Daily Working Hours:</b>	
<b>Total Weekly Hours:</b>	
<b>Reason for Recruitment: New Positon/Replacement</b>	
<b>Ideal Shortlisting Dates and Shortlisting panel</b>	
<b>Ideal Interview Dates and Interviewing panel</b>	
<b>Ideal Start Date:</b>	

#### Person Specification

This section of the request form will help the recruitment team to create a bespoke advert

<b>What are the essential requirements for the role?</b>	
<b>How big is the practice, how many partners does it have? What is the size of the team, the successful post-holder will be working in</b>	
<b>What benefits are the practice able to offer?</b>	
<b>Can this role be undertaken remotely?</b>	
<b>Where would you like the role to be advertised?</b>	

Once completed, please send this form along with any additional information such as a job description or job advert to [kgpc.recruitment@nhs.net](mailto:kgpc.recruitment@nhs.net).