



Recruitment & Selection Policy

Your World Nursing - Scotland

Recruitment & Selection Policy

Recruitment policy

Your World Nursing Ltd follow safer recruitment guidelines. It is based on fair and factual judgement and reflects compliance with all relevant Scottish and nationwide legislation.

The below policy aims at leading the workforce and internal staff through the recruitment process. It also outlines its minimum standards and explains how the company achieves these.

The points covered in this Policy reflect the good practice guidance published in November 2016. This guidance replaces the Scottish Government's national guidance Safer Recruitment Through Better Recruitment (2007).

It is important to mention that we have created the Recruitment Policy in Scotland for the purpose of safe deployment of our Agency Workers into the NHS Bodies as part of the National Services Scotland Framework Agreement (NP510-23 NHS Scotland Temporary Agency Nurses & Operating Department Practitioners Framework).

We support building and improvement of the existing operational requirements and aim at meeting the increased clinical scrutiny and quality of Workers that are required to support Health Boards across Scotland. Therefore, some of the policy specifications will be matching the expectations of the framework.

The quality of the candidates put forward by the appointed framework participants is essential to the requirement, and is reflected in the detailed terms and conditions where a number of minimum standards are detailed and mandated to be met pertaining to the latest regulations regarding recruitment and engagement of temporary nursing staff.

Policy scope

Safer practice in recruitment

Safer practice in recruitment means that every stage of the process should be considered carefully, in order to deter unsuitable candidates from applying or being appointed into an organisation. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.

In summary, the following should be considered when planning recruitment:

- **Job descriptions** for all positions - make reference to responsibilities for safeguarding and/or the Code of Conduct and include the beliefs and values of the organisation or link to them
- **Advertisement** - make clear the organisation's commitment to safeguarding
- **Shortlisting** - obtain and scrutinise information in applications/CVs - resolve any gaps, discrepancies or anomalies in employment history
- **Interviews** - include questions around safeguarding, the Code of Conduct or working with vulnerable people
- **Checks** - verify the successful applicant's identity, their employment history and qualifications. Offers should not be confirmed until all checks are in place
- Independent professional **references** should be obtained and any concerns followed up
- **External checks** - All applicants who wish to work for us must go through vetting and screening process according to internal policies and external codes of practice including but not limited to Agency Conduct regulations, Professional Registration bodies Code of Conduct, NHS Employment Checks guidance, The Disclosure Scotland and PVG Scheme Code of Conduct, Care Inspectorate guidelines, Home Office, Framework agreements and client local requirements. All applicants must then be assessed against relevant selection criteria to determine their suitability for the job
- The recruitment process must be applied fairly and consistently to all job applicants
- Assistance must be given, where needed, to job applicants who are disabled

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Recruitment process

The recruitment process consists of:

- Identifying a vacancy
 - » Job description
 - » Advertising a vacancy
- Application and Selection Process
- Pre-employment process

Identifying a vacancy

If the recruitment of the agency staff is driven by the client specific needs, the following should be obtained from the client:

- Job description listing all the requirements for the vacancy
- Details whether the position is temporary or permanent
- The reason for the vacancy
- Known risks to health & safety associated with the job and any measures put in place to control those risks
- Consideration whether the customer requirement complies with legal requirements prohibiting unwarranted discrimination. Customer requirements not essential to the job cannot be accepted
- The Employment Agency Regulations forbid the placing of temporary workers to cover official strike action
- The customer's requirements must be recorded on the electronic system

Job description

The job description is an important part of the recruitment and selection process. It must include the following:

- The main tasks and responsibilities of the role
- Job title, role summary and main duties of the role
- Knowledge, skills, experience and registration required. This is captured as part of the registration form, interview and compliance process

Advertising a vacancy

All job vacancies must be advertised to welcome applications from as many eligible candidates as possible.

Recruiters use a variety of media to publish advertisements. For example, advertisements are placed on our company website as well as online recruitment websites.

The job adverts must include as a minimum:

- Job description
- Benefit package
- Salary information
- Length of the contract if applicable
- Location of work
- Contact details of the responsible recruiter

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Application and selection process

Information provided should be consistent, not contain any discrepancies and any gaps in employment should be identified. Any anomalies should be noted and considered when shortlisting.

Pre-employment process

- All applicants are required to complete our application form and agree with the content of the handbook and terms and conditions of business
 - We obtain full career history from leaving school
 - All our candidate will be required to complete a health questionnaire prior to their recruitment
 - Our registration form complies with the industry good practice standards and current best practice guidance
 - Our vetting process is in line with all vetting and legal requirements
 - Prior to commencing a role, worker files are signed off by a senior member of staff
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Introduction to the client

Only agency workers who match the specific client requirements will be introduced to the client.