

Recruitment Policy

The Willows Medical Practice

2022

Recruitment Policy

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Purpose and definitions

The purpose of this policy is to provide guidance for staff and assurance to patients that The Willows Medical Practice is committed to continually providing high quality healthcare for all patients and supporting the staff who provide this care. The aim of the policy is to outline our approach to staff recruitment.

All patients regardless of age, gender, ethnic background, culture, cognitive function, sexualorientation, or marital status have the right to have their privacy and dignity respected.

Scope

This policy applies to all relevant employees ofThe Willows Medical Practice, contractors, seconded staff, placements, and agency staff.

Roles, rights, and responsibilities**All relevant staff**

Have a responsibility to adhere to remain up to date with the national guidelines, training, and align with the practice policy.

Practice manager

To update the policy, ensure that it is aligned with national guidelines, distribute appropriately, and ensure that relevant staff are trained at induction and at regular intervals so that they are aware of the principles of recruitmentand the content of the practice policy.

Additionally, they have a responsibility to ensure that people undertaking interviews and candidate assessment have appropriate training.

Principles of this policy

This policy adheres to local and national guidance and policy including NHS guidance.

Firstly, we identify the role or job that is being considered. Consider whether this a new role or an existing role. We will also assess whether it can be carried out by another team member or whether we need to employ a new member of staff, and whether this a full time or part time role.

We will then create or refine a job specification for the role. This will include essential skills required for the role and the qualifications necessary. It may also include desirable skills based on wider needs of the team.

This will then form the basis of the job advertisement that will be placed on approved sites, including NHS jobs and/or local websites. This advert will also include contact details, an offer to provide additional information, likely salary, application end date and job start date.

The next stage is an evaluation of the candidates who have submitted CVs and application forms. This will be carried out by more than one person and by people who have experience in evaluating applications and understand the position advertised, and the practice needs and requirements.

A skills evaluation framework and marking schedule will be used at this point, especially if there are a large number of applicants for a post.

Based on this evaluation a short-list of candidates for interview should be the desired outcome.

When a candidate has been selected, they should be contacted and offered the post, with a potential start date.

Candidates who have not been successful should be contacted. They should be offered an explanation and feedback as to why they were unsuccessful.

References should be obtained from the successful candidate.

Credential checks, indemnity, immunisation status and a disclosure and barring service (DBS) check should also be undertaken depending on the role under offer.

Temporary staff recruitment may follow a similar process with the essential checks on their credentials, DBS, and other legal requirements in place.

Once a start date has been set an induction plan should be put in place.

During the recruitment process we also include our principles with reference to equality and diversity, data protection, and a valued-based approach.

Distribution

Employees will be made aware of this policy via TeamNet.

Patients will be made aware of this policy using patient leaflets and on the practice website.

Training

All relevant staff will be given training on appropriate recruitment policy at induction and at regular intervals thereafter.

Any training requirements will be identified within an individual's Personal Development Reviews. Training is available in the Training module within TeamNet.

Equality and diversity impact assessment

In developing this policy, an equalities impact assessment has been undertaken. An adverse impact is unlikely, and on the contrary the policy has the clear potential to have a positive impact by reducing and removing barriers and inequalities that currently exist.

If, at any time, this policy is considered to be discriminatory in any way, the author of the policy should be contacted immediately to discuss these concerns.

Monitoring and reporting

Monitoring and reporting in relation to this policy are the responsibility of the practice manager.

The following sources will be used to provide evidence of any issues raised:

- Complaints.
- Significant and learning events.

Any incidents relating to recruitment will be monitored via incident reporting.

Summary of NHS legal and mandatory documentation

Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/contents>

Mental Capacity Act 2005 <http://www.legislation.gov.uk/ukpga/2005/9/contents>

Versions

Document review history

Version number	Author/reviewer	Summary of amendments	Issue date
1.0	Clarity Informatics	Policy written	12.5.2020
2.0	Clarity Informatics	Reviewed and updated	11.2.2022
3.0			
4.0			
5.0			
6.0			
7.0			

Bibliography

Care Quality Commission.GP locums <http://www.cqc.org.uk/guidance-providers/gps/nigels-surgery-50-gp-locums>



General Medical Council. Pre-employment checks <https://www.gmc-uk.org/registration-and-licensing/employers-medical-schools-and-colleges/employing-a-doctor/pre-employment-checks>

GMC. Credentialing https://www.gmc-uk.org/education/continuing_professional_development/27258.asp

National Association of Sessional GPs <https://www.nasgp.org.uk/>

NHS Employers. Employment checks <http://www.nhsemployers.org/your-workforce/recruit/employment-checks>

NHS England Revalidation Support Team. Locum agencies <https://www.england.nhs.uk/revalidation/wp-content/uploads/sites/10/2014/03/rst-briefing-locum-agencies-12.pdf>

NHS Improvement. Making effective use of staff banks: toolkit https://improvement.nhs.uk/documents/2058/Making_effective_use_of_staff_banks_toolkit.pdf

NHS Improvement. Recruiting, developing and retaining staff <https://improvement.nhs.uk/resources/recruiting-developing-and-retaining-staff/>

National Institute of Economic and Social Research. Use of agency workers in the public sector https://www.niesr.ac.uk/sites/default/files/publications/NIESR_agency_working_report_final.pdf

Nuffield Trust <https://www.nuffieldtrust.org.uk/>

NHS Jobs <https://www.jobs.nhs.uk/>

The King's Fund. Closing the gap: key areas for action on the health and care workforce

<https://www.kingsfund.org.uk/publications/closing-gap-health-care-workforce>