



**4SocialWork**  
Who Cares? We Do.



# COMPLIANCE PROCEDURES

## Housekeeping

Candidate details are logged on Arithon. Ensure all personal information is completed in the tabs. All candidate documents are to be original sight stamp verified and uploaded per document.

All conversations and correspondence with candidates to be logged on Arithon.

Reference application to be logged so we have a trail of how often references have been applied for and chased.

DBS link being sent to candidate, DBS sent for processing and return to be logged.

If you are out of the office, a colleague should always be able to pick up where you have left off and cover your work.

## Application Packs

To complete registration with 4Social Work candidates will be required to complete an Application form. Ensure that the form has all fields completed, in particular to pay attention personal information details (other names declared – are these checked on the DBS?) next of kin contact number, criminal convictions declared (if yes, have they supplied a statement?), Working Time Directive chosen on declaration page and the form has been signed.

Terms of business, Confidentiality Agreement and Telephone Interview has been signed and dated. For Nurse and HCA interview forms completed and signed.

## Eligibility & Right to Work

All candidates are required to provide evidence of right to work before being offered work. Home office guidance expects the ID page and front cover of passport to be photocopied.

Candidates from the EU may present either a passport or an ID card. If you are presented with an ID card, please ensure that you obtain a copy of the front and back.

For candidates that require a visa to work, photocopies of the visa and endorsements are required be copied in full within the passport whether the document has expired or not. Always ensure that there is a copy of a current in-date passport for any candidates that are working with a visa.

Residence permits in a card format require the front and back to be copied in full.

Birth/Adoption Certificates can be used for proof of right to work with the full certificate which holds at least one parents name on the certificate. Proof of National Insurance will also be required as a combination document for proof of right to work.

Proof of National Insurance is required to be obtained and can be in the following format: NI Card, P45/P60, Payslip, Job Seekers proof or letter from HMRC or Department of Work and Pensions.

Proof of address needs to be in the candidate's current address and document to be dated within the last 3 months of registration, unless the document provided is an annual document which will also be accepted - please refer to the DBS list of approved documents for full list.

## CV

CV's are to be formatted as a submitting CV whereby all personal information should be removed of the candidate and only their name should be visible. There should be no unexplained gaps and needs to go back 10 years. CV must reflect dates confirmed by references received.

## References

References for Care requires 5 years coverage and Nurse/HCA requires 3 years.

All professional references require business verification which can be via a company stamp, email header (with a business address), compliments slip or headed paper. Any professional references returned with a yahoo, Gmail, Hotmail etc. addresses will need further verification with the business it relates to. References should be obtained from someone in a senior position from the candidate in question or from HR.

Character references are used to cover gaps of unemployment where the candidate was not in receipt of Job Seekers Allowance. Character referees must be someone who are within a professional stature in society and can come from a personal email address. They must have known the candidate at least 3 years and must not be a family member or friend.

## Qualifications & Mandatory Training

All candidates will require some type of qualification and mandatory training working in the care sector. For Nurses / HCA candidate will need degree or diploma within Nursing / Care. For all other types of care work NVQ's in Health and Social Care would be required or equivalent.

Mandatory training is valid for one year and we have access for candidates to complete this training online via Healthier Business or Social Care TV. Dependant on which group the candidate is working for; Nurse / HCA, Care for Adults, Children or Heartwood will determine which training is required. Please refer to the Mandatory Training for Candidates sheet for more information.

## Professional Registration

Nurses will be registered with the NMC and will be issued with a unique pin number. A statement of entry letter can be used as proof of this with annual web checks on the NMC website which confirm if the candidate is registered and in what capacity.

## Certificate of Fitness

Candidates require full health clearance and issued with a certificate of fitness to work as evidence. We currently use Healthier Business as a source for this. Once you have established what type of clearance you require (EPP/NON EPP) you would then be required to obtain relevant serology reports to provide evidence to Healthier Business of clearance to work, along with the Medical Questionnaire which would have been completed at registration. Healthier Business have qualified Nurses who review and issue the certificates. Certificates are valid for one year. Once the certificate has been issued, please check the document to make sure that it has been issued in the correct name and date of birth.

## Non EPP Clearance

### Hepatitis B

All workers with patient or specimen contact should be vaccinated against Hepatitis B. The immunisation programme consists of three doses at 0, 1 and 6 months. Antibody levels will be checked 1 - 4 months after the third dose to assess the response to vaccination. Non responders will be investigated to exclude past infection and if there is evidence of natural immunity, further tests for evidence of current infection will be carried out.

A single booster dose is required at 5 years after the primary course. A booster dose may be recommended following a potential exposure to the virus.

Non responders (<10mIU/ml) in whom there is no evidence of past infection will receive a second course of vaccine and retesting.

Weak responders (between 10mIU/ml and 100mIU/ml) to the vaccine will receive an immediate booster dose after the blood test followed by the 5 year booster.

Approximately 10 % of the population do not produce an antibody response to Hepatitis B vaccine. Having excluded previous infection, such individuals will be advised to ensure they seek prompt advice in the event of a contamination injury so that Hepatitis B immunoglobulin can be administered if indicated.

Non responders undertaking exposure prone procedures will be required to have an annual blood test on an identified, validated sample to ensure they have not contracted Hepatitis B.

### Tuberculosis (TB)

All staff who have patient or specimen contact may be at risk of tuberculosis and should be protected.

Screening for tuberculosis may include a history, examination for characteristic BCG scar, skin test and chest x-ray or blood test.

For new employees with patient contact who have not lived or visited an endemic area, and do not have evidence of a BCG scar, a skin test will be carried out. Those found to be susceptible will be offered BCG vaccination regardless of age.

Those who have a strongly positive skin test or symptoms suggestive of TB will undergo chest x-ray and Interferon gamma release assay (IGRA) testing and may be referred to the Consultant Respiratory Physician for consideration of further investigation or treatment.

### Varicella

Varicella zoster can cause severe infections in adults and in the immunocompromised.

At appointment staff with clinical or social contact with patients will be screened for immunity to varicella.

A good history of chicken pox or shingles will be accepted as evidence of immunity in staff brought up in this country.

Staff who do not have a clear history or were brought up abroad will be tested for varicella antibodies and vaccinated if found to be susceptible.

Post vaccination serological testing is indicated in those working in high risk areas such as maternity, paediatrics and oncology.

## Measles, Mumps and Rubella

Measles can cause severe infections in both children and adults, but particularly in very sick or immunocompromised patients, pregnant women and young children. Although the incidence has declined over the last two decades with the advent of immunisation, outbreaks do occur.

Mumps outbreaks continue to occur and can cause significant complications in adults.

Rubella infection during the first trimester of pregnancy may cause congenital rubella syndrome in the infant.

All staff who have clinical or social contact with patients should be protected from these three infections in order to protect their own health and that of their patients. Healthcare workers will be immunised with 2 doses of MMR vaccine unless they can provide documentary evidence of previous vaccination or have documentary evidence of immunity. MMR vaccine is a combined vaccine. Single vaccines to the individual diseases are not available on the NHS.

## EPP Clearance

EPP clearance requires serology reports of what is required for Non EPP as well as the following below:

### Human Immunodeficiency Virus (HIV)

There is no vaccine available to protect against HIV but post exposure prophylaxis is available following high risk exposure.

Staff will be offered HIV testing. Refusal of testing will not affect the individual's employment providing they do not participate in EPP. A positive result may require some modification in duties other than EPP.

Testing must be carried out on identified, validated samples. Previous test results will be accepted if undertaken in a UK laboratory on an IVS.

Staff members infected with HIV have the same rights to medical confidentiality as other patients. No information will normally be disclosed to the Trust without consent. In situations where patients have been or are at risk, it may be necessary for us to disclose some confidential information in the public interest but the staff member will be fully involved with this.

### Hepatitis C

If Hepatitis C antibody is positive, testing for Hepatitis C RNA will be carried out. Staff who are Hepatitis C RNA positive will be considered unfit to undertake EPP. Testing must be carried out on identified, validated samples.

Previous test results will be accepted if undertaken in a UK laboratory on an IVS.

Any staff who refuse to comply with testing will be considered unfit for EPP.

There is no vaccine to protect staff against Hepatitis C.

Staff members infected with Hepatitis C have the same rights to medical confidentiality as other patients. No information will normally be disclosed without consent. In situations where patients have been or are at risk, it may be necessary for us to disclose some confidential information in the public interest but the staff member will be fully involved with this.

## Hepatitis B Surface Antigen (HBSAg)

Hepatitis B surface antigen (HBSAg) has to be tested on an identified validated sample. Alternatively, adequate documentary evidence of previous testing will be accepted as long as this meets the testing standard laid down by Department of Health in HSC 2002/101.

Those who are HBSAg negative are fit to undertake EPP.

Those who are HBSAg positive should undergo further tests to assess infectivity. Staff found to be Hepatitis B e Antigen positive, are not fit to undertake EPP.

## Safeguarding Checks

### Disclosure and Barring Service Checks

All candidates require an Enhanced Disclosure that's current and issued by 4Social Work. Candidates may use an Enhanced Disclosure from another agency as long as it's registered with the Update Service. Disclosure Certificates are valid for one year unless registered with the Update Service where annual web checks are sufficient.

If a candidate's Disclosure Certificate lapses on the Update Service, or a notice appears where there is a content change then a new certificate will be required. Content change is a new conviction, caution or reprimand that has been added to the certificate and would then need a risk assessment completed once the certificate has been completed and returned to the candidate.

### Overseas Police Checks

If a candidate has spent time overseas for 3 months or more within the last 5 years, an Overseas Police check will be required from each country visited. These can usually be obtained via their Embassy. In some instances, there will be countries where OPC's are not issued to a letter of good conduct would be required – the rules of character referee's would apply in this instance of who can supply this information.