



ITEMS REQUIRED FOR REGISTRATION

ALL CANDIDATES ARE REQUIRED TO COMPLY WITH THE ELIGIBILITY CRITERIA BELOW IN ORDER TO GET SOME WORK THROUGH OUR AGENCY. CANDIDATES WILL ONLY BE GIVEN ASSIGNMENTS WHEN ALL RELEVANT REQUIREMENTS ARE FULLY MET. WE REQUIRE THE FOLLOWING ITEMS:

Personal identity and proof of permission to work in the UK

1. Valid passport (& immigration papers if subject to immigration control) or if British, your original Birth Certificate. Our checks on this may include contacting the relevant authorities (with a candidate's consent) for further clarifications, if necessary.
2. 2 clear recent passport size photographs without hats or caps.
3. Own correct UK bank details as money is paid directly into your account.
4. 2 recent Proofs of address- (utility bill, driving licence or bank statement bearing your name). Mobile telephone bills are not permissible.
5. Own National Insurance Number Card or letter from Inland Revenue (*e.g. P45, P60*).
6. CV

Membership to relevant Professional Bodies

1. NMC statement of entry and the NMC Pin Card (*Qualified Nurses only*).
2. All qualified nurses should have professional association indemnity insurance cover.

Immunisation

Immunisation records showing evidence of immunity to:

1. Hepatitis B
2. Varicella Zooster (Chicken Pox)
3. Rubella (German Measles)
4. Tetanus
5. Diphtheria
6. TB screening
7. Polio

No candidate is permitted to commence work without sufficient immunisation. Candidates are reminded that an appointment card does not provide sufficient evidence of immunity; hence we require actual laboratory results printed out on a paper that authenticates the organisation/ practice providing the results.

Mandatory Training Courses

Documentary evidence for health related courses attended (i.e. nursing certificates or other relevant short courses):

1. Manual Handling & risk assessment
2. Fire Safety
3. Health & Safety
4. COSHH
5. RIDDOR
6. Infection Control including MRSA & Clostridium Difficile
7. Food Hygiene
8. Adult/ Child Life Support
9. Lone Worker
10. Caldicott Protocols
11. Risk Incident Reporting
12. Handling Complaints
13. Control & Restraint (C & R) or any other physical intervention training as required by client

All the above courses outlined above are subject to renewal on an annual basis. If a candidate fails to attend required refresher course(s), they will be taken off availability for work and will be expected to attend the full course instead of the refresher before they are allowed to work again.

Professional References

We require details of 2 Professionals who can provide references (one of them must be your current most recent employer or tutor from a bona fide educational establishment). Both references must be supported by a company stamp, business card or official headed paper.

Enhanced CRB checks

All candidates are required to apply for a new Enhanced Criminal Records Bureau Disclosure with our company prior to being considered for work.

CRB Disclosures from other organisations are not transferable no matter how recent they are. In order to protect service users, patients, clients and our reputation, all candidates must apply for their CRBs through our company and these are valid for 12 months only from the date of issue. However, at our discretion if in doubt, we reserve the right to request for a fresh CRB Disclosure at any time prior to the expiration of the current one to ensure effectiveness of our policy. A copy of our CRB policy is available on request.

Induction Training

Once a candidate has provided all the required items and fully completed registration with us, they are required to attend the on-site Induction Training at our office before the 1st shift. Induction training will normally last 3 days to ensure that all the core elements are covered. Exceptions can be made where someone has documentary evidence to support that they have successfully completed similar induction process.

Annual References and Placement Feedback

Renaissance Personnel Ltd utilises placement feedback forms and seeks written annual references from clients where candidates are placed in order to uphold our highest standards of service delivery and to monitor compliance.

NB: Our recruitment policies and procedures are reviewed on an annual basis. We also have an independent professional who inspects our policies for Quality Assurance Purposes.