

# COMPLIANCE INFORMATION GUIDE 2022

Compliance is an important part of becoming a professional health care worker. Although we ask you for a lot of documentation and evidence of your qualifications, experience and training, this is to ensure we never fail to meet everyone's expectations, least of all yours, it also establishes that MET Medical remain compliant to NHS and CQC standards.

These standards apply to permanent staff, staff on fixed-term contracts, temporary staff, volunteers, students, trainees and contractors.

<b>Completed Application Form</b>	It is important to ensure you complete the application form correctly as it plays an important part of the selection process and the information you provide Right in the application form is used to decide whether or not you are invited for interview
<b>Driving Licence</b>	No more than 6 penalty points are accepted. We utilise an electronic driving risk, training and licence checking system that you will be required to sign up for electronically.
<b>Employment References</b>	In line with the NHS Safer Recruitment, we require a minimum of 2 employment references covering the last 3 years of employments for HR. Any gaps must be explained and evidenced.
<b>Enhanced DBS</b>	It is a requirement to maintain an Enhanced DBS for staff. MET Medical will fund all DBS and regularly check the online update service for any changes
<b>Occupational Health</b>	A full occupational health screening is required, and proof of Identified Validated Samples (IVS) are required to EPP standard for public facing roles.
<b>Professional Registration Checks</b>	For registered health care professionals our system performs regular checks against the numerous registers to check for any new information.
<b>Proof of address</b>	We need to verify your address by seeing an original dated utility bill or bank statement, dated within 3 months
<b>Qualifications</b>	We need to see evidence of your clinical qualifications to progress you the next recruitment stage. E.g., FREUC5 certificate for EMT, or Paramedic Practice Certificate for HCPC roles.
<b>Right to Work</b>	We must assess the eligibility of an individual's right to work in the UK by verifying specified documents or combinations of documents, E.g., Passport or immigration papers.