

Advice Sheet for Pre-employment Checks

The following pre-employment checks under Schedule 3 of the Health and Social Care Act 20008 (Regulated Activities) Regulations 2014 and other bodies such as the GDC need to be obtained before the member of staff starts in the Practice. These include

- Proof of identity including a recent photograph
- A DBS (PVG in Scotland)
- Full employment history (CV) including any gaps and reasons for ending employment.
- Reason for leaving last job
- Qualifications (GDC practicing certificate and dental qualification-degree/diploma)
- Full employment history (CV) including any gaps and reasons for ending employment.
- Satisfactory information about any physical or mental health conditions which are relevant to the person's capability, after reasonable adjustments are made, to properly perform tasks which are intrinsic to their employment or appointment for the purposes of the regulated activity.
- Conduct in the previous job (1) - written reference x2
- Professional Indemnity
- Hep B status and full immunity
- Induction

The practice manager must compile a staff record which contains all of the above points and that a documented practice induction has been undertaken. Staff files must be complete and made available for inspection at any time. The Staff Recruitment Matrix on the compliance portal covers all the required recruitment documentation.

The relevant section from the Act is shown below.

SCHEDULE 3

Regulations 4, 5, 6 and 21

Information Required In Respect Of Persons Seeking To Carry On, Manage Or Work For The Purposes Of Carrying On, A Regulated Activity

1. Proof of identity including a recent photograph.
2. Where the certificate is required for a purpose referred to in—
 - (a) section 113A(2)(b) of the Police Act 1997(a), a criminal record certificate issued under section 113A of that Act together with, after the appointed day and where applicable, relevant information relating to children or vulnerable adults; or
 - (b) section 113B(2)(b) of the Police Act 1997, an enhanced criminal record certificate issued under section 113B of that Act together with, where applicable, suitability information relating to children or vulnerable adults.
3. Satisfactory evidence of conduct in previous employment concerned with the provision of services relating to—
 - (a) health or social care; or
 - (b) children or vulnerable adults.
4. Where a person (P) has been previously employed in a position whose duties involved work with children or vulnerable adults, satisfactory verification, so far as reasonably practicable, of the reason why P's employment in that position ended.
5. Satisfactory documentary evidence of any relevant qualification.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.
7. Satisfactory information about any physical or mental health conditions which are relevant to the person's ability to carry on, manage or work for the purposes of, the regulated activity.

(a) 1997 c. 50. Sections 113A and 113B were inserted by the Serious Organised Crime and Police Act 2005 (c. 15), section 163(2), and amended by the Safeguarding Vulnerable Groups Act 2006 (c. 47), Schedule 9, Part 2, paragraphs 14(1), (2) and (3).

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