

Pre-Interview Document Checklist

Medacs Healthcare provides Healthcare workers to the NHS in Scotland, England and Wales. A key responsibility of an approved supplier to the agreement is adherence to the strict compliance criteria that allows a risk managed service to be provided. We appreciate that there are a number of documents which we require from you and in order to make this process easier for you, we have provided a simple check list for you to follow.

Please ensure your signature on all documents matches the signature on the proof of ID supplied (e.g. passport/driving licence)

Document Checklist		
Registration Form	Fully completed form, signed and dated	
Original DBS	If you do not hold a portable DBS, please complete an Online DBS check information requirements form	
PVG Certificate (For Healthcare Workers in Scotland only)	Application Form to join the PVG Scheme (cost : £59:00), or Application Form for an Existing PVG Member (cost : £18:00) – payment can be made by cheque, which should be made payable to 'Disclosure Scotland', or by completing the debit/credit card details on the application form used. The applicants will understand what is meant by 'existing member' if they have ever done a PVG application previously, and it will be up to whoever is looking after the candidates during their registration process to establish which option is applicable and therefore send out the correct application form.	
Proof of eligibility to work in the UK	Evidence of your UK birth certificate / passport or immigration status document (e.g. visa / permit)	
Proof of Identification	Provide one form of photo identification (e.g. passport / driving licence)	
Proof of Identification / Address	Provide two forms of address both dated in the last 3 months (e.g. utility bill or bank statement)	
Passport Photo		
Training Certificates	Life Support - Practical	Safeguarding Children Level 3
	Manual Handling - Practical	Safeguarding Adults Level 3
	Health & Safety	Preventing Radicalisation
	Fire Safety	Counterfraud
	Infection Control	Conflict Resolution
	Complaints Handling	COSHH and RIDDOR
	Lone worker	Equality and Diversity
	Data Protection/Caldicott	
Nurses & HCA's Only	Food Hygiene	Care Certificate (Your Healthcare Career, Duty of Care, Person Centred Care, Communication, Consent, Privacy and Dignity, Fluids and Nutrition, Dementia Awareness)
	Blood Component Training	
Mental Health Workers Only	MAPA/MVA or Equivalent Certificate	Mental Capacity Act
Proof of Professional Body Registration	Professionally Registered Healthcare Workers Only	
Professional Qualifications	Professionally Registered Healthcare Workers Only	
Indemnity Insurance	Professionally Registered Healthcare Workers Only	
CV /Work History	Work history from leaving full time education updated in last 12 months	
Payroll Information Form	Fully completed form, signed and dated	
Uniform Order Form	Nurses and HCAs only	
Health Declaration Form	Fully completed form, signed and dated	
Immunisation History		
EPP Workers Only	UK Hep B Sag	UK Hep C
	UK HIV	
All Workers	Hep B Antibody (Titre Level)	Measles (Serology or 2 vaccines)
	Rubella (Serology or 2 vaccines)	Varicella (Self Dec / Serology or 2 vaccines)
	TB Report	