



Staff Nursing Ltd

HEALTHCARE REGISTRATION PROCESS

All candidates must have minimum three months previous experience working within the Healthcare Sector in order to be considered for placements. It is preferable that you are currently employed and are registered with NISCC

You can call or email our office to discuss our Registration Process.

Once you make contact with Staff Nursing, one of our Healthcare Consultants will invite you to a face-to-face interview / registration at your convenience where we can discuss the various opportunities available. In the case of qualified Nursing Staff your interview will be with the Staff Nursing Nurse Manager.

At your interview, you will be asked to provide originals of the following documents. These are required to meet the legal and contractual requirements for staff to be placed in employment.

1. Personal Information

- a) Birth Certificate/ Marriage Certificate – **MUST BE PROVIDED FOR NISCC REGISTRATION**
- b) Photographic ID Passport or Driving Licence - **MUST BE PROVIDED FOR NISCC REGISTRATION**
- c) National Insurance number
- d) Bank Details
- e) Any relevant training records completed within the past 12 months
- f) NMC Statement of Entry (Staff Nurse) / NISCC certificate (Care Assistant)
- g) Union membership details (Staff Nurse)
- h) An official and complete history of vaccinations you have received (Staff Nurse)
- i) A **full** Employment History
- j) Two **UK** based employment reference details (including email addresses), one being your most recent employer

2. Overseas documentation: Passport, Visa, Work Permit, Residency: all supporting documents

All applicants must complete Access NI Checks before commencing work with us Application for Access NI clearance will require a payment of £33. This must be paid at the initial registration appointment.

Training:

In order to be placed in employment all applicants must have training in the following areas:

- *Moving & Handling*
- *Infection Control*
- *Safeguarding Vulnerable Groups (Adult & Children)*
- *Health and Safety*
- *Fire Safety*
- *BLS*
- *Basic Care Skills*
- *Organisational Policies (this must be attended)*

All new applicants are expected to attend our induction training course if they cannot provide evidence of equivalent, recent training. You are also required to pass the course assessments in order to satisfy RQIA requirements and our Clients that you are safe to place in their Home. In line with NMC and NISCC Codes of Practice you are required to maintain and develop your knowledge and skills. However we will ensure that, if necessary, you will be given extra support from one of our Registered Nurse training consultants.

What Happens Next?

After your interview, we will continue to work through the completion of the registration process. We will need to obtain two healthcare related references (one that must be your current or most recent employer). We will arrange any outstanding training that you may require and send off for your Access NI clearance. Once this is all completed you will be contacted by our **Compliance officer** to ask you for your availability for placement in suitable employment. In addition we will keep in regular contact during the completion of your registration so we are fully aware of any change in your circumstances.

