



Recruitment Policy

1. Purpose

The purpose of this policy is to ensure that all recruitment within Opt Healthcare meets the standards required for safe, effective, and compliant healthcare delivery. This includes adherence to **CQC regulations**, **NHS Employment Check Standards**, and all relevant UK employment legislation. The policy aims to safeguard service users by ensuring only suitable, qualified, and vetted individuals are employed.

2. Scope

This policy applies to all recruitment activities for:

- Clinical staff (nurses, HCAs, support workers, therapists)
- Nonclinical staff (administration, management, domestic staff)
- Volunteers, contractors, agency workers, and students
- Permanent, temporary, bank, and fixed term roles

3. Key Principles

- **Safer Recruitment** — All processes must reduce the risk of employing individuals who may pose a risk to vulnerable people.
- **Regulatory Compliance** — Recruitment must meet CQC requirements, the Health and Social Care Act 2008, and NHS Employment Check Standards.
- **Equality & Fairness** — No discrimination under the Equality Act 2010.
- **Competence & Quality** — Staff must have the skills, qualifications, and values required for high-quality care.
- **Transparency & Accountability** — Decisions must be documented and auditable.

4. Recruitment Process

4.1 Vacancy Approval

Managers must justify staffing needs and obtain approval from senior leadership or HR before recruitment begins.

4.2 Job Description & Person Specification

Each role must include:

- Duties and responsibilities
- Required qualifications (e.g., NMC registration)

- Essential and desirable skills
- Values aligned with compassionate care
- Physical and emotional demands of the role

4.3 Advertising

- All adverts must be inclusive and non-discriminatory.
- Roles may be advertised on NHS Jobs, company website, job boards, and professional networks.
- Adverts must clearly state:
 - a. DBS requirement
 - b. Right to Work requirement
 - c. Mandatory training expectations
 - d. Shift patterns and working environment

4.4 Application & Shortlisting

- Applications are assessed against the person specification only.
- At least two people must shortlist to reduce bias.
- Any gaps in employment must be identified and explored at interview.

4.5 Interviews

Interviews must:

- Be structured and competency based
- Include values-based questions (e.g., safeguarding, dignity, teamwork)
- Explore employment gaps, conduct, and attitude to care
- Offer reasonable adjustments for candidates with disabilities

Additional assessments may include:

- Clinical skills tests
- Medication competency checks
- Scenario based exercises

4.6 Safer Recruitment Checks

Before employment begins, the following checks are mandatory:

Right to Work in the UK

Verified in line with Home Office guidance.

Enhanced DBS Check (with Barred List where applicable)

Required for all roles involving regulated activity.

References

- Minimum of two references
- One must be the most recent employer
- Character references only accepted in specific circumstances

Employment History

- Full employment history with explanations for gaps
- Verification of previous relevant roles

Professional Registration

Where applicable:

- NMC
- HCPC
- GMC
- Social Work England

Qualifications

Original certificates must be verified.

Occupational Health Clearance

To ensure fitness to work in a healthcare environment.

Mandatory Training

Evidence of training or willingness to complete

4.7 Conditional Offer & Induction

A conditional offer is issued pending completion of all checks.

Induction must include:

- Care standards
- Safeguarding
- Infection prevention
- Role specific competencies
- Shadowing shifts

5. Equal Opportunities

Opt Healthcare is committed to equality, diversity, and inclusion. No applicant will be treated less favourably based on protected characteristics under the Equality Act 2010.

6. Data Protection

All candidate data will be processed in accordance with UK GDPR and the Data Protection Act 2018.

Recruitment data will be retained only as long as necessary.

7. Responsibilities

- **Recruiters / Care Coordinators** — **Conduct interviews, assess suitability, ensure induction**, oversee compliance, documentation, and safer recruitment checks.
- **Senior Leadership** — Approve recruitment and ensure adequate staffing levels.

8. Policy Review

This policy will be reviewed annually or sooner if legislation, CQC guidance, or organisational needs change.

OPT HEALTHCARE LIMITED

Rony Managing Director