



Family Nursing & Home Care

Safer Recruitment

October 2020

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1. INTRODUCTION

1.1 Rationale

Family Nursing and Home Care (FNHC) as an employer must do everything possible to prevent unsuitable people from gaining employment at the organisation in order to safeguard children and adults at risk.

Safer recruitment is a set of practices to help make sure that staff and volunteers are suitable to work with both children and adults at risk. It is a vital part of creating a safe and positive environment at FNHC. FNHC has a comprehensive range of safeguarding policies and procedures including Whistleblowing which supports staff to raise serious concerns.

The Regulation of Care (Jersey) Law 2014 and the Jersey Safeguarding Partnership Board specify minimum requirements for safer recruitment and employment checks which will be detailed within this policy. Checks and procedures will be carried out in line with the requirements of the Data Protection (Jersey) Law 2018.

1.2 Scope

This applies to all staff involved in the recruitment process and applies to all applicants to be employed on permanent and non-permanent contracts of employment who will work with people at risk.

This policy also extends to include:

- voluntary staff or those working under contracts where there is no implied contract of employment;
- workers engaged on zero hours agreements; and
- workers who work for FNHC through a contract on an interim, locum, self-employed, or agency basis.

1.3 Roles and responsibilities

Chief Executive Officer (CEO)

The CEO has overall responsibility for ensuring that FNHC is compliant with statutory requirements and for approving positions.

Human Resources (HR)

HR are responsible for overseeing all aspects of recruitment ensuring that this policy is implemented and procedures are followed effectively.

Operational Leads/Managers

Operational Leads and Managers who are involved in the recruitment of individuals must ensure that they comply with the Organisation's policies and procedures in relation to recruitment and selection.

Employees/Volunteers and Prospective Employees

It is the responsibility of successful candidates to provide all relevant documentation to assist with each stage of recruitment. Failure to do so may result in delays to start dates.

2. POLICY

The safe recruitment of qualified, high caliber staff is fundamental to the successful operation of Family Nursing & Home Care.

2.1 Purpose

This policy and procedure applies to all recruitment requirements within FNHC. It clearly identifies the responsibilities of those involved in the recruitment process and provides best practice guidance to safeguard people at risk, through a robust and safe recruitment process

2.2 Equal opportunities

FNHC is an equal opportunities employer and as such promotes efficient, effective, fair and consistent recruitment and selection practices for all potential candidates and staff. It is FNHC's policy to recruit the best person for each role, regardless of age, disability, race, religion or belief, sex, sexual orientation, gender, pregnancy or marital status.

3. PROCEDURE

3.1 Identifying the need for the post

Following acceptance of an employee's notice to terminate their employment the following must be considered by the Operational Lead/Manager:

- is a replacement needed?
- is re-distribution of work possible amongst existing team members?
- is there an opportunity to streamline working practices and processes which could remove the need for the role?
- is there an opportunity for an existing employee to act up or be seconded into the role?
- should the monies be reassigned to different discipline (e.g. skill mix)?
- should the vacancy be held over?
- the number of hours required (maintain, increase or decrease)?
- the content of the job description?
- the evaluation of the pay grade?
- the content of the person specification?
- will the vacancy be subject to rules under the Control of Housing and Work (Jersey) Law 2012

Once the need for the role has been identified or where applicable a business case agreed the following must be submitted to the CEO for approval:

1. Decision paper (Appendix 2)
2. Job Description (Appendix 3)
3. New Staff Requirements Form (Appendix 4)

3.2 Process and timescales

The table below identifies responsibilities and timescales for each stage of recruitment. Appendix 5 details recruitment process planning.

Stage	Time Frame (working days)	Responsibilities
Advert Out (to include closing and interview dates where available)	5 days from approval of decision paper	HR Operational Lead / Manager
Shortlisting pack out to interviewers	2 days from closing date	HR/Interview panel Chairperson
Shortlisting (Appendix 6)	2 days from receipt of short listing pack	Interviewers
Interview offer/rejection letter	5 days from closing date (min 7 days before interview)	HR
Interview pack	2 days before interview	HR
Interviews		
Verbal feedback / conditional offer letter	1 day after final interview	Interview panel Chairperson
Provisional start date and New staff requirements form (Appendix 4) Commence employment checks	1 day following acceptance	HR
Confirm start date, induction/probation documentation to manager	As soon as possible after receipt of employment checks	HR
End of probation documentation to HR	End of probation period	Manager

3.3 Adverts

Job adverts will be concise, easily understood and where possible should contain a link to where further information about the role can be sought. Job adverts will state where a Disclosure and Barring Service check will be required.

Consideration needs to be given to where the role should be advertised for example:

- Organisation website
- Government of Jersey website
- Social Media
- Local and national publications

3.4 Responding to applicants

Recruitment information for applicants will include:

- application form (applications will not be accepted unless the application form has been completed in full. CV's will not be accepted as a substitute);
- addendum application form for staff working with children/adults at risk
- job description and person specification which must clearly state all or any responsibility for contact with people at risk and criteria regarding safeguarding specific to the role;
- a link to the organisation's website where information about organisation, strategy, values, safeguarding etc can be reviewed; and
- an explicit statement about the organisation's commitment to safeguarding and promoting the welfare of the people it provides care or support to.

3.5 Shortlisting

Following the closing date for applications, the interview panel Chairperson will convene the short listing/interview panel to consider:

- The completion of the application form. It is important to scrutinise and compare application forms and references to ensure they are completed fully and properly, that the information provided is consistent and does not contain any discrepancies. Gaps in employment should also be identified and reasons for leaving explored.
- Any discrepancies should be noted so that they can be clarified at interview and can also form part of the consideration of whether to shortlist.
- Reasons for a history of repeated changes of employment without any clear career or salary progression, or move from a permanent post to agency, freelance or temporary work, also needs to be explored and confirmed.
- The suitability of applicants in light of the job description using the person specification for that post;
- The format of interview - timing, any presentation requirements, questions
- Terms and conditions; and
- The appropriate short listing form (see appendix 6) will be completed by the panel.

All applicants should be contacted by letter to acknowledge their application and either to arrange an interview or advise them that they have not been short listed on this occasion.

Candidates shortlisted for interview will be asked to bring relevant documents to the interview with them depending on the post applied for:

- Candidates should be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post to interview. E.g. original or certified copy certificate(s), diploma(s) or degree. Where original documents or certified copies cannot be provided, written confirmation of the relevant qualifications must be obtained from the awarding body. In some cases there may be a requirement for a candidate to have a particular status, e.g. registration with a professional body. If required, evidence of such registration must be obtained;
- Off-island candidates will be offered an interview virtually. Where an off-island candidate is successful and provided with a conditional offer they will

be offered a visit to the island where they will be expected to meet with the organisation and provide evidence of qualifications etc. (as above). Travel expenses will not be paid to candidates who then reject the offer of employment.

- Candidates should be advised that they will be required to undergo a DBS check (if appropriate to the vacancy)

3.6 Interview preparation

Safe recruitment training should be completed by Managers recruiting to positions that will work with people at risk. At least one member of the interviewing panel should have undergone safe recruitment training.

The selection process should always include a face-to-face interview with at least two people forming the interview panel. The interview should assess the merits of each candidate against the job requirements and should explore their suitability to work with people at risk.

The format of the interview will depend upon the requirements of the role to appropriately assess the candidate's competency. A values based approach should be used to help identify candidates who are the 'best fit' for the role because their values, behaviours and attitudes have been assessed and matched against that of the role and the organisation. Interview formats should be planned and agreed following shortlisting.

HR will provide the following information to be made available about each candidate. This will be in the form of an interviewing pack for each member of the short listing/interview panel:

- submitted application form;
- job description;
- person specification form for each candidate;
- interview questions
- correct evaluation of the grade;
- terms and conditions – these will be supplied to the Chair in the event that an HR representative is not on the panel; and
- associated equipment which may be required for the interview (e.g. PowerPoint, drinks, catering)

3.7 Interview process

The panel will:

- welcome the candidate;
- make sure that the candidate is comfortable and that they have access to refreshments;
- introduce the members of the panel to the candidate;
- ask for and disclose any conflicts of interest;
- explain the structure of the interview to the candidate;

- seek information from the candidate with regards to the position applied for;
- ask probing questions to fill in the gaps in the information provided in the job application;
- explore issues relating to safeguarding and promoting the welfare of people at risk;
- use competence based questions to test the candidates attitudes, values and understanding of issues and to assess capability;
- thoroughly check original copies of the candidates identity and educational or professional qualifications;
- specifically explore issues relating to safeguarding;
- provide information to the candidate regarding the position applied for;
- explain the terms and conditions of the position applied for; and
- give the candidate an opportunity to ask questions;

During the closing of the interview the Chairperson should inform the candidate of the following:

- the time schedule and the decision making process;
- thank the candidate for their attendance;
- in some cases the candidate may be given the opportunity to meet other staff;
- after interview the potential candidate must, be advised that prior to any appointment, employment checks including DBS and Occupational Health where appropriate must be complete.
- inform qualified nursing staff/other health care professionals that they will be required to register with the Jersey Care Commission.

3.8 Post-interview requirements

After each candidate has been interviewed the panel will individually complete the interview questions form without discussion with the other panel members.

When all forms have been completed the panel will then discuss the candidates and scores will be collated and compared. These scores are designed to assist the panel in making objective decisions and form a basis for discussion structured around the requirements for the post. The scores are not taken in isolation and are only one of many factors determining the choice of candidate.

Once the interview panel has made its decision about the preferred candidate, an offer of appointment to the successful candidate can be made, but the offer must be conditional on the satisfactory completion of the reference and vetting checks.

Once the decision has been reached, the panel Chairperson will:

- contact the successful candidate to make a conditional offer, subject to references, medical and other clearances, this will be followed up in writing;
- initiate references and required clearances following receipt of acceptance of offer;
- support arrangements for a visit for off-island candidates;
- determine a possible start date;

- should the person offered the post decline to take the position, reconvene the panel to determine if another interviewee was suitable for the post or whether there is a need to re-advertise within one month; and
- contact unsuccessful s by telephone and letter and provide interview feedback if requested.

The HR Department will keep copies of the interview record and application form on file for a minimum of twelve weeks. This will provide useful information for providing feedback to unsuccessful candidates and may be needed in the case of an appeal.

3.9 Employment checks and clearances

3.9.1 Identification and 'Right to Work' in Jersey

HR will check photographic identification, proof of address and residential and employment status in line with the requirements of the Control of Housing and Work (Jersey) Law 2012.

HR will:

- Check the candidates' Registration Card is in date
- Check photographic identification (i.e. passport/driving license)
- Take a photocopy of the Registration Card and photographic identification
- Return the Registration Card to the candidate.

3.9.2 References

Reference requests will seek objective and factual information which will be used to support appointment decisions.

The organisation will seek the necessary written references to validate a minimum period of three consecutive years of continuous employment or training immediately prior to the application being made. The number and type of references obtained for each candidate may vary slightly, depending on whether the individual has held employment or has studied for a consecutive period of three years and/or how many episodes of employment or training they may have had during this time.

In all cases a minimum of two references will be requested directly from referees and not through a third party or the candidate themselves; references addressed to 'whom it may concern' will not be accepted.

One of the references must be the candidate's current or most recent employer and there must be a reference from their last care role if they are not currently working in a care role, but have done previously.

The interview panel Chair will need to satisfy themselves that both referee and organisation are genuine and references are provided by someone in a more senior position to the candidate. Where there is any concern or discrepancy in a reference received, a follow up phone call to the referee should take place to verify the referee's identity and clarify the contents of the reference received. A record of the discussion should be kept.

There is no legal obligation to provide references, however, the Regulation of Care (Jersey) 2014 Law states that “a registered person must share information with other registered persons, regulatory bodies and law enforcement agencies where to do so would assist in safeguarding care receivers from harm”(12(2)). Appendix 7 contains the FNHC reference request template.

3.9.3 Verification of qualifications and professional registration

The candidate should be asked to provide proof of qualifications at interview. Only original certificates should be accepted and copies must be kept in personnel files. If there is any uncertainty about the validity of any documentation then it should be checked with the awarding or registering body.

If a candidate has claimed that they are registered with a professional or regulatory body (i.e. HCPC, NMC etc.) then their registration must be checked through the relevant local and national employer checking service. Registration checks must be undertaken, even if the registration is not required for the role.

3.9.4 Criminal records and barring lists checks

Candidates must not have any contact with people receiving care or support or have access to their personal information or data prior to the completion of all employment checks including receipt of the relevant criminal records and barring lists check. Unless the candidate has subscribed to the online Disclosure and Barring Service (DBS) update service, then a new DBS check must be carried out regardless of the date of any previous certificate applied for by another employer.

For candidates who have lived in or are from overseas, the application process for criminal record checks or ‘Certificates of Good Character’ varies from country to country. Further information is available from the UK Home Office website. www.gov.uk.

Where a candidate is from or has lived in a country where criminal record checks cannot be made, employers must take extra care in taking up references and carrying out other background checks especially identity and qualification checks. Additional references should be sought, and references followed up by phone. The completion of a risk assessment should also take place in such cases.

It is appropriate to obtain a DBS check in respect of volunteers and agency staff who engage in regulated activity. Some types of voluntary work may not meet the definition of regulated activity, because the work is only carried out occasionally and under appropriate supervision. Where DBS checks are not required, it is still good practice to obtain references and proof of identity.

It is an offence under the Regulation of Care (Jersey) Law 2014 to employ a person who:

- Has been sentenced to a term of imprisonment (whether immediate or suspended), without the option of paying a fine; and is, in the reasonable

opinion of the registered manager of the regulated activity unsuitable to work in that regulated activity or

- appears on the barred list or has been convicted of an offence against a care receiver in any jurisdiction if the conduct would be an offence in Jersey.

If the DBS certificate reveals information that the candidate did not provide on their application then the discrepancies should be raised with the person concerned to establish why it was not disclosed using the risk assessment in Appendix 8.

Information provided on a criminal record check is confidential and it is an offence for DBS information to be passed to anyone who does not need it in the course of their duties.

DBS checks should be undertaken at least every three years, or more frequently as part of an organisations or individual risk assessment.

DBS certificates/copies will be held securely with consent from the individual for the purposes of regulatory inspection.

Safer recruitment checks may highlight information which requires further scrutiny and consideration, for example criminal convictions or restrictions on an individual registration status (regulatory or professional body). Appendix 9 contains a risk assessment which must be carried out in these circumstances.

Contracts of employment include the employee's duty to declare any:

- Charges
- Convictions
- Professional registration changes or restrictions

3.9.5 Occupational Health Assessment

HR will inform the organisation's Occupational Health Provider of the successful candidate who will then receive a link via email to complete a Health Assessment. Receipt of confirmation of fitness will be required prior to commencing the role. A copy of the certificate of medical fitness will be kept within the personnel record.

3.10 Appointment

Only on receipt of acceptable references and appropriate clearances will a contract of employment be sent to the successful candidate regarding their expected start date and inclusion of a starter pack for completion and return to HR, ideally before the 4th calendar day of the month in order to be included in the payroll system. The start pack will also specify items to bring in on their first day.

Notification of new starters and date of commencement must be given to Education and Training, Operational Leads, Facilities and the Information Governance using the New Staff Requirement form (Appendix 4).

HR personnel files for new starters will include:

- contracts of employment;
- payroll starter forms;
- pension information and forms (if relevant);
- copies of identification i.e. copy of birth certificate, passport, ID photographs etc;
- copies of NMC/JCC/Other professional registration as applicable;
- copies of DBS check;
- copies of verified professional qualifications and
- occupational health assessment.

Prior to the start date the Manager will ensure that all requirements identified on the New Staff Requirement Form have been addressed and that any further arrangements have been actioned. Managers will provide a role/service specific and core induction pack to new starters.

3.11 Recruitment of temporary staff

A temporary vacancy may occur for a variety of reasons, including an increase in workload, holidays and sickness etc. This creates an opportunity to reconsider the overall functions and structure within the service and to consider any changes within the job.

Prior to commencing the recruitment process staff are advised to conduct a review of the need for the position, taking into account the following:

- is a replacement needed?
- any foreseeable changes that might impact on the role or the division;
- budget; and
- current staff structure and skills

It is advisable to consider the following when assessing how the need for the temporary position might best be met:

- can any of the work be re-allocated?
- could the job be done on a part-time or job-share basis?
- is the post correctly graded?

Recommendations for filling temporary vacancies, must be taken by Operational Leads/Managers to the CEO for final approval; this usually takes place within 1 to 1 meetings.

3.12 Commencing employment without all clearances

In exceptional circumstances where there is an urgent operational need to start a new employee it may be possible to start the employee without having obtained all pre-employment clearances. This should only occur in exceptional cases and only one employment clearance should be pending with all other checks being viewed as

satisfactory. A risk assessment must be carried out accordingly the new employee should not be allowed direct unsupervised contact with people at work until all checks are cleared.

3.13 Data Protection

FNHC is committed to processing data in accordance with its responsibilities under the General Data Protection Regulation (“GDPR”) and Data Protection (Jersey) Law 2018. Personal data will be kept private and confidential and will only be made available only to those who have a legitimate need for it. All non-short listed candidates’ data and information will be destroyed immediately and unsuccessful short listed candidates CV’s and applications will be destroyed after a period of 12 weeks.

4. CONSULTATION PROCESS

Identify who has been involved and when including service users and partner agencies

Name	Title	Date
Judy Foglia	Director of Governance and Care	26/08/20
Tracey McLeod	HR Officer	26/08/20
Tia Hall	Operational Lead, Adult Services	28/09/20
Michelle Cumming	Operational Lead, Child and Family Services	28/09/20
Clare Stewart	Operational Lead, Rapid Response and Reablement	28/09/20
Elspeth Snowie	Clinical Effectiveness Facilitator	28/09/20
Claire Whelan	Head of Information Governance and Systems	28/09/20
Jane Salt	Finance Manager	28/09/20
Justine Bell	Education and Practice Development Nurse	28/09/20
Jenny Querns	Safeguarding Lead	1/10/20

5. IMPLEMENTATION PLAN

A summary of how the document will be implemented with time frame

Action	Responsible Person	Planned timeline
Email to all staff	Secretary/Administration Assistant (Quality and Governance Team)	Within 2 weeks following ratification
Policy to be placed on organisation’s Procedural Document Library	Secretary/Administration Assistant (Quality and Governance Team)	Within 2 weeks following ratification
Forms/templates to be uploaded to Central Filing	Head of Information Governance and Systems	Within 1 month following ratification

6. MONITORING COMPLIANCE

The implementation of this policy and procedure will ensure compliance with the requirements of the Regulation of Care (Jersey) Law 2014 and will meet the guidance as specified by the Jersey Safeguarding Partnership. Compliance with this policy will be monitored externally during regulatory inspection and through the Safeguarding Partnership annual audit. In addition, audit will be carried out as specified within the organisation's annual audit schedule.

7. EQUALITY IMPACT STATEMENT

A statement to show that the document does not discriminate against disadvantaged or vulnerable people

Family Nursing & Home Care is committed to ensuring that, as far as is reasonably practicable, the way services are provided to the public and the way staff are treated reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This policy document forms part of a commitment to create a positive culture of respect for all individuals including staff, patients, their families and carers as well as community partners. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and 'religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities.

The Family Nursing & Home Care values underpin everything done in the name of the organisation. They are manifest in the behaviours employees display. The organisation is committed to promoting a culture founded on these values.

Always:

- ✓ Putting patients first
- ✓ Keeping people safe
- ✓ Have courage and commitment to do the right thing
- ✓ Be accountable, take responsibility and own your actions
- ✓ Listen actively
- ✓ Check for understanding when you communicate
- ✓ Be respectful and treat people with dignity
- ✓ Work as a team

This policy should be read and implemented with the Organisational Values in mind at all times.

Always:

- ✓ Putting patients first
- ✓ Keeping people safe
- ✓ Have courage and commitment to do the right thing
- ✓ Be accountable, take responsibility and own your actions
- ✓ Listen actively
- ✓ Check for understanding when you communicate
- ✓ Be respectful and treat people with dignity

- ✓ Work as a team

This policy should be read and implemented with the Organisational Values in mind at all times.

8. REFERENCES

Employment checks - NHS Employers. 2020. Employment checks - NHS Employers. [ONLINE] Available at: <https://www.nhsemployers.org/your-workforce/recruit/employment-checks>. [Accessed 20 August 2020].

Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers. 2020. Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers. [ONLINE] Available at: https://jerseyscb.proceduresonline.com/chapters/g_safe_rec.html. [Accessed 20 August 2020].

Jersey Care Commission. 2020. Standards | Jersey Care Commission. [ONLINE] Available at: <https://carecommission.je/standards/>. [Accessed 20 August 2020].

Regulation of Care (Standards and Requirements) (Jersey) Regulations 2018. Available at: <https://www.jerseylaw.je/laws/revised/Pages/20.820.65.aspx>

Appendix 1 - Equality impact screening tool

Stage 1 - Screening			
Title of Procedural Document: Safer Recruitment			
Date of Assessment	29/09/20	Responsible Department	HR
Name of person completing assessment	Claire White	Job Title	Head of Quality, Governance and Care
Does the policy/function affect one group less or more favourably than another on the basis of :			
	Yes/No	Comments	
• Age	No		
• Disability Learning disability; physical disability; sensory impairment and/or mental health problems e.g. dementia	No		
• Ethnic Origin (including hard to reach groups)	No		
• Gender reassignment	No		
• Pregnancy or Maternity	No		
• Race	No		
• Sex	No		
• Religion and Belief	No		
• Sexual Orientation	No		
If the answer to all of the above questions is NO, the EIA is complete. If YES, a full impact assessment is required: go on to stage 2, page 2			
Stage 2 – Full Impact Assessment			
What is the impact	Level of Impact	Mitigating Actions (what needs to be done to minimise / remove the impact)	Responsible Officer
N/A			
Monitoring of Actions			
The monitoring of actions to mitigate any impact will be undertaken at the appropriate level			

Appendix 2 - Decision paper

Decision required:			
Amount £	Start Date	Existing Budget	
Capital?	Funding Source	FTE Impact	
Justification and Business Case			
Principal Risks:			

Vacancies

Post Title	Number of Posts	Comments
Total		

Analysis of Changes in Headcount since

	Increase		Decrease
	(Heads)		(Heads)
Total			

Sponsor:**Date:****Line Manager:****Date:****Chief Executive Officer:****Date:****Approved:****Date of Decision:****Title:****Conditions attached to approval:**

Appendix 3 - Job description template

CANDIDATE INFORMATION PACK Job Description and Person Specification

Family Nursing & Home Care (“FNHC”) has existed as a Jersey charity for over 110 years. Its origins were closely linked to the Queens Nursing Institute, with the organisation being instrumental in delivering care and the first community nursing service on the Island. Through its work, the charity has established strong links within local communities and the Parishes of Jersey, and is committed to providing high quality integrated nursing and home care within the community from pre-birth to end of life.

Speaking to Islanders, our services have touched the lives of most people on the island, helping children, their families, the sick, the elderly and the dying. Our teams of highly qualified and experienced nurses and care staff operate a wide range of services across Jersey.

Although intrinsically linked, our organisation is made up of three distinct operational businesses which were developed in response to changes to our commissioned services in 2017. These business areas are currently identified as:

- Charity and Fundraising
- Commissioned Services
- Not for Profit Businesses

FNHC is a growing, forward thinking modern charity that has continuously adapted to meet the needs of Islanders. FNHC is passionate about delivering care that makes a real difference to people lives, as we believe that everyone deserves the best health care and support possible, and in order to achieve this we will always try to be there for you and your loved ones when you need us most.

It is therefore our intention to continue to grow and develop all areas of our organisation to enable us to meet the needs of Islanders now and in the future. To achieve this we rely on our charitable work and the generosity that we receive from Islanders, that allows us to direct the care where it is needed most. The funding also helps us as an organisation to supplement the services that are commissioned on behalf of the states of Jersey, provided by FNHC.

FNHC is a close-knit organisation with over 170 + staff members. It has a truly friendly and supportive culture, which is strongly embedded within our strategy, vision values and behaviours. Our ambition over the next five years is to deliver our strategic plan and to be:

- the employer of choice
- the partner of choice
- the provider of choice

always putting people at the heart of all we do.

Our Vision:

We will be the Island's leading nursing and care service in the community.

We will provide services that allow people to be cared for and remain at home, where possible.

Our care we give will be compassionate and excellent to enable people to live their lives as fully as possible.

We will develop and improve to ensure that people receive the best care.

Our Values:

Care, Compassion, Competence, Courage, Communication, Commitment.

	Priorities	Success Indicators
SAFE	Putting people at the heart of all we do	Clinical safety, quality assurance
CARING	Being the provider of choice	Delivering high quality care with dignity and respect
WELL LED	Be the employer of choice	Strong clinical leadership and competent workforce
RESPONSIVE	Be the partner of choice	Enhanced partnership and collaboration
EFFECTIVE	Improving outcomes for the people of Jersey	Making every contact count

Job identification	
Job Title:	
Reports to:	
Department:	Family Nursing & Home Care
Division:	
Job purpose (job statement)	
The post holder will	
Key Accountabilities	

General
<ul style="list-style-type: none"> To work in accordance with the FNHC's standards to consistently demonstrate the behaviours required to fulfil the promises we have made to the people of Jersey. These promises, developed with our patients, carers and staff help us deliver the pledges in the FNHC Constitution and our own corporate objectives. The post holder is required to carry out their role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way. To ensure that FNHC's policies and procedures are adhered to by all employees. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the FNHC's Health and Safety policies and procedures. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments. To work in accordance with the FNHC's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery

and employment in accordance with FNHC policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.

- To adhere to the FNHC's Infection Control Policy, procedures and guidelines.
- To comply with the FNHC's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the Safeguarding Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Multi Agency Safeguarding Vulnerable Adults Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
- Comply with required professional boundaries and codes of conduct
- Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget

To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan. This job description has been updated and agreed by:

Current post holder:..... Date:

Line Manager:..... Date:

PERSON SPECIFICATION

Professional qualifications

Required

Desirable

Key Skills, Knowledge and Education

Attributes	Essential	Desirable
Qualifications		
Experience and Knowledge		
Skills and Abilities		
Personal Attributes		
Other Requirements		

Signatory		
Employee		
Line Manager		
Human Resources		
Control Version		

Appendix 4 - New staff requirements form

Title	Surname
First Name	Division
Team/Corporate	Job Title
Date Access Required	User Base Location

Equipment requirements

ID Badge		Sphygmomanometer	
Keys - specify which keys required:		Stethoscope	
		Digital Thermometer	
Mobile Phone		Pulse Oximeter	
iPad		Glucometer	
Laptop		Equipment bag	
Scales		Kneeling pad	
Height/Length Measure		Clinical stock	
Parking Permit		Andium Parking Permit/ Fob	
Adrenalin		Parish Parking Permit	
Uniforms		Specify any other requirements:	

Please specify the users IT requirements

Desk Phone		Voicemail	
Mobile Phone		iPad	
Email account		Mobile Iron (to access emails on iPad)	
EMIS		Care Planner	
Care Plus		Assure	
Trak Care		HRIS	
Donerflex		Path Lab	
JD Edwards		Other (please specify)	

Please specify mandatory and statutory training requirements

Generic training		Service Specific Training (Clinical staff)	
Non-clinical staff		District Nurse Team	
Clinical staff – Non-Registered Practitioners		Rapid Response Team	
Clinical staff – Registered Practitioners		Children's Community Nursing Team	
		School Nurse Team	

Additional Information (please add any relevant information that may be required)

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Authorising Manager

Name	Signature

This section to be completed by IGO/Facilities/Finance

Date Form Received	Date Request Made	Date of all action completed
Additional Information:		

Appendix 5 - Recruitment process planning

Recruitment Process Planning

Time Frame	Stage / Documentation	Process	Responsibilities
Notice accepted Business case	New role/replacement identified Decision paper New Staff requirements form	Decision paper completed by Op lead/manager to contain requirements for the role including: <ul style="list-style-type: none"> • JD • Equipment • IT • S&M Training requirements 	Operational Lead/Manager
Monthly meeting	Decision discussed/agreed	Op lead/manager to submit decision paper to Quality, Assurance, Governance, Performance Board for approval (CEO if urgent/QAG&PB postponed)	Op Lead/Manager at QAG&PB
Within 5 working days from approval	Advert	Agreed by Op lead/manager and HR Identify interviewers Provisionally book interview dates Set close date (Friday)	HR Op Lead/Manager
Within 2 working days from close	Applications Short list pack	HR to collate and distribute to interviewers with shortlisting tool. (If close date Friday, short list packs out by Tuesday)	HR
Within 2 working days from receipt of shortlist pack	Short list Short list pack	Shortlisting assessment tool to be used, agreed by interviewers. Scoring and feedback returned to HR HR to feedback to candidates and arrange interviews (If close date Friday, short list packs out by Tuesday, returned Thursday)	Interviewers
Interview offer 5 working days following close	Offer of interview / rejection	(If close date Friday, short list packs out by Tuesday, returned Thursday, interview offer sent Friday)	HR
Interview date agreed earlier. (min 7 days from offer) Pack to be shared by HR 2 working days prior to interview	Interview Interview Pack	Op lead/manager to agree role specific questions Interview assessment tool to be used Standard FNHC questions (core) HR to prepare interview pack	HR Interviewers
Feedback and verbal offer within 1 working days	Feedback and offer Offer Letter	Interviewer to provide verbal feedback. HR send offer letter asking for permission to access referees.	Interviewer HR

Time Frame	Stage / Documentation	Process	Responsibilities
of final interview.			
Within 1 working day on receipt of acceptance	Provisional start date (subject to checks) New Staff Requirements Form	Employment checks carried out by HR HR send new staff requirements form (completed by op lead/manager with Decision Paper) to relevant parties: Facilities, Finance, IT, Education, Op lead/manager with provisional start date HR to keep Op leads updated on progress and highlight any issues with contact or checks/clearances.	HR
On receipt of confirmation of start date	Confirmation of start date Induction/Probation documentation (Induction documentation to be reviewed – core requirements and service/role specific)	HR to send confirmation of start date to relevant parties: Facilities, IT, Education, Op lead/manager HR send induction documentation to Op Lead/manager with end of probation date identified	
End of probation Period	Completion of probation period. Induction/Probation documentation End of probation period letter	Op Lead/manager to return induction/probation documentation to HR HR to send end of probation letter upon receipt of documentation	Op Lead/Manager HR

Appendix 6 - Shortlisting form**SHORT LISTING RECORD FORM**

Each member of the Panel should complete this form.

Title of Post

.....

Essential criteria to short list against – these must include the essential skills, qualifications and experience needed for the job.

Please choose the essential criteria from the Person Specification:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Name	Assessment against selection criteria								Total Score	Please state clearly the reasons for selection or deselection and give reasons why each candidate was or was not short listed. This will enable clear feedback to be provided.	Short listed (Yes/No)
	1	2	3	4	5	6	7	8			

**Note: Scoring Systems: 0= not met
1= partly met
2= met**

Name:
(please indicate if Chair of the Panel)
Job Title:
Date:

Appendix 7 - Reference request template

Private & Confidential

[name]

[address]

[address]

[address]

[address]

[Date]

Dear [Name]

Re: [Candidate Name]

I am writing on behalf of Family Nursing and Home Care Inc (the “Association”) and we are in the process of appointing the above named person for the position of [job title] and they have named you as a suitable referee.

It is essential for the safety and welfare of the Association’s client that we obtain as much information as possible about potential employees and this reference request aligns to the Jersey Safeguarding Partnership Board Memorandum of Understanding and is part of the Association’s safer recruitment process.

I would be grateful if you would complete this form honestly and concisely, with as much detail as possible, by [date]. I appreciate that this does take more time, but I am confident that you will share our commitment to safe recruitment. Under the Regulation of Care (Jersey) Law 2014, failure of a registered person to share information with other registered persons, regulatory bodies and law enforcement agencies where to do so would assist in safeguarding care receivers from harm will be an offence which if prosecuted and convicted, the registered person would be liable to a fine of up to £50,000.

I have also attached the job description in order for you to evaluate the competence of the above named individual in relation to the role being applied for.

In accordance with the Data Protection (Jersey) Law 2018, I should be grateful if you would include in your response, whether or not you would be happy for [candidate name] to view your responses, should they request to do so.

Many thanks for your time and I look forward to hearing from you shortly.

Yours sincerely

[Name]

[Title]

Reference Request Form

Name of Applicant	[candidate name]	
Name of Referee		
Job Title of Referee		
Relationship with Applicant		
How long have you worked with the Applicant		
Role held by the Applicant		
Please confirm the dates of the Applicant's employment	Start Date	End Date

<p>Please confirm the reason for the termination of the Applicant's employment.</p> <p>If the Applicant was dismissed, please explain the reason for the applicant's dismissal and the surrounding circumstances.</p>	
<p>Would you be willing to re-employ the Applicant?</p> <p>If the answer is "No", please explain why?</p>	
<p>Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) involving issues relating to the safety and welfare of vulnerable adults and/or children?</p> <p>If so please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.</p>	
<p>Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of vulnerable adults and/or children.</p>	

<p>Are you completely satisfied that the Applicant is suitable to work with vulnerable adults and/or children?</p> <p>If not please give specific reasons for your concerns.</p>	
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Please rate the Applicant against the following criteria	Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Attitude to Work					
Reliability					
Working relationships with others					
Skills					
Experience					

Please confirm that you would be happy for your response to be released to the Applicant	Yes / No
Signed:	Please Print Name:
Dated:	Telephone no:

Name:	Job Ref:	
Recruiting Manager:	Job Location:	
a. Will the employee be working with young people?	Yes/No	
b. Will the employee be working with vulnerable adults?	Yes/No	
c. Is there a likelihood of lone working?	Yes/No	
d. Does the post involve responsibility for finance, items of value or other high risk areas?	Yes/No	
e. Does the post involve giving personal care?	Yes/No	
f. Is contact with service users regular, but infrequent?	Yes/No	
g. What is the normal level of supervision?	High/low	
Actions to be taken to minimise risk to service users and staff:		
The completed risk assessment must be discussed and counter-signed by an Operational Lead before any decision to start an appointment is made. Any applicant who starts prior to clearance must be subject to the supervision guidelines.		
Declaration: I have undertaken a thorough risk assessment of the candidate prior to agreeing a start date.		
<u>Recruiting Manager Signature:</u> Print Name: Designation: Date:	<u>Counter-signed Level 3 Manager Signature:</u> Print Name Designation: Date:	

FNHC
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Appendix 9 - Risk assessment for positive disclosure of conviction at interview

POSITIVE DISCLOSURE DECISION SHEET

A positive disclosure is a certificate that shows cautions, warnings or convictions. They may show spent convictions and also unspent convictions, and for Enhanced checks, they will also show information that a police force deems relevant to disclose based on the nature of the job that the individual will be employed to do.

Before a decision is reached on whether to offer or confirm employment to an individual, the individual should be offered the opportunity to discuss the content of the disclosure with the recruiting manager, except where this is prohibited.

Using this decision sheet, the manager will make a balanced decision on whether they are satisfied to employ the person / service provider.

Name:

Position applied for:

Current/Prospective employee: Question	Yes	No	Notes / Manager comments
Does the DBS result bar the appointment?		If "yes", do not employ.	
Is the conviction relevant to the position?			
Are you satisfied with the circumstances of the offence, and the candidates' explanation?			
How do you regard the seriousness of the offence?	Please indicate Minor / Average / Major		
Did the offence occur recently?		How long ago:	
At what age were the offences committed?			
What age is the applicant now?			
Does the disclosure show a pattern of offending behaviour, or was the offence a one-off?	Please indicate Pattern / One-off		
Have the circumstances that led the applicant to commit the offence changed for the better?			
Did the applicant disclose the conviction(s) / cautions, warnings or reprimands when asked?		If they did not disclose, it may constitute gross misconduct	
Does the role allow the opportunity to re-offend?			
What level of supervision will the person receive?	Please indicate None / Some / A lot		
Does the post involve responsibility for finance, items of value, drugs or other high risk areas?			

Decision: Employ* / Do not employ* / Employ with adjustments to role* (*circle)

Responsible Manager Name:

Signature:

Date:

Please return this form with the any appointment paperwork to the Human Resources FNHC Le Bas Centre