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Medical staff pre-appointment checking procedure for locum doctors employed by medical staffing agencies

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Type of document	Policy
Target audience	All clinical staff and managers of clinical services
Document purpose	Policy to describe the process for undertaking appropriate checks on locum medical staff.

Approving meeting	Workforce and Organisational Development Sub-Committee	Date 22-Oct-12
Implementation date	06-Nov-12	

CWP documents to be read in conjunction with	
HR6	Mandatory Employee Learning (MEL) Policy
HR2.2	Pre-appointment checks - including CRB checks
HR2.3	Induction policy
HR2.5	Professional registration checks policy and guidelines

Document change history	
What is different?	Full document review in line with NHSLA level 1
Appendices / electronic forms	N/A
What is the impact of change?	N/A

Training requirements	No - Training requirements for this policy are in accordance with the CWP Training Needs Analysis (TNA) with Education CWP.
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Document consultation	
Clinical Services	N/A
Corporate services	N/A
External agencies	N/A

Financial resource implications	None
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External references
1. NHS Employment Check Standards
2. NHS Employers – How to: understand employment checks for agency staff

Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		

Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? N/A		
Is the impact of the document likely to be negative?	No	
- If so can the impact be avoided?	N/A	
- What alternatives are there to achieving the document without the impact?	N/A	
- Can we reduce the impact by taking different action?	N/A	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.		
If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.		
Was a full impact assessment required?	No	
What is the level of impact?	Low	

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1. Introduction

All staff, including locum medical staff, in Cheshire and Wirral Partnership NHS Foundation Trust are subject to a number of mandatory pre appointment checks prior to commencing employment. The NHS Employment Check Standards must be met in relation to agency staff and this document should be read in conjunction with the trust's policy on Pre-employment Checks.

Whilst pre-employment checks may be undertaken by an agency, the ultimate responsibility remains with the trust and as such we need to satisfy ourselves that the agency has undertaken appropriate checks and that the agency's screening processes meet the standards by regular auditing and monitoring.

All the agencies that the trust use should be signed up to Government Procurement Services framework agreements which means that their operational recruitment and placement policies and procedures comply with NHS Employment Check Standards.

This procedure will provide a mechanism to ensure that the trust is able to satisfy itself that the appropriate checks have been carried out by the agencies and that staff within the HR Department and service lines who have responsibility for booking and receiving locums are aware of what pre-employment checks are required.

It will identify how the Trust will monitor and receive assurance that the agencies are carrying out the checks they have responsibility for and detail the processes by which the Trust will monitor compliance.

The service line must complete an 'Agency locum doctor request form' for either a short term locum ([Appendix 1](#)) or a long term locum ([Appendix 2](#)).

2. General

All locum doctors will have pre appointment checks and induction, carried out prior to their commencement of work.

The HR service adviser will arrange locum cover during office hours Monday to Friday. Cover outside of office hours will be arranged by the medical manager or bleep holder for the area requiring cover.

This procedure will apply to all new locum medical staff employed / recruited from a medical staffing agency either on a long or short term basis. Checks on locum medical staff who regularly cover shifts for the Trust will not be undertaken each time they are booked, apart from the identification checks as required.

For locum doctors employed directly by the Trust the normal recruitment processes will be followed in line with all other permanent or temporary clinical staff. All locum doctors that have worked for the Trust for longer than 6 weeks will receive supervision in line with the provisions set out in the Trust policy on supervision.

Short term locums are defined as locum doctors working for up to one week. Longer term locums are defined as locum doctors working for over one week.

3. Pre-appointment checks procedure

Medical agencies have to comply with the standards set by the Buying Solutions Framework and must not forward a CV of any locum doctor to the Trust without supplying evidence that the appropriate employment checks (including registration checks) have been carried out.

3.1 Type of checks required

The Trust must ensure that the following details are obtained, recorded and retained relating to each doctor:

- A full CV including name and employment history;

- Two employment references, one provided by the most recent employer and both must be within the last one year*;
- Details of current registration status and eligibility to practice;
- Evidence of the right to work in the UK;
- A certificate of fitness to work from an Occupational Health Department;
- Evidence that a CRB check has been carried out within the last 12 months;
- A signed declaration form (Trust document);
- A signed EWTD opt out form (Trust documents).

*As a minimum, agencies should seek and verify references covering at least three years of previous employment and/or training history. The trust will request to see two references as stated above but will ask the agency to provide assurance that they have references covering a full three years.

3.2 How the organisation makes sure that checks are being carried out by all external agencies (such as NHS professionals, recruitment agencies etc.) used by the organisation in respect of all staff

- The medical agency must only forward the details of doctors who have had all employment checks including professional clinical registration completed;
- The HR service adviser, medical manager or blepholder should assure themselves that these checks have been carried out by asking for the appropriate documents and completing the locum checklist ([appendix 3](#)).

3.3 Identification checks

All locum doctors should report on the first day to the medical manager or bleep holder with the following identification:

- ID Badge, supplied by the agency;
- Original passport and/or;
Photographic driving licence (a photo card is only valid if accompanied with the counterpart licence).

3.4 How checks are made

Longer term locums

The medical manager will be designated to meet with the locum doctor and check identification on commencement of work. The agency doctor will be instructed by the Trust who to report to when the booking is made.

Short term locums

The medical manager or bleep holder will meet with the agency locum and check identification. The locum doctor will receive a handover from the doctor about to finish the shift. The Trust handover procedures will be sent to the locum doctor before the shift.

3.5 How the organisation follows up those staff who do not satisfy the checking arrangements

If a locum doctor reports for a shift without the necessary means of identification the medical manager or bleep holder must contact the medical agency to try and ascertain means of identification. If there is no means to identify the locum doctor then the Tier 3 manager will be called to make the decision to allow the doctor to work or not. This decision will be based on risks to the service. The medical manager or bleep holder must complete an incident form.

4. Induction

All locum doctors will receive an induction and a copy of the local procedure that familiarise them with key contacts, area of work and key policies. The locum doctor must also complete sections 3 or 4 of the locum checklist and forward to HR, see [appendix 3](#).

4.1 Longer term locums

All locum doctors will report to the medical manager who will perform a local induction. Locum doctors who work for the Trust for a period longer than 1 month will attend the Trust corporate induction.

4.2 Short term locums

The medical manager or blepholder will meet the locum doctor to complete the induction and provide the locum doctor with the local procedure at the start of the shift.

5. Completion of locum checklist

A locum checklist ([appendix 3](#)) shall be completed for all locums.

Part one will be completed by the HR service adviser (medical staffing) or by the medical manager or bleep holder for any locums booked outside of office hours.

Part two will be completed by the medical manager or bleep holder to whom the locum will be reporting.

Part three will be completed by short term locum doctors. The HR service adviser will contact the medical manager or bleep holder for the checklist after two weeks. If after four weeks the checklist is still not returned, the HR service adviser will arrange for the agency to contact the doctor and request that the form is completed and returned,

Part four will be completed by longer term doctors. If the form is not received within two weeks of the doctor commencing with the Trust, the HR service adviser will chase the medical manager. Failure to return the checklist within one month of the doctor commencing with the Trust (without valid reason i.e. sickness) will result in the general manager/clinical director (where appropriate) being notified requesting for further action to be taken.

6. Clinical handover

The locum doctor will be asked to report for the shift 30 minutes before commencement, allowing time for the junior doctor on the previous on-call shift to complete the clinical handover.

7. Complaints procedure - clinical

The Trust is required to inform the agencies in writing, of any breach of policies and procedures on the part of any locum doctor. The trust will notify the agencies of the recommended action and of any complaints relating to the doctor. The Trust will demonstrate that action is taken to ensure that there is no recurrence. The Trust has a procedure in place for reporting doctors to General Medical Council, where there is evidence of malpractice or poor performance.

8. Duties and responsibilities

8.1 Chief Executive

As accountable officer, the chief executive must ensure that responsibility to deliver an effective system to monitor checks on locum medical staff is delegated to an appropriate executive lead, as outlined in the executive portfolios.

8.2 Director of Nursing, Therapies and Patient Partnership / Medical Director

As nominated executive leads, the Director of Nursing, Therapies and Patient Partnership and Medical Director must ensure that robust systems and processes are in place to monitor checks on locum medical staff.

8.3 Tier 3 Manager

In the event of there being no means to identify a locum doctor the Tier 3 Manager will make the decision to allow the doctor to work or not.

8.4 Clinical Director / General Manager

Must authorise the agency locum doctor request form.

8.5 HR Service Advisor

- To provide advice and support to both managers and medical staff on the application of this procedure;
- To recruit short and longer term locum doctors through medical staffing agencies;
- To ensure that the appropriate documentation has been received from the agency and checks undertaken;
- To verify GMC registration details via the GMC website and run off confirmation report to check against details supplied by agency;
- To monitor that locum doctors appointed outside of the hours of Monday – Friday 9am – 5pm have pre employment checks and induction completed by the medical manager or bleepholder;
- To ensure that the locum checklist is completed and employment documentation is kept on file for each locum;
- Inform the doctor of the time, location and the person within the Trust (local contact) to whom the doctor should report on arrival;
- Provide the agencies with the correct information as to the status of the locum vacancy in order to assist them to comply with the Working Time Directive (WTD).

8.6 Responsibility of the medical manager or bleep holder

- To ensure that the locum doctor is met at the start of the shift, identification is checked, if identification is not available to complete an incident form;
- To ensure that the appropriate pre employment checks are carried out and the locum checklist completed and returned to the HR service advisor;
- To ensure that the locum doctor has an Induction and orientation;
- To photocopy documents, sign and date them to certify that the originals have been witnessed and send the copies to the HR service adviser;
- To arrange any locum required out of hours in line with the finding a locum procedure (available from HR department);
- To arrange for longer term locums (in post longer than 6 weeks) to receive supervision;
- To arrange for longer term locums (in post longer than 1 month) to attend corporate induction.

8.7 Responsibility of medical staffing agency

- To ensure all necessary employment checks are correct and up to date for all doctors put forward for locum shifts, in line with Government Procurement Service framework agreements;
- To provide the doctor with an EWTD opt out form and Trust Declaration form (see [appendix 4](#) and [appendix 5](#));
- Ensure that all doctors:
 - Are competent in understanding both written and verbal English. The agencies are required to assess verbal English by some appropriate means and be satisfied that the doctor is competent in both verbal and written English before placing the doctor on assignment;
 - Be able to communicate effectively with staff and the general public;
 - Be helpful, pleasant and courteous;
 - Have good telephone skills;
 - Have legible handwriting;
 - Be confident and able to deal with staff at all levels;
 - Be able to work with minimum supervision (where appropriate);
 - Be prompt and punctual;
 - Be competent in seeking consent;
 - Be responsible for notifying their consultant of any procedure, device and/or equipment they are not competent to use.

8.8 Responsibility of locum doctor

- To report at the correct time;
- Provide photographic evidence of ID;
- Provide completed declaration and EWTD opt out form;
- Ensure a timesheet is signed by either a consultant or senior nurse;
- Agree to participate in the investigation of any clinical complaints, either during the period of placement or subsequently;
- Adhere to the Trusts policies and procedures;
- Complete relevant induction and checklists;
- Doctors, supplied by the agencies, are expected to work under the supervision, management and control of the Trust;
- All locum doctors must inform both the agency and the Trust of any health related issues e.g. infection risks, contact with T.B. The locum doctor must provide their agencies with up to date immunisation / vaccinations status, including evidence of most recent mantoux test and must be prepared to undergo relevant tests where necessary before being allowed to commence work for the Trust.

8.9 Workforce and Organisational Development Sub Committee (WODSC)

- WODSC is responsible for approval, ongoing review (including review of duties) and receiving reports on the monitoring of this policy, through receipt of reports, work plans and action plans as detailed in this policy.

Appendix 2 - Agency locum doctor request form – longer term

Longer term locums - working for more than a week

To be authorised by clinical director / general manager of the service

For long term locum requests	Requesting manager to complete								HR office use only
Name of requester	<i>(must be authorised signatory)</i>								
Service Line									
Dept / team									
Grade of doctor to be covered									
Start date required									
Anticipated end date									
Hours / days per week required		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	Start								
	Finish								
Reason for booking	<i>(E.g. sickness, vacancy etc)</i>								
Person to report to at start of first shift:									
Full address of place of work	<i>(including post code)</i>								
Full details of network drives worker will need to access:									
Specific requirements (AC Approval, Section 12 etc)									
Form completed by	Signed:				Designation:				
Date									
Form authorised by	Signed:				Designation:				
Date									

Please fax to: HR Business Support Team on 01244 852 315 or email mark.cadwallader@cwp.nhs.uk

Appendix 3 - Checklist for locum medical staff employed by medical staffing agencies

Checklist Form

Section One - Completed by HR Service Adviser (medical staffing) for bookings requested Monday – Friday 9am – 5pm and forwarded to the medical manager or bleep holder or if out of hours the medical manager or bleep holder booking the locum

Details of shifts / service requirement

Date of booking	
Date(s) to be worked	
Shift time(s)	
Grade and speciality	
Base and service line	

Booking details

Name of doctor	
Name of agency	
Reporting arrangements	

Information sent from agency

	Received	Date	Checked by (signature) medical staffing / medical manager / bleepholder
CV – email confirmation required from consultant that CV has been approved			
GMC REGISTRATION Reg no: Expiry date: NB GMC Confirmation report will be verified and run off by the HR Service Advisor for the file			
CONFIRMATION OF SECTION 12 STATUS (if applicable)			
Occ. health clearance			
References x 2			
References covering 3 years - verbal confirmation that this information is held on file			
CRB Clearance (last 12 months) CRB no:			
Evidence of right to work in the UK			
Declaration form			
EWT opt out form			

Section two - Completed by the medical manager or bleep holder and returned to HR Service Adviser (medical staffing)

Personal identification documents (originals)

	Date	Witnessed by (name)
Agency ID badge, and one of the following		
Original current passport or		
Photographic driving licence with paper counterpart		

Above documents must be original. Copies must be made and signed and dated by the person witnessing the original documents and returned to the HR Service Adviser (medical staffing).

Section three – Short term locum medical staff induction checklist (locum doctors working for up to one week) - Completed by locum doctor.

I confirm that I have received information on the following:

Induction details

	Signed
Orientation	
Fire procedure	
Bleep number / procedure	
Key contacts	
Key responsibilities	
Access to the Intranet / trust policies NB Locums working one shift only will access policies via ward staff and not via the intranet	
Name of doctor performing clinical handover	
Name of doctor handed over to	

Section four – Longer term locum medical staff induction checklist (locum doctors working for a week or more) – Completed by locum doctor

I confirm that I have received information on the following:

Topic	Provided by clinical director / supervising consultant	Provided by team manager / admin staff	Signature of locum
Orientation	✓		
Weekly time table	✓		
Local rotas	✓		
Reporting sickness	✓		
Applying for leave	✓		
Information about clinical teams and pathways	✓		
Trust policies relevant to role	✓		
Electronic patient record training		✓	
Provision of PC, mobile phone, keys, dictaphone		✓	
Information re access to building (inc emergency procedures)		✓	
Lone working arrangements		✓	

This checklist must be completed and returned to:

HR Service Adviser
 Medical Staffing
 Chester Gates Business Park
 Unit A Telford Court
 Dunkirk Lea
 Chester CH1 6LT

Appendix 4 - Working time regulations opt-out agreement medical staff

Please read the following information carefully before you sign the declaration

The Working Time Regulations limit a doctor's hours of work to an average of 48 per week, including your contracted hours and any additional shifts you may agree to undertake for the Trust. These hours are averaged over a 26 week period. No doctor can be required to work more than the average 48 hours per week, but you can choose to work additional hours. However, in choosing to work additional hours, the doctor must sign an opt-out agreement.

In signing this opt-out agreement you should note that the Trust does not expect medical staff to agree to work more than 48 hrs per week and such an agreement does not remove from the Trust its duty of care to all doctors working for the Trust. As part of that – even if you have signed an opt-out agreement - if at any time the Trust considers that working additional hours beyond the statutory limit places you, the service or clients/patients at risk, this will be discussed with you and a limit may be placed on the numbers of additional hours you work for the Trust.

Having read the above, I _____ (**FULL NAME**) working as
_____ (Grade)

Voluntarily agree to work in excess of 48 hours per week (averaged out over a 26 week period),

With effect from _____ (**DATE**)

Non-negotiable working time regulations

I understand that, irrespective of my agreement to work beyond 48 hrs per week, I must at all times adhere to the following non-negotiable Working Time Directives:

- Weekly rest: I must have one 24 hour break per week, or two 24 hour breaks in a fortnight;
- Daily rest: I must have a 20 minute break for every 4-6 hours of work I undertake

Signed: _____

NB: It is your personal responsibility to ensure that you take adequate daily and weekly rest.

Please ensure you bring this signed form with you before commencing your first shift with the Trust.

Appendix 5 - Declaration Form

Please complete all parts of this form in Print using black ink

First Name	<input type="text"/>	Post Ref	<input type="text"/>
Surname	<input type="text"/>		
Post	<input type="text"/>		

Confidential

Before you can be considered in a position of trust within Cheshire & Wirral Partnership NHS Foundation Trust we need to be satisfied about your character and suitability.

Please read the following notes carefully before completing this Declaration Form. If you require further information, please contact the HR Department on 01244 852308. All enquiries will be treated in strict confidence.

Cheshire & Wirral Partnership NHS Foundation Trust aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of race, gender, marital status, religion, disability, sexual orientation or age. We undertake not to discriminate unfairly against applicants on the basis of criminal conviction or other information declared.

Prior to making a final decision concerning your application we shall discuss with you any information declared by you that we believe has a bearing on your suitability for the position. If we do not raise this information with you, this is because we do not believe that it should be taken into account. In that event, you still remain free, should you wish to, to discuss the matter with the interviewing panel. As part of assessing your application, we will only take into account relevant criminal records and other information declared.

The information that you provide in this Declaration Form will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Please ensure that you read the 'Guidance Notes for Applicants' that accompanied your application form carefully before completing this declaration form. They provide you with further and more detailed information about how your application will be processed, the persons to whom it will be disclosed and the checks that will be done to verify the information provided.

Please answer all of the following questions. If you answer 'yes' to any of the questions, please provide full details in the space indicated. Please also use the space below to provide any other information that may have a bearing on your suitability for the position for which you are applying. You may continue on a separate sheet if necessary, and you may attach supplementary comments should you wish to do so.

The position for which you have applied is exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all criminal convictions, including those that would otherwise be considered 'spent'.

Answering 'yes' to any of the questions below will not necessarily bar you from an appointment within the NHS. This will depend on the nature of the position for which you are applying and the particular circumstances.

In answering the questions below, you should place a check X in the appropriate box.

1. Are you currently bound over or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?

- No
 Yes

If **YES**, please include details of the order binding you over and/or the nature of the offence, the penalty, sentence or order of the Court, and the date and place of the Court hearing.

Please note: you do not need to tell us about parking offences.

2. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?

- No
 Yes

If **YES**, please include details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.

You are reminded that, if you are appointed, you have a continued responsibility to inform us immediately where you are charged with any new offence, criminal conviction, investigation, caution, warning, binding over or fitness to practice proceedings in the United Kingdom or in any other country that might arise in the future. You do not need to tell us if you are charged with a parking offence.

3. Are you aware of any current NHS Counter Fraud and Security Management Service investigation following allegations made against you?

- No
 Yes

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the NHS CFSMS.

4. Have you been investigated by the Police, NHS CFSMS or any other Investigatory Body resulting in a conviction or dismissal from your employment?

- No
 Yes

If **YES**, please include details of the nature of the allegations made against you, and if known to you, any action to be taken against you by the Investigatory Body.

Investigatory bodies include: Local Authorities, Customs and Excise, Immigration, Passport Agency, Inland Revenue, Department of Trade and Industry, Department of Work and Pensions, Security Agencies, Financial Service Authority. This list is not exhaustive and you must declare any investigation conducted by an Investigatory Body.

5. Have you ever been dismissed by reason of misconduct from any employment, office or other position previously held by you?

- No
 Yes

If **YES**, please include details of the employment, office or position held, the date that you were dismissed and the nature of allegations of misconduct made against you.

6. Have you ever been disqualified from the practice of a profession, or required to practice subject to specified limitations following fitness to practice proceedings, by a regulatory or licensing body in the United Kingdom or in any other country?

- No
 Yes

If **YES**, please include details of the nature of the disqualification, limitation or restriction, the date, and the name and address of the licensing or regulatory body concerned.

7. Are you currently the subject of any investigation or fitness to practice proceedings by any licensing or regulatory body in the United Kingdom or in any other country?

- No
 Yes

If **YES**, please include details of the reason given for the investigation and/or proceedings undertaken, the date, details of any limitation or restriction to which you are currently subject, and the name and address of the licensing or regulatory body concerned.

8. Are you subject to any other prohibition, limitation, or restriction that means we are unable to consider you for the position for which you are applying?

- No
 Yes

If **YES**, please include details.

9. Do you know of any other matters in your background which might cause your reliability or suitability for employment to be called into question?

- No
 Yes

If **YES**, please include details.

If you have answered 'yes' to any of the questions above, please use this space to provide details. Please indicate clearly the number(s) of the question that you are answering.

[You may continue on a separate sheet if necessary and may attach supplementary comments should you wish to do so]

Declaration

Important: The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1998 defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence; and (from 12 October 2010) will include any barring decisions made against the Children's or Vulnerable Adults Lists by the Independent Safeguarding Authority under the terms of the Safeguarding Vulnerable Adults Act (2006).

The information that you provide in this Declaration Form will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Once a decision has been made concerning your appointment, Cheshire & Wirral Partnership NHS Foundation Trust will not retain this declaration form any longer than necessary [see further details in '*Guidance Notes for Applicants*']. This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the trust who are authorised to view it as a necessary part of their work.

In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

DECLARATION

Important: The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1998 defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence; and (from 12 October 2010) will include any barring decisions made against the Children's or Vulnerable Adults Lists by the Independent Safeguarding Authority under the terms of the Safeguarding Vulnerable Adults Act (2006).

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In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

I have read the '*Guidance Notes for Applicants*' that accompanied my application form, and I consent to the information provided in this declaration form being used by Cheshire & Wirral Partnership NHS Foundation Trust for the purpose of assessing my application, and for enquiries in relation to the prevention and detection of fraud.

I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information, or provide false or misleading information, this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution.

Please sign and date this form.

Name (in block capitals)	
Signature	
Date	

THIS DECLARATION FORM SHOULD BE COMPLETED BY THE LOCUM AND FAXED BY THE AGENCY TO THE PERSON BOOKING THE LOCUM

If you wish to withdraw your consent at any time after completing this declaration form or you have any enquiries relating to information required in this form, please contact HR Business Support Team on 01244 852335. All enquiries will be treated in strict confidence