

Streamlining recruitment in response to the Covid19 situation

Prioritisation of Roles

- DHSC roles will be prioritised over and above workload being received from other Departments.
- Where new positions need to be created on PiP in order to respond to the situation the team will prioritise these positions being set up.
- Where increases in hours or substitutions to higher grades are required the employment changes team will prioritise confirmation of these requests.

Ongoing Need for Similar Roles

OHR can set up a rolling advert which can accept applications continuously if the hiring manager is able to keep track and manage those applications coming in.

Staff Changing Roles

There is no need for OHR to be notified for a member of staff changing location.

Occupational Health advice is that medical rescreening is required if moving to a post undertaking:

- **Control and Restraint:** Porters & Mental Health Services
- **Exposure Prone Procedures:** Surgeons and staff assisting in surgery, Accident and emergency clinical staff, Dentists and Orthodontists, Midwives, Paramedics

Sources of New Staff:

Transfer of people between Bank and substantive roles

Substantive post holders can join the bank in a like-for-like role (RN joining Bank RN) and vice versa. This can be done quickly with no checks required unless they need a police check for the new role .

Where it is decided to contract people straight into substantive roles of the same grade/level; normal processes to ensuring open and fair recruitment should be given consideration but can be waived due to the exceptional circumstances. Such contracts may be for a limited term.

Re-employment of people who have resigned or retired in the last 12 months

If candidates have recently left and pre-employment checks remain on file it is possible for OHR to re-employ the candidate.

Employment of staff whose registration has lapsed at a different grade

It is possible to bring a qualified professional in at a different grade i.e. a nurse as an HCA if they do not have an up to date registration. Monitoring of the duties undertaken is likely to be required from management.

Redeployment of staff from other Departments into DHSC

LEaD are collating lists of available staff with an indication of their skills for matching with DHSC skill requirements. This is likely to be mainly for non-clinical staff, though any staff identified working in other Departments with clinical skills will be highlighted. See Workforce Mobilisation and Redeployment Guidelines.

Any requests for additional support should be directed to laura.warren@gov.im with some initial information regarding the skills and hours required.

Guidance on the pre-employment process

Conditional Appointments

The existing Conditional Appointment process can be used to facilitate the swift recruitment of essential people to support the Covid 19 effort.

This requires:

- Completion of a Conditional Appointment form – example attached.
- Undertaking a risk assessment and putting measures to mitigate risks in place whilst pre-employment checks are completed, eg supervised working.

Authority to Sign off conditional appointments:

- Doctors sign off by Medical Director
- Nurses sign off by Director of Nursing
- All other health professionals sign off from Chief Operating Officer
- PSC – sign off by Department's Accounting Officer

The Department can use the risk assessment (see template below) within the conditional form or complete an overarching risk assessment for groups of employees

Legal requirements before a Conditional Appointment can be approved:

Visa

Relevant immigration/visa status must be in place

Work Permits

Emergency measures include suspension of work permits. Date of implementation and conditions to be confirmed.

Registration and Temporary Re-registration, eg GMC/Specialist Register, NMC

HR can check this online if the registration number is provided.

Registered bodies are currently working to set up **temporary emergency registers** for people returning to the profession. Fees for joining the register are to be waived and the bodies are currently collecting names **for people who have left in the last three years**. Each body has its own information on terms and conditions under this temporary register and HR will support managers to bring people back into work under these where necessary.

ID Verification

OHR will review personal files for returning staff to verify ID where possible and avoid delays.

The UK Disclosure and Barring Service has made temporary changes to the ID verification process for checks. These allow for ID documents to be viewed by live video link or for scanned documents to be used. In both of these cases, managers will be advised that the appointment is conditional and the applicant must present the original versions of these documents when they begin working in the role that they've applied for.

Risk Assessment of Conditional Appointments

DBS Checks – Risk assessment should consider how anyone who has not have a relevant police check can work with appropriate mitigation measures in place. The degree of risk should be assessed in light of previous work and police check history eg have the recently been in employment with DHSC or a UK NHS Trust where a police check will have been carried out. *See template below.*

Medicals –The Department has an obligation to ensure that healthcare workers do not pose a risk of infection to patients. Similarly, it is essential to ensure that staff are protected from infection by patients. The requirements are to ensure immunisation against common communicable infections and biological hazards workplace and the risks of exposure that their role may pose. OHR staff may have the information for returning staff and will check this. Request will be prioritised by the Occupational Health Service for urgent recruitment.

References

It may be possible to use references received on appointment coupled with a review of the OHR records to avoid the need for these. IOMG's 'Fidelity Guarantee' guarantee insurance covering the organisation if it is defrauded of an amount of around £100,000 is void if insufficient pre-employment checks, such as references, are completed. A conditional appointment may be made if this is assessed as low risk.

Driving License – Must be produced on first day of appointment and before any driving takes place

Additional qualifications – This is subject to the Departments risk assessment and the type of qualification the role requires.

Covid 19 - Conditional Appointment Form

Conditional Appointment Requested in respect of:

Name of Applicant	
Address of Applicant	
Post Title	

Risk Assessment:

Pre-Employment Check	Description of Risk	Actions to mitigate risk	Tolerance period for receipt of check
<i>For example: Police Check</i>	<i>Working unsupervised with vulnerable people prior to police check being returned.</i>	<i>The appropriate DBS check has been applied for. Safeguards in place to ensure employee supervised if has access to children or vulnerable adults, until DBS check received.</i>	<i>To be received within 3 months of start date.</i>

N.B. the following cannot form part of a conditional appointment – either due to legislative or Government Liability Insurance requirements:

- **Relevant immigration status or visa**
- **Relevant qualifications/status required for the role, e.g. GMC, NMC, Specialist Register**
- **ID verification**
- **1 reference request from their most recent employer (subject to the list of alternatives within the guidance attached to this form)**

I am the **Recruiting Manager** and request that a conditional appointment be issued in respect of the above named applicant. I have the delegated authority to request this conditional appointment on behalf of the DHSC, I have read the guidance notes on page 3 of this form and have undertaken a risk assessment.

Signed: _____ Date: _____

Print Name: _____ Position: _____

Authorised by

- Doctors sign off by Medical Director
- Nurses sign off by Director of Nursing
- All other health professionals sign off from Chief Operating Officer
- PSC – sign off by Accounting Officer in the Department

Signature: _____ Date: _____

Print Name: _____ Position: _____

Once fully completed, please email this form to ohr@gov.im and the Recruitment Team in the Office of Human Resources will process the conditional appointment.