



Document Title:	DOT MEDICAL HUMAN RESOURCE POLICY Recruitment	Effective Date:		01 Feb 2023	
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Introduction

The Policy sets out the process to be followed in the recruitment of staff that Dot Medical Limited has in place.

It applies to recruitment for new posts and replacement staff, for permanent, fixed term or temporary contracts and to both full-time and part-time posts.

Policy

- Dot Medical will select the successful candidate on the basis of the best person for the job.
- Dot Medical will invest time and care in the selection process to give all candidates the initial opportunity to progress equally through the recruitment process.
- Dot Medical will ensure that its recruitment process is free from discrimination and follow the principles and ethos of the Equality Act 2010.

Procedure

The following procedure will be adopted whenever staff recruitment is required:

- Prepare a Job Description for the vacancy.
- Prepare a Person Specification
- Prepare an information pack for issue to candidates.
- Brief staff on handling of enquiries, with basic background and procedural information.
- Place the advertisement in relevant media or contact Recruitment Agent with details. Any advertisement must state that Dot Medical is an Equal Opportunities employer.
- Send out a Job Application form.
- Upon receipt of completed applications, pass them to the relevant manager for analysis and retention for 12 months.
- Issue letters to unsuccessful applicants or ask recruitment agency do this on behalf of Dot Medical.
- Interview Candidate(s).
- Issue 2 copies of Job Offer Letter to the successful applicant, ensuring it incorporates main terms and conditions of employment and the requirement to accept the offer by returning one signed copy within a specific timeframe.

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Ensure it also incorporates the following clauses where relevant:

- “Your employment is subject to the receipt of satisfactory references” and explains that returning the signed copy gives the organisation the authority to approach referees.



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- “Your employment is subject to proof of eligibility of employment within the United Kingdom and proof of identity including a recent photograph”.
- “Your continued employment is contingent on there being no CRB, Vetting & barring, obstacles once checks have been completed and references contacted.”
- “Your employment is conditional upon execution by you and the company of a binding contract, a copy of which is provided with this letter. You will be asked to sign this contract on or before your first day of work”
- “A provision of the contract will require you to represent and warrant that as of the date when you commence employment you are not party to any agreement which would restrict you from undertaking any of the duties of your employment or that you will not be in breach of any contract binding upon you.”
- “This offer of appointment may be withdrawn if you knowingly withhold information, or provide false or misleading information, and your employment may be terminated should any subsequent information come to light once you have been appointed”.
- When satisfactory references have been received together with the CRB Enhanced Disclosure (if required) as well as registration / qualification checks have been satisfactorily completed, confirm to the successful applicant in writing that the job offer is firm and unconditional and the agreed start date.

Supporting Documentation / Information

Advertising Employment Vacancies in a Non-Discriminatory Manner

Discrimination legislation makes it an offence to advertise UK job vacancies in a discriminatory manner, whether or not this was intended, e.g. job titles implying a gender preference such as ‘salesman’.

Indirect discrimination can also lead to a contravention of the discrimination legislation.

Examples of Discrimination include:

- Not accepting applications from a particular area or artificially excluding certain areas from the advertisement’s publication circulation.
- Setting an unnecessary or unreasonable level of qualification required for the type or standard of job.
- Requiring applicants to attend an interview involving accessing an area that would be inaccessible to a disabled person.

Individuals may bring Employment Tribunal claims if they make job applications which are refused because of discriminatory selection criteria or recruitment policies and cases relating to discriminatory advertising may be taken up by the Equality and Human Rights Commission.

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Discrimination Codes of organisation

The Equality and Human Rights Commission has a statutory remit to promote and monitor human rights; and to protect, enforce and promote equality across the nine "protected" grounds:

- 1) Age,
- 2) Disability,
- 3) Gender,
- 4) Race,
- 5) Religion and belief,
- 6) Pregnancy and maternity,
- 7) Marriage and civil partnership,
- 8) Sexual orientation and
- 9) Gender reassignment.



Using Recruitment Agencies

If Dot Medical uses Recruitment Agencies and Vocational Organisations to source Employees, it will ensure that it does not indirectly fall foul of the Equality Act, by using Organisations that do not discriminate against Employees or prospective Employees.

Dot Medical will review the terms of business with Recruitment Agencies and other Vocational Providers to ensure that both parties are aware of and compliant with their obligations under the Equality Act.

In the event that Dot Medical uses a Recruitment Agency, they will make sure they act appropriately and in accordance with the organisation's equality and anti-discrimination policies.

Retaining Recruitment Records

Dot Medical will ensure that all personal data & records obtained during the recruitment and interview process (for both successful and unsuccessful candidates) are securely stored within GDPR guidelines for at least 12 months, thereby ensuring retention of the information should any applicant not selected for interview claim they have been discriminated against.

If an application form / curriculum vitae is received from a recruitment agency, Dot Medical will request that the recruitment agency advise the candidate that the company has the candidate's information.

Dot Medical will advise the applicants of its intent to retain their application details on file (specifying the period of time this will be retained i.e. 12 months) and offer them the opportunity to have their details removed if they wish, by advising the company accordingly.



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Interview Structure

- At the beginning of the interview, the applicant will be put at ease.
- Any others present will be introduced and an outline of their role in the interview provided.
- Relevant information of the company and the post in question will be given.
- The main terms and conditions of the employment, including whether or not their position is subject to a probationary period will be provided.
- Wherever possible, open-ended questions that cannot be answered with a simple “Yes” or “No” will be asked.
- The applicant will be encouraged to ask any questions, add anything to any previous answers, or make any points they may feel are relevant.
- The applicant will be advised when s/he can expect to hear the outcome of the interview.

Making and Keeping Interview Records

All Interviewing staff will record summary answers to the questions raised at the interview, as well as the results of any pre-interview testing that may have been undertaken.

All comments will be justifiable and in suitable language, as any applicant, interviewee or even successful candidate can request to see what was written about them prior to, during and after the interview.

Offering the Job to the Successful Applicant

The successful applicant will be offered the job, by letter, which will incorporate the main terms of the offer and the conditions attached to the job offer (e.g. subject to satisfactory references). A copy of their Employment Contract will also be provided prior to their start date.

2 copies of this letter will be sent to the successful applicant, requesting they return one signed copy as confirmation of acceptance of the offer.

Take-up of Satisfactory References

Should the take up and receipt of satisfactory references be required, this will be incorporated in the Job Offer Letter. The replies to these references will be considered carefully.

Checking the Qualifications of Health Professionals Policy

The organisation will undertake checks of all newly recruited Health Professionals who require registration with an appropriate body in order to practise

Providing a Written Statement of the Employee’s Terms & Conditions of Employment (Employee Contract)

A Written Statement of the Employee’s Terms & Conditions of Employment will be provided prior to the Employee’s start date, and will indicate whether or not their position is subject to a probationary period.

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Confirmation of firm and unconditional Job Offer

Upon receipt of their acceptance in writing and receipt of satisfactory references, and an Enhanced DBS (if required) the company will confirm to the successful applicant that the job offer is now firm and unconditional and the agreed start date.

A new Employee file will be opened for the successful candidate.

An induction programme will be prepared in line with the Companies Training Procedure.

Document Review

This policy will be reviewed every three years as detailed in QSP-051.

References

Employment Equality Acts, 1998 to 2015
Equal Opportunities Policy CIL Ref 00101
Data Protection Act 2018
Freedom of Information Act 2000
GDPR 2018

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Approved by	Shirley A Foster	QA Manager		03 Feb 2023

Revision Number	Author	Description of changes	Document Change Request Note Number	Effective Date
0	I Rankin	New Document	2020-037	16-Oct-2020
1	I Rankin	To review policy and change the document review period to 3 years, to bring the policy in line with QMS documentation.	2023-02	01 Feb 2023

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