

NHS Employment check standards update, April 2019

Understanding the updates at a glance

Type of check	What's been updated
Criminal record checks	Page 3: change in terminology. Reprimands and final warnings have been replaced with the terms police cautions, youth cautions and youth conditional cautions.
	Page 4-5: included guidance on basic disclosures, previously only available in Scotland.
	Page 14-15: updates to the section on using model declaration forms A and B. New forms and revised guidance for employers will be shared in due course on the NHS Employers website and linked in this standard.
Employment history and reference checks	Pages 3-4: clarified guidance outlining how employers can use the most recent reference in NHS to NHS moves, rather than gaining employment history from the last three years.
	Page 9: new section on armed forces references and using a certificate of service as a potential reference.
	Page 9: updated section to highlight how employers should report any serious concerns on discrepancies in information provided to NHS Counter Fraud Authority.
Identity checks	Pages 3-4: update on using digital signatures to verify that appropriate document checks have been conducted.
	Page 5-6: further sources have been provided to help ensure the authenticity of identity documents.
	Page 6: further clarity on conducting face-to-face meetings and potential technical solutions for interview processes.
	Pages 10-11: amendment to list one of identity verification documentation to include EEA/EU Government issued identity cards.
	Pages 13: amendments to list two to allow for confirmation of address added pension or endowment statement alongside other financial statements.
Professional registration and qualification checks	Page 3-4: overview updated of current situation regarding the mutual recognition of professional qualifications and Brexit, with links to relevant guidance.
	Page 6: further clarity provided in the qualification section including advice on contacting awarding bodies, only doing so where there is a concern.

	Page 12: further information about GPhC's updated revalidation processes.
Right to work checks	Page 3: further information about online checks introduced in January 2019, and how to carry these out following changes to legislation.
	Pages 4-5: further clarity on how out of date UK/EEA passport and EEA national identity cards can still provide proof of right to work.
	Page 8: further information and link to resources on the EU Settlement Scheme and Brexit.
	Page 14-15: further clarification around employment of Croatian citizens, now in line with other EEA nationals and clarity on Irish nationals.
Work health assessments	Page 4: new information on streamlining and how employers can avoid the unnecessary duplication of checks.

All standards have been updated with relevant General Data Protection Regulation (GDPR) detail where necessary.

If you have any queries about any of the standards or any comments on how we might further improve the check standards, please email employmentchecks@nhsemployers.org