

## PURPOSE

To set out the agencies procedure for carrying out pre-employment checks for all staff and to inform all clients of the minimum standards required; including protocols followed when dealing with the recruitment and management of temporary workers.

- This document sets out the procedure for undertaking pre-and post-employment checks for all applicants/agency workers. This procedure has been developed in line with the National Health Act Employment Check Standards which is a mandatory for all agency workers.
- This procedure provides a framework for all agency workers and staff irrespective of their contractual arrangements.
- This document set out the duties and responsibilities for those involved in recruitment activities.
- Please find accompanying flow chart which sets out the recruitment process of the A24Group, which includes but not limited to the A24Group Employment process as below.

## ✓ Pre-interview Screening

**Suitability screening & employment vetting by our trained team of recruitment advisors;** including request for SA right to work documents, if applicable prior dismissal information and/or criminal record details for risk assessment (written declaration and supporting documents must be supplied) as required. Validation of professional registration status on the relevant registrations body online portal.

## ✓ Interview & Evaluation process

To evaluate candidates experience/skills and industry knowledge, the interview evaluation process is conducted via an external provider to ensure we employ quality/knowledgeable nurses.

Trained interviewers use aide-memoire checklists to carry out suitability checks for job roles according to experience, training, competence, formal qualification and categories of registration. These will include exploring applicant's experience in correlation to their work/employment/training history. Any discrepancies in employment or training history investigated.

## ✓ Right to Work & Identity Checks

**Verification of the applicant's identity and right to work status** is completed as part of the generic onboarding process against all agency recruits, to ensure the applicant has the relevant right to work in SA. We follow the steps below of doing this:

- Official SA ID book/smart card.
- Foreign passport and corresponding work permit.

## ✓ Professional Registration & Qualification Checks

**Vetting of formal qualifications, registration, training and skills** to ensure agency staff provisioned for assignments are qualified and have necessary skills to perform their job role. All information supplied is consistent across multiple documents and any discrepancies have been risk assessed or explored accordingly.

**Registration with Professional and Regulatory Bodies:** Original certificate or/and statement of entry verified (SANC/HPCSA/SAPC) qualifications evidenced prior to start date.

**On-going status checks:** Periodic status checks are completed against the professional body register by our Compliance teams to ensure ongoing compliance is maintained.

## ✓ Employment History & Reference Checks

**A full work history is obtained from all new recruits**, this would at minimum include 5 years work/job related experience and training as applicable. If there are any gaps in employment, this will be fully explored.

## ✓ Criminal Record Checks

**Police Clearance checks** are required for all roles within the A24Group.

## ✓ Occupational Health Checks

**All recruits undergo health screening**, including supply/receipt of serology/immunity reports. I.e. Hepatitis B.

## ✓ Quality Control Review

**Once all information is collated, this will be checked by dedicated Quality Control Team responsible for verifying the accuracy and completeness of candidate files prior to final sign off.**

This team ensures that all required documents are in order, up-to-date, and valid at the point of review. Any discrepancies or issues are addressed promptly.

## ✓ Compliance Management

**All compliance elements (employment/work/training) is uploaded/recorded on each worker's unique profile, in line with the Protection of Personal Information (POPI Act).**

Documents holding a validity period (expiry) is automatically monitored by the profiling system and applicable alert notices are issued to both the worker and recruitment consultants, if items are due to expire, i.e. professional registration (SANC) or worker permit.