

# HR PASSPORT

## PRACTICE NURSE

If you use a Practice Nurse in our flexible GP pool you can be assured they are compliant with our HR checks. The following is included in their Herefordshire HR passport:

- Proof of identify & Right to Work in the UK – If on a visa the visa is checked
- Current registration with NMC
- References (covering last 3 years of employment)
- Recent Enhanced DBS check (Issued no longer than 6 months from start date and checked on a 3 year basis)
- Clinical Occupational sign off – which includes all immunisations checked
- Clinical COVID 19 Risk assessment (identifying low, medium or high risk)
- Emergency contact details on file
- A full employment history, together with a satisfactory written explanation of any gaps in employment.

They will also be up to date with the following training requirements:

### Statutory

COSHH	Infection Control (clinical)
Equality & Diversity	Information Governance
Fire Safety	Moving and Handling (Clinical Staff)
GDPR	Mental Capacity Act (MCA) – within Safeguarding Level 3
Health & Safety	Prevent

### Mandatory

Adult Basic Life Support	Display Screen Equipment (DSE)
Anaphylaxis	Paediatric Basic Life Support
Bullying & Harassment	Privacy & Dignity
Conflict Resolution	Safeguarding Children Level 3
Counter Fraud	Safeguarding Adults Level 3
Coronavirus – Staff Support Toolkit	Whistleblowing

### Role Specific (as appropriate)

Asthma	Domestic Violence
Atrial fibrillation	ECG
Cardiology	Medicines Management
Cervical Screening	Pressure Ulcers
Chaperoning	Spirometry
Complaints	Sepsis
Contraception & Sexual Health	Waste Management
COPD	Wound Care
Diabetes	Vaccs & Imms