

MEDICAL HR CHECKLIST

Summary of Relevant Documentation for Sign-On Process

**1. List of Documents to be forwarded to Medical Staffing
prior to sign on (Please download from NIMDTA Website:
<http://www.nimdtg.gov.uk/human-resources/trust-hr>)**

- Personal Information Form
- Bankers Automatic Clearance Form
- P45
- P46 (*must be completed in the absence of a P45*)
- Superannuation Form (*To continue/join scheme*)
- Opt out of Superannuation Form
- Fitness to Practice
- Certificate of Completion of Mandatory Training
- IT Access Forms and Security Declaration

**2. List of Documentation to bring with you on your first day to
the 'Sign On' session**

- Current GMC/GDC confirming License to Practice:
- *original + 1 copy*
- Valid Photographic ID e.g. Passport/Drivers Licence
- *original + 1 copy*
- HSMP/Tier 1 Visa (if applicable) – *original + 1 copy*
- Evidence of National Insurance Number (*i.e. P45/P60/NI Card*)
- Evidence of Occupational Health Clearance
- Copy of last Payslip/Staff transfer Form from your most
Recent NHS Employer