

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 - original
- P46 (*must be completed in the absence of a P45*)
- Superannuation Form (*To continue/join scheme*)
- Opt out of Superannuation Form
- Fitness to Practice Declaration
- Certificate of Completion of Mandatory Training

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** OR **printout from website**
- 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*)
- **original + 1 copy**
- Evidence of Occupational Health Clearance
- **original + 1 copy**
- Copy of last Payslip/Staff Transfer Form from your most
Recent NHS Employer
- Photographic ID Form