



Summary of Relevant Documentation for Sign-On Process

1. List of Documents to be forwarded to Northern Sector Medical HR, Altnagelvin Area Hospital, Glenshane Road, Londonderry, BT47 6SB or Southern Sector Medical HR, Tyrone & Fermanagh Hospital, 1 Donaghane Road, Omagh, BT79 0NS prior to sign on (Please download from NIMDTA Website:

<http://www.nimdt.gov.uk/human-resources/trust-hr>)

- Contract
- 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 HSC Pension Scheme Form
- Fitness to Practice
- Certificate of Completion of Mandatory Training
- IT New User Account Request Form
- Card Access Authorisation Form
- Equal Opportunities Monitoring Form

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*

- Photographic ID Passport and Drivers Licence
- *original + 1 copy*
- Birth Certificate
- HSMP/Tier 1/2 Visa (if applicable) – *original + 1 copy*
- Evidence of National Insurance Number (i.e. P45/P60/NI Card)
- Evidence of Occupational Health Clearance
- Staff Transfer Form/Copy of last Payslip from your most Recent NHS Employer