

# Pre-employment Checks

## Information Sharing Policy

As part of the recruitment process, successful applicants will have to undergo a series of pre-employment checks, which include a pre-placement health assessment and an enhanced disclosure check through AccessNI. The information resulting from these checks will be managed as follows:

### **Pre-Placement Health Assessment (PPHA)**

- The occupational health department attended will confirm with NIMDTA via the Pre-employment Checks Sharepoint whether the applicant is fit or unfit to undertake their training post and whether adjustments are recommended.
- The Professional Support department of NIMDTA will record the information on the trainee database.
- Applicants who require adjustments may be offered a support appointment with a case manager within the Professional Support Department. Further information in regard to the Professional Support department can be accessed at: <http://www.nimmdta.gov.uk/professional-support/mgt-of-trainees-req-support/>
- A Transfer of Information (TOI) Form may also be completed to inform the Medical Director and Director of Medical Education of the host trust or Postgraduate Dental Dean, of adjustments or support required to facilitate a smooth transition. Further information in regard to the TOI process can be accessed at [TOI Policy – Northern Ireland Medical & Dental Training Agency \(nimmdta.gov.uk\)](#)

### **Enhanced Disclosure Check through AccessNI**

- All trainees appointed to medical or dental posts must have an Enhanced Disclosure completed prior to taking up their post, as they will be working in a role providing services to children and/or vulnerable adults.
- Upon completion of a check, NIMDTA will download a report from the AccessNI application system which will advise whether information is held in regard to each applicant; it does not provide details of the information held.
- This information will be recorded on the trainee database and if information is held, NIMDTA will request the original certificate from the applicant.
- These certificates will be reviewed by the Doctors and Dentists Review Group within NIMDTA, who will decide whether the information will impact upon the appointment and may consider whether the information could impact on the LEP's decision to offer a placement. In these cases NIMDTA may make direct contact with the Medical Director or equivalent of the LEP to establish if they would be willing to accept the applicant.
- The AccessNI certificate will be returned to the trainee as soon as possible following review.
- The Professional Support department will not retain copies of certificates, but will retain copies of valid ID documents for the recommended retention period of 3 months to be able to comply with audit requirements. Following the lapse of this period all documentation will be destroyed via confidential waste.

Please note that having a criminal record will not necessarily debar applicants from taking up their post. This will depend upon the nature of the position, together with the circumstances and background of the offences or other information contained in the disclosure certificate.

### **Information Sharing**

- PPHA, Access NI and Right to Work information will be recorded on the Pre-employment Checks Sharepoint.
- The information contained on the Pre-employment Checks Sharepoint will be shared with the relevant education management teams and with the Single Lead Employer Team within NIMDTA and the Trust Medical HR departments at each rotation.
- Information may also be shared with the Head of School and TPD if required.

All documentation is stored in keeping with the principles of the Data Protection Act 1998. Any queries or concerns about how information is stored or used may be directed to the Professional Support Department at [professionalsupport.nimdtahscni.net](mailto:professionalsupport.nimdtahscni.net).