

SCHEDULE 3

Regulation 12(1)

INFORMATION AND DOCUMENTS REQUIRED IN RESPECT OF NURSES TO BE SUPPLIED BY AN AGENCY

1. Name, address, date of birth and telephone number.
2. Name, address and telephone number of next of kin.
3. Proof of identity, including a recent photograph.
4. Details of any criminal offences –
 - (a) of which the person has been convicted, including details of any convictions which are spent within the meaning of Article 3 of the Rehabilitation of Offenders (Northern Ireland) Order 1978(1) (rehabilitated persons and spent convictions) and which may be disclosed by virtue of the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979(2); or
 - (b) in respect of which he has been cautioned by a constable and which, at the time the caution was given, he admitted.
5. Two written references relating to the person, including a reference from the person's present or most recent employer, if any.
6. Where a nurse has previously worked in a position which involved work with children or vulnerable adults, verification of the reason why he ceased to work in that position, unless it is not reasonably practicable to obtain such verification.
7. Documentary evidence of any relevant qualifications and training.
8. A full employment history, together with a satisfactory written explanation of any gaps in employment and details of any current employment other than for the purposes of the agency.
9. Details of health record, including immunisation status.
10. Confirmation of current registration with the Nursing and Midwifery Council, including details of the Part of the register in which the nurse is registered.
11. Details of any professional indemnity insurance.
12. In the case of a midwife, evidence that the midwife has notified the local supervising authority's responsible midwifery officer of intention to practice, and that a supervisor of midwives has been identified for the individual midwife.
13. Either –
 - (a) where the position falls within section 115(3) or (4) of the Police Act 1997 (enhanced criminal records certificates), and enhanced criminal record certificate issued under section 115 of that Act;
 - (b) in any other case, a criminal record certificate issued under section 113 of that Act (criminal record certificates),including, where applicable, the matters specified in sections 113(3EA) and 115(6EA) of that Act and section 113(3EC)(a) and (b) and section 115(6EB)(a) and (b) of that Act.

(1) 1978 No. 1908 (N.I. 27)
(2) S.R. 1979 No. 195