

RECRUITMENT AND VETTING POLICY

2023

Purpose

The purpose of this recruitment and vetting policy is to set out a standard procedure for hiring, to ensure fairness and non-bias throughout our selection procedure, to ensure our selection procedure produces the most suitable candidate and protection of Smart Clinic and its clients through appropriate background checks.

Typical job roles

The most common job roles within Smart Clinic are as follows:

- Occupational health advisor
- Counsellor
- Client support co-ordinator
- PHP Developer

For these four roles we use standard job specifications, but review them for accuracy each time we recruit. These can be found within the folder: Nextcloud\Management\G - Recruitment

Salary bandings

Salary bandings are consistent with the company pay at the time. This is continuously reviewed and benchmarked against national averages for the type of role to ensure staff are never being underpaid, and the Smart Clinic remuneration remains competitive. It is Smart Clinic policy to ensure that all staff conducting the same role, with the same qualification status will receive equal pay.

Interview templates

Each job role listed above has a standard interview template which is completed as part of the interview process. This ensures we are capturing the relevant information for all participants and not disadvantaging them inadvertently by omitting any questions.

Each job role also has at least one interview exercise associated to it; a coding exercise for the developer role, a clinical exercise for the OHA role and an administrative exercise for the client support role for example.

Selection criteria

Every role is assessed against the same assessment criteria producing a score out of 100. The highest score(s) will be the candidate(s) who are offered a role by Smart Clinic. The scoring criteria is as follows:

	Score	Max
Relevance of previous experience		10
Attitude to work / reasons for leaving old job		15

Likeability		15
Ease to manage		5
General aptitude		20
Customer service		15
Likelihood of adding value elsewhere		10
Attention to detail		5
Punctual / well-presented / polite		5
TOTAL		100

Background checks

Every job offer made will be subject to the successful completion of an enhanced DBS (Disclosure and Barring Service) check, previously referred to as a CRB check. Although in some circumstances an employee will be allowed to start at the company prior to us receiving the completed check, they will not be allowed to pass their probation with us.

Staff employment contracts dictate that they must make Smart Clinic aware of any criminal convictions obtained during their tenure.

Clinical body checks

All staff who are regulated by a clinical body will be subject to background checks with their regulator body to check for any previous disciplinary action or restrictions to their practice, and to check that their qualification status is as declared. Common regulatory bodies are:

- Nursing and midwifery council (NMC)
- General medical council (GMC)
- British association of counsellors and psychotherapists (BACP)

These checks are also performed quarterly post-employment.