



Supplier Assurance – Health Workforce

We operate an internal Supplier Assurance Function (SAF) to provide us with assurance that framework suppliers are fulfilling their contractual obligations, including NHS Employment Check Standards before placing candidates.

We complete health assurance inspections across a minimum of 100 suppliers per year.

Providing evidence to NHS Improvement on our health assurance process formed part of gaining approved framework status for all five of our health workforce framework agreements:

- RM959: Allied Health Professionals, Health Science and Emergency Services
- RM970: Agency Nurses and Social Care Workers
- RM971: Non Medical Non Clinical (NMNC)
- RM1570: Locum Doctors including GPs
- RM3711: Multidisciplinary Temporary Healthcare Personnel

The supplier assurance programme

Each supplier assurance inspection:

- tests the processes and controls suppliers have in place to enable overall provision of compliant workers
- tests the effectiveness of the controls through testing a selection of worker files

To deliver this a comprehensive test pack is used to test that:

- the 6 NHS Employers Check Standards are in use
- appropriate workers are placed
- compliance is maintained for the lifetime of bookings
- any change in a worker's status is managed appropriately
- the customer is informed of the compliance of the worker before employment begins

The supplier's performance is assessed under each control area and a conclusion is made based on test results.

If it is identified during the inspection that the supplier has inadequate processes and controls in place, the framework management team will establish an action plan with the supplier to ensure that the appropriate controls are in place for the future.

If there are systemic control failures, or the supplier does not engage with us on the action plan, the supplier may be suspended or terminated from the relevant framework agreement(s).

We are committed to working with suppliers to ensure they have adequate controls in place.

Details of any supplier that has been suspended or terminated can be found in the 'suspended / terminated' section below.

2016/17 programme

2016/17 supplier selection – quarter 1

Your World	Health Professional Recruitment Services
Coyle Personnel PLC	Venn
SThree Partnership Ltd	My Locum
Law Morgan	DRC Locums
Globe Locums Ltd	Sanctuary
Sensible Staffing	LA International
Parity	Jennie Reeves Radiographers Ltd
Practicus Ltd	IT Works Health Ltd
GSA Techsource Ltd	Experis Ltd
GatenbySanderson Ltd	Keystream Healthcare Resources Ltd
Concept Information Technology t/a	Concept Resourcing

2016/17 supplier selection – quarter 2

Sugarman Medical	Twenty Four Seven
4 Social Work	Tabs Recruitment
Michael Page	Max 20
MSI	Berry Recruitment
Rethink Recruitment	Ranstad Employment Bureau
Reed Specialist Recruitment	Solos Consulting
Law Absolute	Castlefield
GI Group	Blue Arrow Ltd
Allen Lane	Oyster Partnership Ltd
Total Assist	Premier Work
Linea Group	ID Medical
Recruitment Express	Interact Medical
Surgi-call	Piers Meadows
Carlisle Staffing PLC	Taskmaster
Search Consulting Ltd	HCL - Healthcare & Doctors
STR Ltd	

2016/17 supplier selection – quarter 3

Holt	Badenoch & Clark
Adecco	Office Angels
Global	Advantage
Manpower	New Appointments
Athona	Medecho
Green & Kassab	Talent International
ISON	LTP
Pulse	Maxxima
Accident & Emergency	Pathology Group
Jobseekers Recruitment	MP Locums
Rullion	HBHC synergy

Responsibility to comply with NHS Employment Check Standards

In paragraph 8.5 of NHS Improvement's [Agency Rules document](#), NHS Improvement reminds trusts of their ultimate responsibility to ensure all agency workers engaged in employment at their organisation comply with the standard NHS Employment Checks.

By sourcing temporary workers through a CCS framework agreement, customers have a greater level of assurance that temporary workers are supplied in accordance with the NHS Employment Check Standards. Please note though that this does not transfer liability or overarching responsibility for the compliance of workers.

We recommend that customers request completion of an **Assignment Checklist** by the agency prior to each placement.

A copy of the assignment checklist has been provided below, this is also available in the documents section for each of our approved frameworks on our website.

Suspended / Terminated suppliers section

Suspended suppliers

Supplier	Framework(s)	Date Suspended	Date Reinstated
Linea	RM971: NMNC	28 October 2016	TBC

Recently terminated suppliers

No suppliers have been terminated during 2016/17

Useful links section

[Whistleblowing](#)

We support the [SAFERjobs](#) initiative

CCS Agency Staffing Assignment Checklist:

CCS Framework Title	e.g Multidisciplinary	CCS Framework Reference	e.g RM3711	
Customer name (location)	NHS Trust name	Customer reference no. (if provided)		
Job Title	e.g Nurse	Band or Grade	e.g AfC Band 5	
Placement date from	DD/MM/YYYY	Placement date to	DD/MM/YYYY	
Proposed Working Pattern	Shift times		Total number of hours booked	
Temporary Worker's full name	Jane Doe Smith		Recent photograph	
Does the Temporary Worker have the relevant skills and knowledge appropriate for the role?	Yes / No			
Hourly Pay Rate	£00.00 (Pre AWR)	£00.00 (Post AWR)		
Hourly Agency fee	£00.00			
Total hourly charge excl. VAT	£00.00	£00.00		
Worker Payment Type	PAYE / Ltd Co.			
IR35 Compliant (if applicable)	Yes / Not Applicable			

NHS Employment Checks	Confirmation checks completed pre-placement / Additional comments
Identity	Yes / No
Right to Work	Yes / No
Professional Registration & Qualifications	Yes / No / Not Applicable - Regulatory Body & Number
Employment History & References	Yes / No
Criminal Record Check	Yes / No / Not Applicable – Disclosure Type & Number, Date Issued
Work Health Assessment	Yes / No / Not Applicable – Name of OH Provider & Date Issued

Additional information as required by the Customer	Extra Mandatory Training? Life Support Training level required? Within NHS Improvement price caps? IR35 Compliant?
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The above named worker has been submitted by the Supplier for consideration in the provision of the Services

- i) in response to a request from the Authorised Officer of the Customer;
- ii) has undergone all of the necessary and appropriate pre-employment screening checks as required by the Framework Agreement for the supply of Temporary Workers to ensure their compliance prior to supply; and
- iii) shall be charged in accordance with the Framework Prices set out in Schedule 3 to the Framework Agreement.

Supplier Name			
Name		Position	
Signature		Date	DD/MM/YYYY