



Full List of Mandatory Requirements for Staff

Before working with Allied, all applicants must complete the relevant compliance procedures, which are listed as levels in the grid below. Each level has a number of sections, which may, or may not be applicable. Please refer to the key on the right.

	Care Worker	Support Worker	Healthcare Assistants	Qualified Nurses	Theatre Staff
Level 1 Registration:					
• Application/Registration Form					
• Experience Checklist					
• Complete Work History					
• Working Time Directive					
• Rehab of Offenders					
• 2 x References					
• Record of Interview					
• Annual Health Declaration					
Level 2 Evidence:					
• Proof of Photo ID (e.g. Passport, Photo Driving License)					
• Proof of NI Number					
• Valid Work Status – Passport, Birth Certificate or Work Permit					
• Annual Check on Work Status					
• Passport Photograph x2					
• Driving License					
• Car Insurance (for business usage, if applicable)					
• Utility Bill (confirmation of address)					



Columns highlighted GREY, must be completed by the applicant before being offered any work.



Level 3 Starter Docs:					
• CRB Disclosure Received with Evidence of POVA Check					
• Induction Workbook Complete					
• Handbook Declaration Signed and Induction Initialed					
• Copy of Company ID Card Front and Back					
• BAC Form					
• New Starter Input Form For HO					
• Tax Form (P45/46)					
Level 4 Training:					
• Moving and Handling					
• Health and Safety					
• Fire Prevention					
• Appropriate First Aid (BLS if appropriate)					
• Basic Life Support					
• Food Hygiene					
• Prevention of Abuse					
• Infection Control					
• Administration of Medication					
• Control & Restraint (Mental Health Only)					
• NVQ 2/3 Qualifications (if applicable)					
• LDAF/LDQ (if applicable)					
Level 5 Qualified:					
• Pin Card					
• Evidence of Qualifications					
• Statement of Entry					
• Website Check – NMC Registration (printed)					



Columns highlighted GREY, must be completed by the applicant before being offered any work.



Level 6 Immunisation:					
• Immunisation					
• Hep B Full Course with Titre Level/Non-Responder Card					
• Rubella					
• Measles					
• Mumps					
• Varicella					
• TB					
• Hep C (if applicable)					
• HIV (if applicable)					
• Health Clearance					
Level 7 Appraisal/Supervision:					
• New Worker Follow Up Evaluation Form					
• Supervision 6 months					
• Supervision 9 months					
• Appraisal 6 months (Section 1, 2 & 3) (6 months if PASA)					
• Appraisal 12 months (Section 1, 2 & 3) (6 months if PASA)					
• Annual Referenced x 2					
Level 8 Renewals:					
• ID Card Renewed					
• Renewals					
• Health Declaration Completed					
• CRB in Date (3 years Dom Care / 12 months all others)					
• Car Business Insurance Valid and in Date					
• Work Permit Valid and in Date (where applicable)					
• RGN Pin Check (6 Monthly)					



Columns highlighted GREY, must be completed by the applicant before being offered any work.



• RGN Pin Cared in-Date					
• Health Clearance					
Level 9 Evidence					
• Training					
• Moving and Handling					
• Health and Safety					
• Fire Prevention					
• Appropriate First Aid (BLS if appropriate)					
• Annual Renewals					
• Basic Life Support					
• Food Hygiene					
• Prevention of Abuse					
• Infection Control					
• Administration of Medication					
• Control & Restraint (Mental Health only)					
• NVQ 2 Registered (6 months)					



Columns highlighted GREY, must be completed by the applicant before being offered any work.