

# Board of Directors

- Reviews all processes, controls and actual compliance docs
- Feedback and recommendations to board of directors

# Internal Auditors

## Registration - Non-bookable Status

(1)

- Registration pack - incl min doc requirements.
- Docs in order - interview setup

(2)

- Face to face interview with qualified nurse
- Verify all docs, English language ability
- Check against minimum requirements

## Compliance - Non-bookable Status

(3)

- Compliance Process:
- References; OH checks; CRB; Training; NHS checks, etc.
  - Expiry dates placed on system

(4)

- Final sign:
- Rechecking all docs and expiry dates.
  - Checks skills, experience and work areas

## Bookable Status

(5)

- Work Live - Bookable non-NHS only
- Work Live NHS – Bookable NHS/other client specific compliance

### Automated system checks

- Manages all statuses
- Expiry and management reports
- Auto status changes based on expired docs
- Auto candidate emails/text messages re compliance
- A24 Connect portal – candidate access to their profile

### Compliance Maintenance

- Receive system generated expiry reports for all compliance docs
- Chased up on all before expiry date

### Risk Committee & Complaints

- Reviews: Initial CRB issues, renewed CRB's, all serious complaints
- Non bookable status – During investigation