

Registration Procedures for Agency Workers

Join Help Handz Health Care

To ensure we continue to maintain a high calibre of agency staff all prospective applicants undergo a thorough and informative recruitment procedure.

Our Registration procedure is designed to be straightforward and extracts information from candidates to ensure that we are in a position to place you in the appropriate environment relevant to your skills and experience.

Stages

Stage 1: List of Requirements

- Qualifications relevant to training and areas of expertise
- Registered Nurses
- Statement of Entry
- Nursing Diploma

Specialist Nurses/Home Child carers

- Certificate of training relevant to their area of expertise
- Healthcare Assistants
- NVQ 2 in Health & Social Care or equivalent
- Ofsted registration

Personal Identity & Evidence of Right to Work in the UK

- Valid Passport or Birth Certificate & Driving license for British Citizens
- For Non-European Citizen you must be able to present evidence of entitlement to work as described by UK Borders & Immigration Agency
- 2 Passport sized photographs
- Details of 2 professional referees of management level, both MUST be from your most recent places of work
- Proof of address i.e. bank statement, utility bill etc (must be no more than 3 months old)
- Proof of NI Number
- You will also be required to complete DBS with Help Handz Healthcare which is subsequently renewed on an annual basis.

Mandatory Training Certificates

The training below are required prior to assignments and renewed on an annual basis. Help Handz Training Centre provides the following training to our staff as part of their induction program.

- Manual Handling
- CPR
- Basic Life Support
- Infection Control
- Health & Safety
- Safeguarding of Vulnerable Adults (POVA & PASA Awareness)
- Safeguarding of Children and young people
- Common Core Skills & Knowledge
- Autism Awareness
- Paediatric First Aid
- Control and Restraint (Management of Aggression & Violence)

Stage 2: Assessment & Interview

Application Form

- Candidates will need to complete a Help Handz Application Form. To download a copy of the form
- Candidates must complete a skills assessment appropriate to their qualification and area of work.
- Candidates will also be required to attend a face-to-face interview with our designated Senior Recruitment Officer.

Once you have satisfactorily completed the registration process you will be invited to attend our Induction Program.

Stage 3: Induction Program

Help Handz Agency induction program is designed in line with maintaining our quality assurance to our clients. To ensure that we supply clients with staff that are qualified, skilled and suitable for the area of business we provide all candidates with information and training specific to our clients needs.

Help Handz Introductory Induction program is both information and training based.

Information is provided on

- Summary of the category of clients Help Handz Agency provide staff to
- Help Handz Agency's policies and procedures
- Help Handz Agency's Rules & Regulations
- Help Handz Agency's Payment options
- Roles & Responsibilities of a Help Handz Agency Staff Member

Training is provided in:

- Manual Handling
- CPR
- Basic Life Support
- Infection Control
- Health & Safety
- Safeguarding of Vulnerable Adults (POVA & PASA Awareness)
- Safeguarding of Children and Young people

The registration process is completed once the candidate has satisfactorily attended induction.

Please note: Offer of employment is subject to Help Handz Agency receiving x2 Referees, Enhanced CRB disclosure, occupational health clearance for fitness to work, and that no adverse information is received which contradicts any information provided to us by the candidate.

Ongoing Evaluation and Information Sessions for Help Handz Members

As part of our continuous monitoring system, we encourage regularly reviews in order to keep up-to-date with your professional development and ensure we continue to provide you with the best service we can.

Evaluation Sheets

We encourage our clients to provide regular feedback on our staff wherever possible. On each timesheet you will find an evaluation form which we request that you present to the client at each shift. This enables us to identify any areas of improvement or to reward members who continuously receive positive feedback.

Performance Reviews/ Appraisals

In line with your professional development periodic appraisals will take place between Help Handz members and Help Handz Recruitment.

Client Specific Information Sessions

On some occasions we may receive a client whose needs differ from those within our existing client base. In these cases we will identify Help Handz members whose skills and experience match that of our clients. We will invite you into our office to attend a brief, which provides details of the clients specific staffing requirements and information on their organisational functions.

Long Term Bookings

If you are interested in obtaining a long term booking or relocating. Please let us know. Help Handz Agency regularly receives requests for staff for long-term placements and have work available Nationwide.