

Dedicare aims to make the registration process as simple and hassle-free as possible. This checklist provides a list of the documentation required to complete your registration prior to undertaking work with us.

COMPANY NAME	Dedicare UK Limited ("Dedicare")
DOCUMENT	DOCUMENT CHECKLIST FOR REGISTRATION
ISSUE DATE	MAY 2023
VERSION	DCL1

VERIFICATION OF YOUR RIGHT TO WORK IN THE UK

At the face-to-face meeting we will view and validate your right to work in the UK by viewing the relevant original documentation. Where right to work documents have an expiry date it is mandatory we also check your ongoing entitlement to work in the UK.

VERIFYING YOUR IDENTITY

At the face-to-face meeting we will view and validate original and current documents as follows.

Two forms of photographic identification and one document confirming your current residential address **OR**

One form of photographic identification and two documents confirming your current residential address

At least one document must show a legible signature.

EMPLOYMENT HISTORY AND REFERENCE CHECKS

Provide an up-to-date CV detailing full employment history with any gaps explained. Your CV should provide details of professional referees from at least the previous 3 years employment and from 2 separate employers (where possible). One reference should be from your current or most recent employment.

PROFESSIONAL REGISTRATION AND QUALIFICATION CHECKS

At the face-to-face meeting we will view and validate original and current documents as follows.

Professional Registration certificate	IELTS or OET certificate (if applicable)
Certificates of primary and higher qualifications, including any additional qualifications detailed on your CV	Practical life support certificate (BLS or ALS)
Completion of mandatory training modules aligned with the Core Skills Training Framework	Section 12/22 approval (if applicable)
Revalidation and appraisal dates	Your most recent appraisal and/or ARCP

WORK HEALTH ASSESSMENT

During the registration process we will obtain a Certificate for Fitness of employment and require the following information.

Completed Occupational Health Medical Questionnaire

Flu vaccination record

Evidence of relevant immunisations, detailed below -

For Non-EPP (Exposure Prone Procedures) clearance you should provide required levels of immunity to:

Measles

Mumps

Rubella

Varicella

Tuberculosis

Hepatitis B (IVS*)

For EPP clearance you will also need to provide confirmation of the appropriate negative results for:

Hepatitis C (IVS*)

Hepatitis B SAG (IVS*)

HIV (IVS*)

*Identified Validated Sample

CRIMINAL RECORD CHECK

A criminal record will be completed during the registration process.

DBS Certificate

A new certificate will be obtained unless you are on the DBS Update Service, in which case we will view the original DBS certificate at the face-to-face meeting and obtain your written permission to use this service.

PVG Certificate (Scotland only)

A new certificate will be obtained. If you are already a member of the PVG scheme, we will view the original certificate at the face-to-face meeting.

Overseas police check

If you live overseas or have spent a continuous period of six months or more outside of the UK in the last five years you will be required to provide a police check less than three months old at the time of registration, including a notarised translated copy if applicable.

ADDITIONAL DOCUMENTATION REQUIRED AS PART OF THE REGISTRATION PROCESS

Completed Registration Form

Signed Contract for Services

Evidence of medical indemnity insurance (if applicable and mandatory for GPs)

Signed Interview Record (completed at the face to face meeting)

Two passport size photographs

Inclusion on the Performers List (GPs only)

Signed Data Consent form

Ionizing Radiation certificate (Radiology only)