Compliance Evide For healthcare professionals

Athona

Contents

- 1. About our Compliance team
- 2. What you'll need to become compliant with Athona
- 3. Updating your references with Athona
- 4. Compliance FAQs

About our Compliance team



Beth CarrollCompliance Manager



Lacie Duthie Compliance Team Leader



Edina Szima Compliance Team Leader



Rakhee MillsSenior Compliance Officer



Keoni BruceCompliance Officer



Samantha Robinson
Compliance & Maintenance
Officer



Francessca Scase
Compliance & Maintenance
Officer



Angel AtkinsCompliance Officer



Charlie Clark
Compliance Officer



Sunnie MarshCompliance & Maintenance
Officer



Lucy Hounsome Maintenance Officer



Luke Reeve Maintenance Officer



Callie Sampson
Maintenance Officer



Jessica CrotchRevalidation & Appraisal
Support Officer



Sarah Scaddan Revalidation Support Officer

Planning ahead with our compliance team



As a healthcare professional working in the UK, ensuring you are compliant for work is vitally important. Without meeting the mandatory guidelines needed to protect yourself and your patients, you are not able to be sent out into a new position.

All our registered candidates go through compulsory compliance screening prior to your placement, but our dedicated in-house team are available for additional support as and when you require it. To ensure all your relevant documentation is in place and up to date, your compliance officer will be in touch to discuss your next steps moving forwards.

As well as our in-house team being there to support you throughout your compliance process in our Brentwood based offices, our road-based compliance team are also able to meet you at a place and time that best suit you and your lifestyle. We cover Essex, London, Kent, Surrey, Reading, Slough and Oxford.

As well as supporting you with your documentation, we also run compliance and training open days where you can meet our incredible team, complete training, discuss revalidation or complete appraisals.



What you'll need to become Compliant with Athona

Whether you're new to locum work or have been a working healthcare professional for quite a while, you may still find it overwhelming and be unsure as to which documents you need to send over to our compliance team.

Here, we've collated a list of what you'll need to ensure you are compliant to go out to work.



CV & Referee Details



Passport/Visa/EU Settlement (if applicable) & Driving Licence



Proof of address X2 (utility, bank statement dated within the last 3 months)



Degree/Qualifications



Original GMC/NMC/HCPC Certificate



GMC/NMC/HCPC Annual Confirmation



DBS registered on the update service



Life support training (BLS, ILS, ALS)



Mandatory Training



Annual Appraisal



Overseas police check (if you have lived/worked outside of the UK in the last 5 years)



Professional Indemnity Certificate (if you hold additional cover)



Proof of immunity to:

- Hep B showing titre levels of >100
- Hep C, HIV & Hep B Surface Antigen (if working in exposed role)
- Measles and Rubella (proof of 2 MMR vaccinations)
- TB-BCG scar sighting is acceptable
- Varicella (proof of 2 vaccinations)

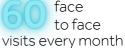


Around

compliance checks are carried out by our team every month

been completed within the last year

Members of our compliance team complete around



Updating your references With Athona

Meet the team



Beth Carroll | Compliance Manager beth.carroll@athona.com 01277 245956 Connect with Beth on LinkedIn



Danielle Sutherland | Audit Manager danielle.sutherland@athona.com 01277 246892 Connect with Banielle on LinkedIn

Why do I need to regularly update my referee details?

As an NHS Framework agency, we must have a minimum of **two references** on file which cover your last **3 years** of employment history - these are often the first things trusts ask for.

To help us ensure your file remains compliant and NHS audit ready, please confirm the professional email addresses for your referees so we can update these accordingly. When filling out our quick and easy form with the name, email address, position and organisation of each referee, please make sure each referee is of a **higher grade/position** than yourself and are able to comment on employment dates and your general performance in your role.

By letting your dedicated compliance officer know your latest referee details, the quicker your file can be turned around in as little as 1 day so we can get you placed quicker into your new role.

Please note, in line with recent NHS Framework updates, failure to have a full 3-year reference history on file will result in a delay in future placements with Athona.

Update your referee details **here**

Compliance FAQs



What is compliance?

Compliance is the process of checks we're legally bound to undergo when you register with Athona.

Ensuring you are a compliant healthcare professional, is a requirement of the NHS Employment Check Standards and national frameworks we've been awarded, which is designed to measure fitness to practice through pre-screening our candidates before they enter the workplace.

What are the benefits to becoming fully compliant?

Becoming fully compliant with Athona, allows you to be put into work much quicker. A full compliant healthcare professional is very appealing to your employer - it shows you have been fully checked, vetted and are a safe option for their vacancy.

How do compliance officers help me?

Our dedicated compliance officers will complete your pre-screening and welcome you to Athona. They are then responsible for completing priority compliance checks and getting you ready for work. Your compliance officer will also be there to assist you with any queries or concerns you may have regarding your relevant documentation.

If I stop working for Athona, how long will my file be maintained?

We understand plans can change and you may choose to stop working for us. If that day comes, your file is maintained for a minimum of 12 months, meaning you won't have to repeat the complete process if you decide to come back within this timeframe.

What's the turnaround timeframe?

With your full co-operation, it is possible to turn around your file as quickly in one day. It doesn't have to be a long, drawn-out process. We can make things happen promptly as soon as we receive your documentation.