

Compliance Guide

For healthcare professionals



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About our *Compliance team*



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Compliance Manager



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Compliance Officer



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Angel Atkins
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Charlie Clark
Compliance Officer



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Compliance & Maintenance
Officer



Lucy Hounsome
Maintenance Officer



Luke Reeve
Maintenance Officer



Callie Sampson
Maintenance Officer



Jessica Crotch
Revalidation & 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



DBS registered on the update service



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



Life support training (BLS, ILS, ALS)



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



Mandatory Training



Degree/Qualifications



Annual Appraisal



Original GMC/NMC/HCPC Certificate



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



GMC/NMC/HCPC Annual Confirmation



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
9,000
compliance checks are carried out by our team every month

147,443 have been completed within the last year



Members of our compliance team complete around
60 face to face visits every month

Updating your references *With Athona*

Meet the team



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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.