

SCHEDULE 2

Regulations 7(3), 9(2) and 12(2)

INFORMATION AND DOCUMENTS REQUIRED IN RESPECT OF REGISTERED PROVIDERS AND MANAGERS OF AN AGENCY AND NURSES RESPONSIBLE FOR SELECTING NURSES FOR SUPPLY TO SERVICE USERS

1. Proof of identity, including a recent photograph.
2. Either –
 - (a) where a certificate is required for a purpose relating to registration under Part III of the Order or the position falls within section 115 (3) of (4) of the Police Act 1997⁽¹⁾ (enhanced criminal record certificates), an enhanced criminal record certificate issued under section 115 of that Act; or
 - (b) in any other case, a criminal record certificate issued under section 113 of that Act (criminal record certificates),including, where applicable, the matters specified in sections 113(3EA) and 115(6EA) of that Act⁽²⁾ and section 113(3EC)(a) and (b) and section 115(6EB)(a) and (b) of that Act⁽³⁾.
3. Two written references, including a reference relating to the last period of employment of not less than three months duration.
4. Where a person has previously worked in a position which involved work with children or vulnerable adults, verification of the reason why he ceased to work in that position, unless it is not reasonably practicable to obtain such verification.
5. Documentary evidence of any relevant qualifications and training.
6. A full employment history, together with a satisfactory written explanation of any gaps in employment.
7. Details of health record.
8. In respect of a manager to whom regulation 9(2) applies or a nurse to whom regulation 12(3) applies, confirmation of current registration with the Nursing and Midwifery Council⁽⁴⁾, including details of the Parts of the register in which the nurse is registered.
9. Details of any professional indemnity insurance.

(1) 1997 c. 50. A position is within section 115(3) if it involves regularly caring for, training, supervising or being in sole charge of persons aged under 18. A position is within section 115(4) if it is of a kind specified in regulations and involves regularly caring for, training, supervising or being in sole charge of persons aged 18 or over

(2) Sections 113(3EA) and 115(6EA) are inserted by the Protection of Vulnerable Adults (Northern Ireland) Order 2003 (S.I. 2003/417 (N.I. 4))

(3) Sections 113(3EC) and 115(6EB) are added by the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

(4) The register is maintained pursuant to paragraph 10 of Schedule 2 to the Nursing and Midwifery Order 2001 (S.I. 2002/253)