

**ORCHID NATIONAL NURSING SUPPLY LIMITED
RECRUITMENT PROCESS**

Application Form is completed in full
Interview follows of approximately 20 minute duration
Copies of all documentation retained
2 References applied for
CRB applied for

The applicant must not be asked to work until two reference are in ONNS possession, not faxed, originals only.

AND

The DBS is in our possession, read and confirmed in order and documented

AND

Up to date confirmation of:

Manual Handling

Fire Instruction

Food Hygiene

The applicant may then be employed to work and should be called in and given the following:

Employee Handbook

Orchid Tabard or Shirt

Orchid Pin

Orchid ID Card

A signature should be gained to confirm receipt of the above documentation

Additional clothing ie fleece or more tabards should be purchased at a nominal fee

Induction Skills Process

As soon as the employee is accepted for work, the Induction Process must commence.
The Employee is handed Skills Level 1,2 and 4 and asked to complete in portfolio style ie handwritten (typewritten accepted) answers in full
On return of completed answers the person should attend a skills session which will be arranged and confirmed to the employee.
The employee will participate in a question and answer session and given a reference form which should be completed on site at a place of work by a responsible person, confirming your skills level, and subsequently returned to Orchid Manager.
Skills Level 3 will then be issued and on return of the document fully answered and understood, the same process will apply, verbal questions and answers and a reference issued.
Finally, Skills level 5 will be issued which is a combination of all levels and therefore some questions of ability within this remit can be cross referenced The same process applies again.
When the Responsible person or Nurse employed by ONNS is satisfied with the competence, a skills level certificate and card will be issued.
Should the employee leave ONNS they may retain the Certificate but must return the ID Skills card along with their Pin and Orchid ID card
The work produced by the employee can be copied at any time and returned to the employee.