

# Health Assessment Services

## Your Clearance Guide

### medacs

HEALTHCARE

A TRADING NAME OF MGG HEALTH LTD.



## Welcome to your Clearance Guide!

This guide is designed to help you complete and return your new starter documents, which are necessary for your Department of Work and Pensions (DWP) security clearance.

Once documents and references have been reviewed by our compliance team, they will be sent to an external vetting team for processing.

**This process can take up to three weeks, so please return all documents within seven working days of receiving your offer.**

**Full security clearance is a requirement for this role; therefore, any delays may affect your conditional offer.**

To avoid any delays to your start date, please ensure you email all of the required clearance documents to **medacs.clearance@medacs.com** within **seven working days** of receiving your offer.

If you have any questions then please do not hesitate to [contact a member of the team](#).

## Next Steps

### 1. Update your CV

Ensure we have the latest version of your CV. Include all employment dates in month/year format, with explanations for any gaps.

### 2. The Baseline Personnel Security Standard Vetting Form

**The BPSS form must be hand-signed. If you're unable to print the form, let us know, and we'll post it out to you.**

#### BPSS Vetting form

All sections must be filled out carefully. Pay particular attention to the following points:

- **References:** Provide employment details and references covering the last three years. Include any time spent at university, you must provide an academic reference. Ensure any employment gaps are explained on the form.
- **Personal Reference:** This should be a professional you've known for at least three years who is not your manager, financially dependent on you, related to you, or living at the same address.



**Top Tip:** References can often take a while to come in so talk to your referees in advance, letting them know this is a requirement of your new role and a reference request will be sent to them.

### 1. Experian Checks

Along with providing reference details on your BPSS form, you'll receive an email from Experian asking you to enter your employer details. This needs to be **completed within 48 hours** of receiving the email. Be sure to check your inbox and junk folder so it doesn't get missed.

### 2. Enhanced DBS Certificate

It is a requirement for all Health Professionals working on a PIP contract to have an enhanced DBS certificate with barred lists check.

We will set an account up for you via Experian and you will receive an email link asking you to complete the application form.

Please note that this can take three weeks to arrive so please apply once you receive the link.

**Top Tip:** You'll be asked to upload a photo of your passport and driving license. Don't worry if you do not have both documents, we will be

notified and can complete a manual ID check.

### 3. Identification

Please provide evidence of your Right to Work in the UK. This includes your passport, if possible, along with two proofs of address and proof of your National Insurance number. A full list can be found [here](#):

- Passport
- Current UK driving license
- Household utility bill
- Bank or building society or credit card statement.

If you need to download your National Insurance (NI) number, you can do so via the button below.

[Download NI Number](#)

**Please note:** We can't accept the following:

- Utility bills that are older than 3 months
- Bank statements that are older than 3 months
- Mobile phone bills
- Appointment letters that don't include your NHS or hospital number

Once you've prepared your documents, we'll arrange a convenient date to meet you at the office and verify them in person.

#### 4. Professional Registration

All of our Clinical Assessors must be registered with their professional body. Nurses require an active, unrestricted PRN with the Nursing and Midwifery Council (NMC). Allied Health Professionals require an active, unrestricted PRN with the Health and Care Professions Council (HCPC).

Use the buttons below to get proof of your professional registration.

HCPC registration

NMC registration



#### 5. Pre-employment Questionnaire

Complete the pre-employment questionnaire and send it back to us as soon as possible. It is important that we are aware of any adjustments or support that you may need in your new role.

All forms should be sent to [redcaroh@medacs.com](mailto:redcaroh@medacs.com)

Pre-employment  
Questionnaire

#### 6. Reference delays - don't panic!

References can sometimes take a while, so you can follow these steps to download a copy of your employment history from the past three years.

This can then be sent to the vetting team as a last resort if there are delays with your references:

➔ Log in to the **Government Gateway**.

➔ Click on the **Pay As You Earn** (PAYE) box (it has 'Check or update the employment, pension or other income information used to work out your PAYE Income Tax and tax codes' written underneath).

➔ Click on the **PAYE Income Tax History** box (it has 'View your PAYE Income Tax history for your employments and pensions' written underneath).

➔ Send us a PDF of this page.

If you experience any issues, you can call **HMRC on 0300 200 3300**.

## Important Information

### If you work remotely:

Your Right to Work will be checked during a video call. Complete the steps below:

- You'll receive an email with a link to Trust ID, where you can upload a photo of your passport and complete the online ID check.
- Once that's done, the compliance team will get in touch to arrange a video call. This can be done via Teams or WhatsApp, so ensure you have all of your documents ready to hand.

**Please note:** If you have an overseas passport, we'll need to verify your ID in person, and you must have your government-issued Right to Work share code.

## Key Points for Clearance

**DWP Requirements:** The clearance process is set by the DWP, and all documents will be processed by an external vetting team.

**Clear, Crisp Photos:** Make sure your photos are sharp and clearly show all the required information - this helps keep things moving smoothly!

**Act Fast:** Please return your documents within seven working days of receiving your offer to avoid any impact on your start date.

**REFER YOUR FRIENDS**

**GOT A FRIEND WHO WOULD BE PERFECT FOR THE ROLE?**



**EARN £2,500 FOR EACH FRIEND YOU SUCCESSFULLY REFER!\***



# CONTACT US

## Talk to us

Contact a member of the team  
if you have any questions:



### **Claire Hoare**

Compliance Officer

Tel: 07979 177108

Email: [claire.hoare@medacs.com](mailto:claire.hoare@medacs.com)



### **Elaine Lee**

Recruitment Co-ordinator

Tel: 07776 964412

Email: [elaine.lee@medacs.com](mailto:elaine.lee@medacs.com)



### **Beth McKenna**

Recruitment & Onboarding Lead

Tel: 07741 330359

Email: [beth.mckenna@medacs.com](mailto:beth.mckenna@medacs.com)