



# mediplacements

Serving the world's health professionals

## Training & Development Policy

We are committed to the ongoing training and development of both our internal staff and our external working Candidates. Please find the current mechanisms we employ to ensure that the training needs of our staff and Candidates are constantly monitored, measured and responded to.

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## Internal Staff Training:

### 1. Induction Training:

We operate a five-day comprehensive induction programme for all new employees. This includes among others, Company History, Social and Ethical responsibilities, Policies and Procedures, Relevant Legislation, Information technology and Customer Care training. This list is not exhaustive.

### 2. Induction Booklet:

During induction all staff receive a detailed company handbook to refer to as a reference guide throughout their employment. A copy of this is available upon request.

### 3. Professional Training:

We are committed to providing high quality training and development for all our staff regardless of their position in the company. The company offers, where relevant, the opportunity to study for professional qualifications. This is offered to all employees once the probationary period has been successfully completed.

The company fund 50% of any agreed professional qualifications undertaken, the other 50% is funded by the employee, either through one lump sum payment or by monthly instalments where agreed. On successfully completing the course, the 50% contributed by the employee is fully refunded.

### 4. Specialist Recruitment Training:

We actively encourage our Recruitment Consultants to undertake and achieve accreditation with the REC (Recruitment and Employment Confederation). The course provides vital knowledge of recruitment best practice and up to date legal requirements.

### 5. Performance Monitoring - Staff Appraisals:

All staff are subject to performance appraisals on a six monthly basis. Prior to the appraisal, consideration is given to the employees training requirements in order to achieve future objectives. Methods of training are also considered by both the employee and the Manager.

During the appraisal, any training undertaken in the previous twelve months is evaluated in order to show how it has contributed to the team's performance and benefited the individual.

Where any training needs are identified, a 'Training Plan' is agreed by both the Employee and the Manager. This is evaluated and assessed in conjunction with the Company's objectives and available funding.

## External Working Candidates Training:

### 1. Training & Continued Professional Development (CPD):

We actively encourage all our Candidates to undertake regular CPD activities and maintain an ongoing record of this. This ensures that our workforce are kept abreast of the latest developments, techniques and technology within their fields. In addition, we are also currently developing a CPD Scheme that will provide an annual training fund for all our working Candidates. This fund will be used towards costs for training, seminars, relevant literature and other forms of professional development such as membership with professional bodies and/or recognised accreditation.

Under the scheme, Candidates will earn monetary contributions based on their hours worked through our agency; the fund is proposed to reach up to £300 per annum per candidate. To support the scheme, a 'Learning Log' booklet is also being developed to enable our candidates to constantly record and monitor their CPD activities.

### 2. Candidate Feedback Report (ongoing performance monitoring):

Mediplacements constantly monitors the performance of its working candidates. Upon completion of each placement; our 'Candidate Feedback Report' will be forwarded for completion by the relevant Manager. This enables us to keep an exhaustive record of all Candidate performances. Any bad report will be investigated and could result in further training or the Locum being removed from our register.

### 3. Regular Client meetings – Candidate Performance:

Our recruitment Consultants meet with their candidate's direct supervisor(s) at regular intervals to obtain feedback regarding their performance levels and identify any possible training requirements.

### 4. On-Site Candidate Visits:

In addition, we also visit our working candidates 'on-site' during their placements on a regular basis to appraise their performance against their employer's requirements and identify any possible training requirements.