



TOOLKIT 26 · CREDENTIALING & COMPETENCE · TOOL 1 OF 4

Credential Verification Checklist — Before the First Shift

Identity, qualification, licence, references, health, record check: verified at source, not from a photocopy, and signed off before anyone touches a patient

Candidate · role · department · start date · verified by (HR) ·
approved by (medical/nursing director)

Item	How verified	Verified ☐	Date · initials	Reference / file no.
Identity — passport or national ID; photo matches	Original seen; copy on file	☐		
Primary qualification (degree / diploma)	Confirmed with the awarding institution or the national qualifications database — not from the copy alone	☐		
Professional licence / registration	Checked on the regulator's register: number, status, expiry, any conditions or sanctions	☐		
Specialist qualification (if the role requires it)	Confirmed with the awarding body	☐		
Employment history — last 5 years, gaps explained	CV against references; gaps over 3 months explained in writing	☐		
References ×2 — last two employers, one clinical	Obtained in writing from a named manager; verified by phone	☐		
Criminal-record / barred-list check	Where the law permits; mandatory for work with children and vulnerable adults	☐		
Occupational health — fitness for the role; hepatitis B status; immunisations; TB screening	Occupational health report on file	☐		
Right to work	Documents per national law	☐		
Indemnity / professional insurance (where required)	Certificate on file	☐		
Signed: confidentiality undertaking · code of conduct · declaration of interests	Signed originals on file	☐		
Scope of practice agreed and signed (Tool 2)	Signed by candidate and clinical lead	☐		

Rule. No clinical work — including supervised work — until every line is verified and the director has signed. A locum or volunteer is verified to the same standard. Verification is repeated at licence expiry and every three years; the register (Toolkit 25 policy 8) flags expiries 60 days ahead.

All items verified. Approved to start on _____ Medical / nursing director: _____ HR: _____

Adapted from NHS Employment Check Standards (OGL).

ASF standards: Governance — credentialing (means of verification: completed checklist in every file; annual audit)