

26/07/2021

**GMTS Placement Organisation**

**HR Shared Services**

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**Website:** [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)

Dear Sir/Madam

## **NHS Graduate Management Training Scheme – Pre-employment Checks and Liability Insurance**

I am writing to confirm as part of the pre-employment process and in line with NHS Employment Checks Standards, the following checks have been carried out for all candidates offered a place on the NHS Graduate Management Training Scheme:

- Two satisfactory references
- A traceable three year history
- Medical Clearance Proof of identification
- The Right to Work in the UK
- Proof of degree qualification
- A Standard DBS Check

The NHS Business Services Authority (NHSBSA) act as 'host' employer for the NHS Graduate Management Training Scheme on behalf of the NHS Leadership Academy. I can also verify that any Employers Liability claims made in the event of personal injury, injury to a patient or member of the public, other staff members or NHS property, suffered as a result of the negligence of any NHS Graduate Management Trainee will be the responsibility of the NHS Leadership Academy.

The NHSBSA has liability insurance which is covered by the NHS Litigation Authority.

Please note, no further confirmation or completion of Trust specific documentation will be completed by the NHSBSA following contract issue.

Please do not hesitate to contact via email on [grads.hrqueries@nhsbsa.nhs.uk](mailto:grads.hrqueries@nhsbsa.nhs.uk) if you have any questions in relation to the above.

Yours sincerely

NHSBSA HR Shared Services

For and on behalf of the NHS Leadership Academy