

STATEMENT OF PURPOSE

Part II

Orchid NNS is compliant with requirements of Employment Agencies Act 1973 and its regulations.

Orchid NNS have prepared a detailed Information Pack (Service User's Guide) and are satisfied that prospective users have the information required in order to make an informed decision on whether to engage its services.

Orchid NNS assure Service Users of the integrity of the Agency and confirm that it is run by a fit person within our organisation

Orchid NNS are confident that the process for recruitment and selection of nurses meets all the requirements of legislation and employment law including that related to Equal Opportunities and anti discriminatory practice.

Orchid NNS confirms that it views and holds copies of documentary evidence as to the qualifications of each nurse registered in its database.

Orchid NNS abide by the rules and Code of Practice according to the Data Protection Act. (BSS Recruitment and all associated divisions are registered under the Data Protection Act).

Orchid NNS are committed to supplying good quality care and will not jeopardise the safety of patients.

Orchid NNS confirm to Service Users that nurses supplied by this Agency are competent and trained to undertake the activities for which they are employed and responsible

Orchid NNS assure Service Users that their complaints will be listened to, taken seriously and acted upon as outlined in our Complaints Procedure.

Orchid NNS complies with the relevant requirement for checking persons unsuitable for working with children or vulnerable adults, as appropriate and are a registered authority to carry out such checks.

Orchid NNS will provide Nurses/Carers with sufficient skills for their individual roles.

Orchid NNS staff will keep up to date with training and development requirements and opportunities that are relevant to updating skills.

Orchid NNS Service Users must abide by guided instruction for medication. Seek guidance, seek patient's consent in all aspects of care, and follow a clear process for reporting concerns. Record any assistance or advice immediately after medication is administered, records should include dosage, time and method.

Orchid NNS promote safe working practices and guidelines. A Health and Safety Manual is in place certified by UK Audit Systems to BS EN ISO 9001:2000.

Orchid NNS have approved Accounting and Financial procedures and are certified to BS EN ISO 9001-2000.

Orchid NNS confirms it has adequate insurance against liability.

Orchid NNS have a Management structure with clear lines of accountability, an Organisational Policy and Handbook.

Orchid NNS name and address of registered provider, Partners: Ms B Munday and Mr D Munday. Name and address of manager: Ms A Knought MBE. All based at 46 Allhallows, Bedford, MK40 1LN

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