

NursingDirect

POLICY NUMBER: **40**

POLICY TITLE: **AUDIT INSPECTION**

WHO MUST ABIDE BY THIS POLICY? **ALL EMPLOYEES: PART TIME, FULL TIME OR TEMPORARY**



AUDIT INSPECTION

THE PURPOSE OF THIS POLICY

Nursing Direct is subject to internal audit and to external audit by regulators and major clients from time to time.

Nursing Direct Recruitment & Compliance teams take responsibility for managing external audits by the Care Standards Regulators or NHS, including Buying Solutions for the UK.

AUDIT INSPECTION

Compliance and Audit Managers are responsible for maintaining Nursing Direct records in a state of readiness for audit by Care Standards Regulators and Inspectors and for taking steps to implement improvements, as required.

All recruitment files are held electronically and therefore all information is immediately accessible locally. The company operates a continual audit and self-monitoring programme.