

Garda Vetting Processing Tips

One of the contributing factors to ongoing delays in the Garda Vetting process is the **high volume of incomplete and incorrect forms** our Garda Vetting Unit return to nursing homes daily.

To save yourself inconvenience, please check all staff forms before they are sent to us (*refer to our checklist*). Your waiting time for completion of the process will be greatly reduced as a result.

!!VERY IMPORTANT!!

- NHI has their own Garda Vetting Form you must use this and NOT another company's form. The central vetting unit **will only accept the NHI form from our offices**.
- The attached document shows you how to identify NHI's GV form. The right form will have Nursing Homes Ireland on the first page and on the 2nd page (overleaf) refer to circled text.
- **The GV form in your HIQA pack** is for vetting **proprietor, manager, or key senior management** personnel only and belongs to HIQA. **Send this to HIQA not NHI**.

TIME SAVER TIP - Most common mistake

Middle Name Initial - If the applicant has a middle name and they like to sign with the initial in their signature eg Seamus P Murphy

- The "P" needs clarification in the Forename section on the front page. eg if P = Patrick, put Patrick in the Forename section.
- If in some cases the initial does not mean anything or can't be clarified – leave it off the page entirely.

For ease of reference, please find attached guidelines and a trouble shooting checklist for completion of GVU forms. NHI suggest that you print the documentation and keep it with your procedures, make staff aware of the guidelines location, and check all staff application forms before they are sent to us.

Thank you for your assistance.