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## Bank, Agency and Locum Workers Management and Use Policy

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**Please be aware that this printed version of the Policy may NOT be the latest version. Staff are reminded that they should always refer to the Intranet for the latest version.**

<b>Purpose of Agreement</b>	This policy provides managers with guidance on the process to be followed for acquiring and using bank, locum bank and Agency Workers within the Trust
<b>Document Type</b>	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> SOP <input type="checkbox"/> Guideline
<b>Reference Number</b>	Solent NHST/Policies/HR05
<b>Version</b>	Version 4
<b>Name of Approving Committees/Groups</b>	Trust Management Team Meeting, Policy Group
<b>Operational Date</b>	May 2017
<b>Document Review Date</b>	March 2021
<b>Document Sponsor (Name &amp; Job Title)</b>	Associate Director of Human Resources
<b>Document Manager (Name &amp; Job Title)</b>	Senior Pay and Remuneration Manager
<b>Document developed in consultation with</b>	Occupational Health, Procurement, JCC
<b>Intranet Location</b>	Business Zone > Policies, SOPs and Clinical Guidelines
<b>Website Location</b>	Publication Scheme
<b>Keywords (for website/intranet uploading)</b>	Locum, Agency, Bank, temporary staff, Policy, HR05

## Review Log

Include details of when the document was last reviewed.

Version Number	Review Date	Name of reviewer	Ratification Process	Reason for amendments
2	Aug 2013	L Bicknell	Procurement, Occupational health, JCC	Policy re-write
3	June 2019	Helen Pretty		Paragraph 2.2 added Zero hours agreement and the word time. Paragraph 5.1.1 amendment to wording of final sentence Paragraph 5.1.2 and 5.1.3 wording amended Paragraph 5.2.1 inserted word in first line. Bullet point removed and wording of final sentence changed to excess hours Added sentence to 5.5.1 tracked below. Added sentence to 5.5.2 tracked below. Paragraph 5.7.3. added word to sentence – tracked below. Appendix 3 updated with current framework agency details.
4	May 2020	H Pretty		
3	April 2017	L Bicknell		Summary inserted Paragraph 2.2 reference to IR 35 Intermediaries Regulations inserted. Paragraph 5.4.1 and paragraph 5.5.1 reference to Appendix 1 inserted. Paragraph 5.4.2 inserted. Paragraph 5.6.2 removed. Paragraph 5.8.1 retention period extended. Paragraph 11 link to Contractors Operating Procedure inserted. Paragraph 5.11.1 amended to reflect the £150 per day reporting requirement. Appendix 3 inserted paragraph regarding Information Governance and Statutory training in the last 12 months.
4	June 2020	Helen Pretty	Approved as part of the Covid-19 review of policies	Page 8 - added sentence to 5.5.1 and 5.5.2 regarding new automated email process for direct bookings with agency and for agency to confirm bookings. And expiry extended to March 2021

## **Summary of Policy**

This policy outlines the requirements for using temporary workers who are on the bank or from an Agency or are a locum.

Appointment of Contractors are not covered by this policy as there is a separate Standard Operating Procedure in place within the Trust.

It outlines the specific requirements of the Agency Workers Regulations in Section 3 and the Working Time Regulations in Section 4.

The requirements that need to be satisfied in order to use a temporary worker is covered in Section 5.1 and appointment of bank workers is covered in paragraph 5.3. The process to be used when an Agency Worker is to be used is explained in paragraph 5.4.

The policy outlines the responsibilities of the Bank Staffing Service paragraph 5.5, Agency paragraph 5.6 and the manager in paragraph 5.7

The policy covers the action to be taken if there is unsatisfactory performance of an Agency worker paragraph 5.9 and explains how the usage of Agency worker is monitored.

The Chief Executive must personally sign off any Agency workers who is earning in excess of £120 per hour or £750 per day.

The policy gives managers copies of a local induction check list (Appendix 2) and a declaration that all Agency workers must sign (Appendix 3).

A copy of the process for requesting bank staff is included at Appendix 5 and 6.

## **Bank, Agency and Locum Workers Management and Use Policy Index**

<b>Section</b>	<b>Reason</b>	<b>Page</b>
1	Introduction and Purpose	5
2.	Scope and Definitions	5
3.	Agency Workers Regulations	5
4.	Working Time Regulations	6
5.	Process requirements	6
5.1	Conditions for the use of temporary workers	6
5.2	Deciding how to fill a temporary gap in provision	7
5.3	Process to appoint a bank worker	7
5.4	Decision to appoint an Agency Worker	8
5.5	Information to be given to the Agency and follow up action	8
5.6	Information the Agency must provide to the manager/shift leader before the individual can commence an assignment	8
5.7	Action to be taken by the manager/shift leader on arrival of the Agency worker	9
5.8	Authorisation of time sheets	9
5.9	Unsatisfactory Performance of Agency Workers	9
5.10	Monitoring the use of Agency Workers	10
5.11	HM Taxes review of Tax arrangements	10
6.	Roles and Responsibilities	10
7.	Training	10
8.	Equality and Diversity and Mental Capacity Act	11
9.	Success Criteria Monitoring Effectiveness	11
10.	Review	11
11.	References and Links to other documents	11
<b>Appendix</b>		
1	List of Approved Agencies	12
2	Agency Induction check list	13
3	Agency worker declaration	14
4	Equality Impact Assessment	15
5	Guidance for using Bank System	16
6	Bank Admin request form	17

## SOLENT NHS TRUST

### 1. INTRODUCTION AND PURPOSE

- 1.1 The need for temporary workers who are available (often at short notice) to cover periods of shortfalls in staffing resources, is essential in creating a flexible workforce that can support and maintain a quality service. Bank, Locum, Agency and temporary staff are all described as temporary workers.
- 1.2 The Trust is committed to ensuring the highest standards of patient care and safety throughout the services it delivers. Consequently from time to time it may be necessary to employ additional staff during periods where there are unplanned shortfalls in resources. Temporary resources may also be required at times when there is need to cover additional work for a short period of time or to provide cover for longer term absences, such as covering job vacancies during the recruitment process.
- 1.3 The policy outlines the Trust requirements for the use of temporary workers, has been amended to reflect the requirements of the Agency Workers Regulations 2010 which gives agency workers specific rights from the first day of their assignment and further rights after twelve weeks of continuous engagement.

### 2. SCOPE & DEFINITIONS

- 2.1 This document applies to all directly employed staff within Solent NHS Trust and other persons, working within the organisation in line with the Trust's Dignity at Work Policy. Medical and Dental staff are covered under their own procedure so are not covered by this policy.
- 2.2 The following definitions apply to this policy

*Bank workers:* individuals employed by the Trust on a zero hour agreement.

*Agency workers:* individuals who are employed by an Agency who are temporary assigned to the Trust for a defined length of time.

*Locum workers:* Is an individual who substitutes for another member of the same profession and is employed via an Agency. Any reference to Agency Workers in this policy also applies to Locum workers.

*External Contractor:* These individuals who have been assessed by the Trust via the HMRC assessment tool as being self employed and are not covered by the IR35 Intermediaries Regulations (Finance Bill 2017). They will be appointed via the procurement process. When the IR35 Intermediaries Regulations apply they will be treated as a worker and paid via the payroll.

### 3. AGENCY WORKERS REGULATIONS

- 3.1 Under the Agency workers Regulations 2010 individuals employed by an Agency are classed as workers rather than employees. From day one they are entitled to the same access to facilities as other staff and to be informed of any job vacancies.
- 3.2 After twelve weeks they are entitled to the same basic rights as employee's who have been directly recruited by the organisation to the same role.

3.3 All Agency workers are entitled to rest breaks and limits on their working time, health and safety at work, and not to be discriminated against.

#### **4. WORKING TIME REGULATIONS**

4.1 Individuals are required to have an eleven hour break between shifts, unless they are moving between shifts for example days to nights. In these circumstances they can have a break of less than eleven hours as long as the additional rest time is received as soon as possible. So if an individual worked an eight hour night shift finishing at 6.00 and then returned to duty at 14.00 their break would be less than eleven hours. If they then finished worked at 22.00 but did not work again until 14.00 the following day they would have received the required break and additional rest time.

4.2 Individuals are not able to work more than 48 hours in a week unless they have signed an opt out form which is regularly reviewed. This includes working for other employers.

4.3 All staff working a six hour day or longer are required to take a minimum unpaid break of 20 minutes, not at the beginning or end of a shift. If staff work a full shift of 7.5 hours they will be required to take an unpaid break of 30 minutes and any one working a 12 hour shift or more will be expected to take an unpaid breaks amounting to at least one hour in total during the shift.

4.4 All individuals must have one continuous 24 hour period break every seven days or 48 hours continuous break every fourteen days. This cannot be opted out of.

#### **5. PROCESS / REQUIREMENTS**

##### *5.1 Conditions for the use of Temporary workers*

5.1.1 Temporary workers should not be used as an alternative to recruiting to an identified permanent vacancy, or automatically used to cover staff on annual leave, short term sick leave, or study leave. It should be possible to manage the majority of these absences within existing resources, but where there are difficulties recruiting to posts the Bank Staffing Service (BSS) should be contacted

5.1.2 Temporary staff should only be engaged as a last resort after considering other staffing alternatives. Justifiable reasons could include:

- Vacant posts in the process of a recruitment exercise where there is funding available and cannot be filled from within existing resources.
- Service provided to clients will be at risk.
- An unexpected increase in patient 1-1 care on ward.
- High acuity on ward/clinical area.
- Adverse effects on the health and safety of staff.
- Short term projects where funding is available.
- Long term sickness periods where applicable.

5.1.3 Temporary staff should never be used to provide an on-going staffing solution; “temporary” refers to vacant shifts or a time limited weekly cover and only in exceptional circumstances should it be for a period of 24 weeks or more. Assignments lasting more than 24 weeks are monitored by the BSS Office.

## 5.2 *Deciding how to fill a temporary gap in provision*

5.2.1 In all cases the manager must first consider alternative in-house cost-effective arrangements in the first instance. This can include:

- Reviewing rosters and flexible working options,
- temporary redeployment of staff,
- use of excess hours where applicable.
- considering if the work can be delayed or reallocated,
- internal bank staff
- short fixed term contracts,
- secondments,
- reviewing processes to save time
- Utilisation of staff from other areas of the Trust on a temporary basis.

*Please note individuals who work on days when they have been allocated annual leave, are not entitled to excess hours payments. In these circumstances the annual leave must be reassigned.*

5.2.2 It is only after these options have been explored and discounted that any decision can be made to request bank cover through the BSS office. For clinical areas the BSS office will endeavour to cover this with internal available bank staff, if no suitable bank staff available for the shift then BSS Office will escalate to agencies on the preferred framework agencies list for cover.

If the preferred agencies cannot supply, BSS will obtain authority from the Operational Director to further escalate to off framework, more expensive agency. Even then the most cost effective option must be consider by the manager. For example:

- the band of staff needed for the role,
- If some of the work can be reallocated so that a lower graded member of staff can be utilised,
- how many hours are required,
- Is there sufficient budget to cover the cost?

5.2.3 In all cases a manager (or person in charge of the shift acting on his/her behalf) must undertake a risk assessment associated with not appointing a replacement staff member for the shift. The risks should be assessed in terms of the:

- risks that could occur if an individual was not appointed to cover a shift
- likelihood that those risks will occur, and
- impact if they do occur,

## 5.3 *Process to appoint a bank worker.*

5.3.1 All Bank workers are now appointed through the BSS Office following the bank recruitment process. All clinical areas should request bank workers through the rosters using identified unfilled shifts from the budgeted establishments.

For areas that use specifically skilled bank workers they will contact their known bank staff directly to pre-book vacancies which should then be updated on rosters.

For admin bank staff requests should be sent to BSS office using the Bank admin request form detailing the need for cover and sign off by the budget holder. The BSS will then facilitate the request with the appropriate bank admin staff member, on confirmation of bank placement the area requesting will be responsible for updating shifts on rosters as per the BSS admin process.

#### 5.4 *Decision to Appoint an Agency Worker*

5.4.1 Once the BSS Office have texted/phoned all appropriate bank workers to offer the shifts, should they not find a suitable bank worker the shift will be escalated to preferred agencies (Appendix 1) following the agreed escalation process. If no cover can be secured from preferred agency list then authority will be obtained from Operations Directors to escalate to off framework agencies for short notice cover.

5.4.2 Any Agency Worker who is earning £120 or more per hour must be personally signed off by the Chief Executive as required for NHSi weekly reporting.

#### 5.5 *For Covers that are escalated to Agency*

5.5.1 The BSS Office will email all approved framework agencies (Appendix 1) a list of all required bookings directly from Bank Staffing System. This will include the following information:

- The Date/time of shift required.
- The skill set for this particular clinical area, based on a job description provided by the manager.
- Name of unit and address details.
- Person agency worker should report to on arrival.

5.5.2 The Agency will email back confirmation of names for direct booking onto required shifts. If the Agency worker has not worked in the service area previously the Agency will also provide a copy of their skills assessment and personnel profile to include list:

5.6 The Agency must evidence the below information to BSS prior to bookings being made.

- Individuals full name and address.
- DOB
- NI number for verification
- Verified personal identification ie: valid passport, UK driving licence, UK birth certificate, EU phone ID, HR Forces ID card.
- Copy of individual current professional registration (where applicable).
- If Locum Dr evidence of Indemnity (Oct 13).
- Evidence of immunisation, fitness to practice.
- Evidence they can legally work in the UK, Work Permit etc.
- Confirmation details of DBS check.
- Confirmation that all mandatory training is current (this must include Information governance, health & safety and Manual Handling).
- Evidence that the individual can legally drive in the UK, when driving is required for role.
- Evidence that private car is legally covered for business purposes.
- They are a direct employee of the agency.

5.6.2 All Agency worker's should report to the ward/service manager on arrival to confirm attendance and present their identify badge.

5.6.3 For Agency placements, full profiles for agency workers will be shared with services in order to select the preferred candidate for placement booking.

## 5.7 *Action to be taken by the manager/shift leader on arrival of the Agency Worker*

- 5.7.1 The manager/shift leader must check that the individual who has arrived is the same person named on roster by checking their ID Badge.
- 5.7.2 The manager/shift leader will be responsible for inducting the individual into the work area. A copy of a local induction checklist for Agency Workers is included at appendix 2, this may vary according to the area agency worker is covering. The induction will include:
- Job duties, responsibilities and department structure
  - Details of who the individual is to report to.
  - A tour of the department/premises
  - The required standards of work and conduct for the role
  - Philosophy of care towards patients and clients/how to respond to members of the public, etc
  - Ensuring the key principles of equality, diversity and human rights are appropriately observed and reflected in day to day working
  - Supervision arrangements
  - Reference to desk top procedures or protocols/guidelines to be observed
  - Breaks (to include compliance with Working Time Regulations)
  - Personal identification
  - Fire, security and health and safety arrangements (including reference to lifting and handling, infection, prevention and control, food hygiene, control and restraint, accident and incident reporting, fire assembly points, etc)
  - Familiarisation with equipment they will be expected to use
  - Communication and confidentiality procedures
  - Relevant medication procedures and local pharmacy contact details
  - Sources of help and advice, including issues relating to personal protection which may be required
  - Reference to other relevant corporate and local policies (e.g. confidentiality).
- 5.7.3 Any agency staff booked for placement booking must complete and sign the Declaration for Agency workers (shown at appendix 3). The manager must ensure that this is completed on the first day of assignment and keep on file in ward office.

## 5.8 *Authorisation of time sheets*

- 5.8.1 Timesheets must be signed by an authorised signatory only. Timesheets should be checked for accuracy and as confirmation that the work has been conducted satisfactorily, any time changes to shifts should then be updated on rosters. Timesheets should then be kept on file in ward office for reference if required for a 6 year period.

## 5.9 *Unsatisfactory Performance of Agency Workers*

- 5.9.1 Any shortcomings on the part of the agency worker must be brought to their attention immediately and appropriate support facilitated. Where these shortcomings are serious or excessive (in terms of what is reasonable to expect of an agency staff member), the individual should be alerted immediately, and notified if their services are no longer required. This should then be highlighted to the BSS Office using the feedback form, the BSS will then assess the level of complaint and contact the agency to either ban the agency worker from any further work within Solent or ban them from the area in question. Consideration should be given to raising an adverse incident report where appropriate.

5.9.2 If a complaint is raised from a member of the public about the Agency worker, this should be reported and handled in line with the Trust's complaints procedure. It will be for the Trust and Agency to agree the process to be followed if an investigation is required.

#### *5.10 Monitoring the Usage of Agency Workers*

5.10.1 Operational Director (OD) and Service Managers are responsible for authorising requests for agency placements and reviewing locum/agency usage within their respective areas. This should be done on a regular basis, e.g. monthly, to ensure the requirements of this policy are adhered to. They must also review the decision-making process retrospectively to ensure the rationale for booking a temporary staff member was clear and sound, and also that alternative options were considered in advance of the decision being made to request cover from the BSS.

5.10.2 Any role undertaken by an Agency worker longer than eight weeks must be subject to a formal review by the Service Manager to ensure that there is no other method of filling the position. This will include the BSS advertising the role for bank on NHS Jobs. The BSS will also do audit checks on any agency staff that are coming to end of agreed time of assignment to ensure end dates have been confirmed or approval agreed by OD to extend the length of assignment.

#### *5.11 HM Taxes Review of Tax Arrangements*

5.11.1 The Trust does not envisage that any Agency worker will be assigned for more than 6 months but if this does happen, where the individual is earning over £750 per day, the manager must obtain copies of wage slips from the Agency to prove that the individual is paying Tax and NI contributions in line with the HM Taxes review of Tax arrangements. These copies must be retained for eight years as they will be required if the HM Revenue and Customs undertake an inspection during this time.

## **6. ROLES & RESPONSIBILITIES**

6.1 The Chief Executive has ultimate accountability for the strategic and operational management of the organisation, including ensuring adherence to all policies.

6.2 Directors, Operational Directors, Associate Directors and Line Managers are responsible for ensuring the requirements of this policy are met.

6.3 The BSS are responsible for appointing bank and agency workers in line with the requirements of this policy to ensure that all bank workers have participated in mandatory training.

6.4 All staff within the Solent NHS Trust are responsible for adhering to this policy at all times.

## **7. TRAINING**

7.1 Whilst there is no specific training identified in relation to this policy, the Trust recognises the importance of appropriate training for staff. If any clarification in relation to this policy is required the BSS team should be contacted. For training requirements and training updates, please refer to the Training Needs Analysis (TNA) on the intranet.

## **8. EQUALITY & DIVERSITY AND MENTAL CAPACITY ACT**

8.1 In line with Trust policy, an Equality Impact Assessment has been completed. It is understood that no employee will receive less favourable treatment on the grounds of disability, age, sex, race, religion or belief, gender reassignment, pregnancy or maternity, marriage or civil partnership, working patterns or Trade Union membership or non-membership in relation to the application of this policy. The Equality Impact Assessment is included in Appendix 4.

## **9. SUCCESS CRITERIA MONITORING EFFECTIVENESS**

9.1 The success of this policy will be monitored by reference to statistics which identify awareness on the part of staff members in relation to the measures to be taken in cases of suspected abuse. Its effectiveness will be measured by reference to documentation arising from internal HR cases which identify compliance with the requirements of this policy.

9.2 Service Managers will be responsible for ensuring compliance with the requirements of this policy and will undertake regular checks to satisfy themselves that the requirements are being met within their respective areas of responsibility. Compliance with the policy will also be addressed to some extent through the ongoing monitoring of the Trust's agency supplier contracts.

## **10. REVIEW**

10.1 This policy may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed three yearly or as required following any amendments to national guidance.

## **11. REFERENCES AND LINKS TO OTHER DOCUMENTS**

11.1 It should be read in conjunction with:

- The Use of Locums - Advice for Employers; NHS Employers, 12/2009
- Guidance on the appointment and employment of NHS Locum Doctors Aug 2013
- Recruitment and Selection Policy
- Policy Relating to Obtaining and Providing Employee References
- Policy Relating to the Registration of Professional Staff
- Policy Relating to Disclosure and Barring Service Policy (DBS)
- Locum Medical and Dental Staff Policy
- Complaints Policy
- BSS Standard Operating Procedure.
- BSS Handbook
- IR35 Intermediaries Legislation (Finance Bill 2017)
- Standard Operating Procedures for Contractors

### Framework Agency Contact Details

BNA	<ul style="list-style-type: none"> <li>▪ HCAs only</li> </ul>	<a href="mailto:bookings@bna.co.uk">bookings@bna.co.uk</a> 023 9220 0545
TFS Healthcare	<ul style="list-style-type: none"> <li>▪ All Bookings</li> <li>▪ Mental health</li> <li>▪ General/Community</li> </ul>	<a href="mailto:solentnhs@tfshealthcare.co.uk">solentnhs@tfshealthcare.co.uk</a> 02074071122 02038796152
Pulse	<ul style="list-style-type: none"> <li>▪ All Bookings</li> <li>▪ Mental health</li> <li>▪ General</li> </ul>	<a href="mailto:nursing.southwest@pulsejobs.com">nursing.southwest@pulsejobs.com</a> 019 9230 5626 opt 1
Coyles	<ul style="list-style-type: none"> <li>▪ All Bookings</li> </ul>	<a href="mailto:nursing@coyles.co.uk">nursing@coyles.co.uk</a> 0207 562 1810 24 Hour Line – 07831451393
Quality Care Cover	<ul style="list-style-type: none"> <li>▪ All Bookings</li> </ul>	<a href="mailto:Nursebookings@qualitycarecover.com">Nursebookings@qualitycarecover.com</a> 033 3241 3044 07741694733
Your World	<ul style="list-style-type: none"> <li>▪ All Bookings</li> <li>▪ Mental health</li> <li>▪ General/Community</li> </ul>	<a href="mailto:CommunityTeam@ywrec.com">CommunityTeam@ywrec.com</a> 020 7220 0827 <a href="mailto:andreas.antona@ywrec.com">andreas.antona@ywrec.com</a>
Mayday	<ul style="list-style-type: none"> <li>▪ All Bookings</li> </ul>	<a href="mailto:southcentral@mayday.co.uk">southcentral@mayday.co.uk</a> <a href="mailto:EveryoneHampshire@mayday.co.uk">EveryoneHampshire@mayday.co.uk</a> 020 7798 6928 020 7798 6909 087 0343 0043 – 24hr
Service Care Solutions	<ul style="list-style-type: none"> <li>▪ All Bookings</li> </ul>	<a href="mailto:Oliver.Parkinson@servicecare.org.uk">Oliver.Parkinson@servicecare.org.uk</a> 01772 208963

### Non-Framework Agency Contact Details

Newcross	<ul style="list-style-type: none"> <li>▪ Southampton All Bookings</li> <li>▪ Portsmouth All Bookings</li> <li>▪ Extranet Bookings</li> </ul>	<p>southamptonstaff@newcrosshealthcare.com 02380236822 chichester.staff@newcrosshealthcare.com 01243884271 <a href="https://www.monteroglobal.com/client/default.asp">https://www.monteroglobal.com/client/default.asp</a> Username: StaffB Password: Newcross1</p>
Medgen <i>Expensive for lates and weekends</i>	<ul style="list-style-type: none"> <li>▪ Community</li> </ul>	<p>michael@medgen.co.uk 02038249064</p>
Thornbury Charge night rate from 2pm.	<ul style="list-style-type: none"> <li>▪ General</li> <li>▪ Community</li> <li>▪ Quick Nurse Community</li> </ul>	<p>03451205300 adhoc@tnsltd.com 03333230331 <a href="https://www.thornbury-quick-nurse.com/Login">https://www.thornbury-quick-nurse.com/Login</a> TNS Number: SOLD Password: Thornbury321</p>

## Local Induction check list

<b>Subject</b>	<b>Initials</b>	<b>Date</b>
Job duties and responsibilities		
Department structure		
Who individual reports to and authorises time sheet		
Supervision arrangements		
Tour of department , including where canteen, staff toilets are, etc		
Standards of work		
Conduct required		
Philosophy of care towards patients and clients		
How to respond to members of the public		
Equality, Diversity, Dignity and Human rights principles are observed and reflected in day to day working		
Breaks		
Personal identification		
Desk top procedures, protocols guidelines to be observed		
Familiarisation with equipment they will be expected to use		
Fire procedures including when tests will occur		
First aid procedures		
Security arrangements		
Where any Personal protective equipment can be accessed		
Resuscitation procedures		
Manual handling		
Infection prevention and control		
Relevant medical procedures to be followed and pharmacy contact details		
Communication and confidentiality procedures		
Sources of help and advice		
References to other corporate and local policies		
Accident and incident reporting procedures		

**DECLARATION FOR AGENCY WORKERS**

I accept that as an agency worker operating on behalf of Solent NHS Trust, I will be required to comply with all relevant policies and procedures.

I confirm that I have been provided with the necessary information to enable me to satisfactorily complete this particular assignment as follows (\*delete as applicable):

- Duties,
- Responsibilities, standards of work and conduct
- Reporting arrangements
- Personal identification
- Departmental/premises issues
- Philosophy of care towards patients/clients and members of the public\*
- Dignity at Work policy
- Supervision arrangements
- Timesheet procedure
- Where to find help and information which may be required
- Breaks/Working Time Regulations
- Fire, security and health and safety arrangements
- Accident and incident reporting
- Personal Protective equipment relevant to this role\*
- Communication and Confidentiality Procedures
- Medication procedures\*
- Policies, procedures or protocols/guidelines to be observed
- Other relevant corporate and local policies\*
- Any equipment I will be using has been explained/demonstrated

I confirm that I am not feeling unwell, overtired, or to my knowledge carrying any infection which could pose a risk to patients. I am fit and have the mental and physical capacity to undertake the role required.

I am aware that I may have access to information of a corporate, personal or clinical nature concerning patients and / or staff. This is highly confidential and must not be discussed with or revealed to any unauthorised person. I hereby undertake:-

- to observe the strictest confidence regarding any information relating to the work of the Trust, its employees and patients/clients and accept that I am required not to disclose any confidential information either during or after my engagement with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of my work or required by law.
- Never to divulge my password or allow it to be used by any other person, for any reason whatsoever.
- To observe the Regulations on the Custody of Medical Records, and to comply with the Data Protection Act 1998, the Copyright, Designs and Patents Act (1988), and the Computer Misuse Act (1990).

I understand that failure to comply with the above commitments constitutes a breach of confidentiality, which could lead termination of my assignment or ultimately prosecution.

I confirm that I have undertaken any statutory training required to undertake my role and Information Governance training within the last 12 months.

I also understand that I will continue to be bound by these requirements after my assignment ends.

**FULL NAME:** .....

**SIGNATURE:** .....

**DATE:** .....

**MANAGER'S SIGNATURE:** ..... **DATE:** .....

## EQUALITY IMPACT ASSESSMENT

## Impact Assessment Template

Step 1 – Scoping; identify the policies aims	Answer		
1. What are the main aims and objectives of the policy?	Provides a framework and the process that must be following by those staff who are responsible for acquiring and using locum and agency workers		
2. Who will be affected by it?	All staff		
3. What are the existing performance indicators/measures for this? What are the outcomes you want to achieve?	To ensure that there is a fair and consistent approach to appointing locum and agency workers within the Trust. All HR data is subject to monitoring and review to ensure that there is no discrimination in the process		
4. What information do you already have on the equality impact of this policy?	This policy standardises the current procedures in place		
5. Are there demographic changes or trends locally to be considered?	No		
6. What other information do you need?	None		
Step 2 - Assessing the Impact; consider the data and research	Yes	No	Answer (Evidence)
1. Could the policy discriminate unlawfully against any group?		x	The policy is designed to ensure equity of treatment and adherence to legal requirements.
2. Can any group benefit or be excluded?		x	The policy ensures all staff are treated in a consistent manner
3. Can any group be denied fair & equal access to or treatment as a result of this policy?		x	The policy ensures all groups are treated in a consistent manner
4. Can this actively promote good relations with and between different groups?	x		Due to the consistency of approach everyone will be treated equally
5. Have you carried out any consultation internally/externally with relevant individual groups?		x	All groups are treated equally and in accordance with best practice guidelines
6. Have you used a variety of different methods of consultation/involvement?		x	None required
Mental Capacity Act Implications			
Will this document require a decision to be made by or about a service user?(Refer to the Mental Capacity Act document for further information)		x	Not appropriate

If there is no negative impact – end the Impact Assessment here



## Request for Admin Bank cover

The key principle for the use of temporary bank staffing must be to fill a gap in staffing levels created by a vacancy, long term sickness, maternity and increases in workload.

Any Bank Admin placement should not exceed a 6 month period, if you require a longer period of cover then a fixed term appointment should be considered.

Please be aware that any Bank Admin cover needs to be authorised by **Service Manager and also signed off by The Operations or Associate Director for Service.**

Once completed this form should be emailed to [BSS@Solent.nhs.uk](mailto:BSS@Solent.nhs.uk)

**Request should be made to the Bank Office ideally at least 4 weeks before the Bank assignment is due to start, this will ensure that we can secure the correct Bank member for your service area.**

Any urgent requests should be phoned through to the Bank Office on 023 80 538744 in the first instance.

<b>Admin Pay Band required:</b>  <b>Hours required per wk – days/times:</b>  <b>Service/Location address:</b>	
<b>Proposed length of assignment :</b> (pls ensure you add proposed end date)	<b>Start date:</b> <b>End date:</b>
<b>Reason for Bank Admin cover:</b>  <b>Has this post been submitted to Recruitment panel and date:</b>	<b>Yes/No*    Date submitted to panel.....</b> <b>Delete</b>
<b>Brief description of duties required:</b>	
<b>Authorised by Service Manager:</b> <b>Job Title and Phone no:</b>  <b>Authorised by Ops Director:</b> <b>Job Title:</b>  <b>Date signed:</b>	