

ENS Recruitment Ltd
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Temporary Worker obligations

1.1. The Supplier shall ensure that the Temporary Worker is advised of their need to immediately inform the Supplier if:

1.1.1. The Temporary Worker is currently (or has been) subject to any kind of investigation by either an NHS authority, or any other public / private healthcare authority, or their relevant professional and regulatory authority. Where the Temporary Worker reports any such investigation or prosecution that results in a change in criminal status, then in addition to any other reasonable action required, the Supplier must immediately inform the Contracting Authority and comply with the Contracting Authority's policies and procedures regarding such matters. The Temporary Worker fails to reasonably comply with the policies and procedures of the Contracting Authority regarding the matter being investigated, the Supplier shall not introduce that Temporary Worker to the Contracting Authority, and as appropriate, any other Contracting Authority under the Framework Agreement until such time that the matter has been satisfactorily resolved; or

1.1.2. Where the Temporary Worker is suspended by the relevant professional and regulatory authority or;

1.1.3. The Temporary Worker has become injured or has been diagnosed with a medical condition. The Supplier shall ensure that the Contracting Authority is immediately made aware of the identity of the Temporary Worker and the injury or medical condition (or a history of such injury or medical condition). The Supplier shall make reasonable endeavours to immediately supply a replacement Temporary Worker if the assigned Temporary Worker is declared not fit for employment by the Supplier's occupational health service provider, or if the Contracting Authority reasonably requests that the Temporary Worker is not involved in the provision of the Services or;

1.1.4. The Temporary Worker is/or becomes pregnant. Where the Supplier is aware that a Temporary Workers is pregnant, the Supplier shall ensure that the Contracting Authority is informed immediately so that the Temporary Worker is not exposed to any working conditions which could cause risk to either her or her unborn child.

1.1.5. The Supplier shall advise the Temporary Worker of the expected behavioural standards of the Contracting Authority while on the Assignment, which are supplementary to the code of professional conduct as set out by the relevant professional and regulatory authority. If agreed otherwise, the Contracting Authority may undertake this action.

The Supplier shall advise the Temporary Workers that they must:



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- 1.1.5.1. Conduct themselves in an appropriate and professional manner;
- 1.1.5.2. Keep confidential any information received about patients or clients;
- 1.1.5.3. Be honest and act with integrity;
- 1.1.5.4. Abide by the Working Time Regulations 1998 (and any subsequent amendments or re-enactment thereof)

Prior to the Assignment the Temporary Worker must:

- 1.1.6. Keep the Supplier informed about their availability;
- 1.1.7. Inform the Supplier if a shift has been booked directly with the Contracting Authority and obtain a reference number;
- 1.1.8. Declare to the Supplier that they are fit to work at that time, i.e. including, but not limited to, declaring that they do not suffer from any medical conditions which would prevent them from being hired in accordance with the policies and procedures of the Contracting Authority;
- 1.1.9. Keep their mandatory training and appraisals up to date;
- 1.1.10. Inform the Supplier as soon as they are aware, they are unable to attend an Assignment.

On arrival at the Assignment the Temporary Worker must:

- 1.1.11. Be punctual and ready to commence work at the start of the Assignment;
- 1.1.12. Present themselves professionally in accordance with the uniform or dress code policy of the Contracting Authority;
- 1.1.13. Identify who is the supervisor during the Assignment and what the duties will be during the Assignment.
- 1.1.14. Adhere to the Health and Safety codes of Practice as outlined by the Contracting Authority.
- 1.1.15. At all times wear valid photo ID and confirm their identity.

During the Assignment the Temporary Worker must:

- 1.1.16. Have the care, well-being and safety of patients and the Contracting Authority as their first concern; Shall work as directed by the supervisor and shall follow all reasonable requests, instructions, policies, procedures, standards and rules of the Contracting Authority. This includes, but is not limited to, those relating to fire, health and safety requirements, on-site security, computer systems, information security, crash call procedures, 'hot-spot mechanisms' and 'violent episode



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policies', control of cross infection and notifiable diseases, manual handling and matters of discipline;

- 1.1.17. Shall adhere to the health and safety requirements of the Contracting Authority and work within the culture and values of the Contracting Authority.
- 1.1.18. Work collaboratively and communicate effectively with the Contracting Authority's clinical areas or department's own staff;
- 1.1.19. Treat all patients/Contracting Authorities /visitors with dignity, courtesy, respect and with due regard to age, gender, race, religion, physical and mental condition;
- 1.1.20. Only undertake work and tasks that they are competent to perform, if they are required to do something, they are not competent to perform, the Temporary Worker shall inform the supervisor;
- 1.1.21. Move to a different area during the Assignment if requested to do so by the Contracting Authority due to patient/other needs, and ensure that the Contracting Authority is aware if they are concerned that they are not competent to work in the new area;
- 1.1.22. Report all complaints, incidents or accidents that they witness to their supervisor, and if they are involved or affected the Temporary Worker must also report this to the Supplier;
- 1.1.23. Report to their supervisor and/or the Supplier any concerns they may have about possible fraud;
- 1.1.24. Report to the supervisor and/or the Supplier if they feel they are being treated unfairly or inappropriately during the Assignment;
- 1.1.25. Not make unnecessary use of the Authority's assets/equipment in connection with the discharge of the Assignment;
- 1.1.26. Not act in a manner likely to discredit the Contracting Authority.

At the end of the Assignment the Temporary Worker must:

- 1.1.27. Hand over the work to their supervisor, or the person taking over from them, and report any adverse incidents that have occurred;
- 1.1.28. Make accurate and legible records of what they have done before they leave, printing their name, role and identifying themselves as the assigned Temporary Worker.
- 1.1.29. Return any property or other resources obtained during the of the Assignment;
- 1.1.30. Not falsify records, timesheets, expenses or attempt to defraud the Contracting Authority in any way;



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NHS Code Of Conduct

- 1.1.31. Complete their timesheet accurately and thoroughly and have it signed by the Contracting Authority's representative.
- 1.1.32. Upon completion, or as soon as practicable thereafter, of the Temporary Workers Assignment, the Supplier shall ensure that it completes an end of Assignment Assessment Report in respect of the Temporary Workers performance during that Assignment. An example form is set out in Appendix B – End of Assignment Assessment Report.

