

<b>AGENCY STAFF ASSIGNMENT CHECKLIST</b>	
<p>Please ensure you complete this form when recruiting staff through an agency. Please also ensure that the 'Agency Worker Information Pack' is issued, as attached.</p>	
<b>PART 1 – CANDIDATES DETAILS</b>	
<b>Surname</b>	
<b>Forename</b>	
<b>Full address</b>	
<b>Contact tel no</b>	
<b>PART 2 – MANAGERS DETAILS</b>	
<b>Managers Name</b>	
<b>Telephone number</b>	
<b>e mail address</b>	
<b>Signature</b>	
<b>Date</b>	
<b>PART 3 – POST DETAILS</b>	
<b>Employing Agency</b>	
<b>Agency Contact (name, tel &amp; email)</b>	
<b>Post title</b>	
<b>Start Date</b>	
<b>End date</b>	
<b>Number of hours:(per week)</b>	
<b>Reason for using Agency / Locum staff</b>	
<b>Base or Location address (including post code)</b>	
<b>PART 4 – APPROVAL</b>	
<b>Hull CCG Approval evidenced</b>	<b>YES / NO</b>
<b>PART 4 – PRE EMPLOYMENT CHECKS</b>	
<b>Professional registration checked and verified (if applicable)</b>	<b>YES / NO</b>
<b>References, employment history and right to work documents checked (the agency is required to provide this information)</b>	
<b>DBS: Confirmation that appropriate level of DBS in place (if applicable) (the agency is required to ensure an up to date adequate DBS is in place)</b>	

Please retain originals of both forms on personal file.

## Agency Workers Information

**Name**

**Address**

### Introduction

The purpose of this information pack is to set out the arrangements for you as a temporary worker whilst at the Hull Clinical Commissioning Group (the CCG).

**Principal Duties/Role: XX**

**Person accountable to: XX**

**Location/Place of Work: XX**

This is not a contract of employment and no employer/employee relationship will arise between the CCG and yourself by virtue of this document.

This pack confirms and supplements the information and arrangements you have with **XX Agency**.

If you are uncertain about anything contained here, please let the person you are accountable to know as soon as possible.

### Policies and procedures

You will be subject to the CCG's relevant policies, procedures, rules and regulations which will be made available to you. In particular you will be expected to comply with:

- The Health and Safety Policy
- The Equal Opportunities Policy
- Smoking Policy
- Internet / Email / Social Media Policy
- Confidentiality / Data Protection

Further policies or procedures applicable to your assignment may apply, in line with the NHS Constitution.

### Health and safety

At all times you must take reasonable care to avoid injury to yourself and others at the place where you carry out your duties and to cooperate with the CCG in meeting its obligations towards the safety of its workers and visitors. Whilst on CCG premises you must comply with the requirements of the Health and Safety at Work Acts 1974 (including Regulations and Codes of Practice issued there under) and local policies and procedures. If you are involved in an accident or incident or injure yourself or a colleague, you must inform the person you are accountable to immediately.

## **Equal opportunities**

The CCG is committed to eliminate unlawful discrimination, to promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to trade union membership, or any other personal characteristic.

## **Smoking policy**

Smoking is prohibited on all NHS premises, including CCG locations, except in designated areas.

## **Use of IT Equipment**

Reasonable personal use of the CCG's Internet and email system may be permitted, however, this must not interfere with NHS business. CCG authorised individuals may monitor equipment, systems and network traffic at any time and record internet usage and web sites visited in line with normal business practice. The CCG reserves the right to monitor the content of e-mails to ensure compliance with acceptable use. All IT users must comply with the Acceptable Use Policy specific to the system, application (e.g. NHS mail) or alternative service providers (other NHS networks) they use. Unacceptable use must be reported immediately.

Further and more detailed Information Governance guidance on social media can be found here: [Click here to access IG guidance on social media](#)

## **Confidentiality**

The NHS has a legally binding obligation not to disclose information of a confidential nature concerning patients' illnesses, their affairs or organisational and staff business and likewise, we have a duty to draw your attention to this obligation.

During the course of your assignment you may have access to information concerning the CCG's staff, policies, finances or to patient information, which is strictly confidential. It is a condition of your assignment that you must not disclose, either during or after the termination of this assignment, any information of a confidential nature relating to the CCG, its client organisations, patients or any third party without first obtaining the written permission of the organisation or the party concerned.

Disclosure of confidential information can occur either directly or indirectly and you have a duty to ensure that indirect disclosure does not occur due to unauthorised access to, or misuse of information.

A breach of confidentiality during this assignment would result in its termination. If you have left the assignment, legal action may be considered by the organisation. An unauthorised disclosure is an offence under the Data Protection Act 1988 and as such the Information Commissioner could commence proceedings against the individual.

Confidential information includes, but is not limited to:

- personal information including name, address, date of birth, gender, patient records, photographs or images, description of appearance or characteristic and
- corporate information, the disclosure of which, would, or would likely, prejudice the conduct of the CCG's affairs.

In addition, you must not:

- share your daily rate with a 3<sup>rd</sup> party whilst on an assignment with the CCG.

Nothing in this agreement prevents you from making a protected disclosure within the meaning of Part IVA of the Employment Rights Act 1996 (or what would have been a protected disclosure had you been assigned at the time of making it).

### **Mandatory Training**

Agency staff, assigned for longer than a 2 week period, will be required to complete the CCG's mandatory on line training module on Information Governance. Additional mandatory training may also be required, for example Health and Safety.

### **Personal Liability**

Whilst carrying out duties for the CCG you are advised that no liability can be accepted for any loss or damage to personal property whilst in any of the CCG's locations and you are advised to provide your own insurance cover.

### **Intellectual Property Rights**

I acknowledge that, in accordance with s11(2) of the Copyright, Designs and Patents Act 1988, ownership of any rights in any material developed during the course of my assignment is vested in the CCG. I understand that I may not reuse any such work or deal in or purport to deal in any rights in connection with such work without the express written authority of the CCG.

### **Confirmation**

I confirm that I have read and understand this information pack and the application of relevant CCG policies to my assignment.

Signed  
**[First Name] [Surname]**

Date

Signed  
**[First Name] [Surname]**

Date

For and on behalf of the Hull Clinical Commissioning Group