

address PO Box 850

Uxbridge UB8 9BR

tel 0871 87 333 50

fax 0871 87 333 72

e-mail advisers@a24group.com

website www.a24group.com

Your choices for agency work just got better...

Welcome!

This letter contains important information on how to register for agency work with the A24 Group.

The A24 Group owns and operates a number of agencies that provide opportunities for locum doctors and by registering just once with us you will have the opportunity to pick and choose the best assignments from the UK's top locum agencies. Best of all, this means that you will only need to update your professional portfolio of training, immunisation, references etc just once a year with us – and you will automatically become compliant to work for:-

Ambition  **locums**
www.a24locums.co.uk

LOCUM SERVICES of UK

THE LOCUM AGENCY

www.locumservicesuk.co.uk

Each of our locum agencies has its own individual website, consultants and contact numbers. All of our pay rates are available for you to see on our websites, so you have maximum opportunity and choice.

Please read through and carefully complete the attached application pack.

Please start the process now by applying for an Enhanced CRB in either England or Scotland depending on where you are based.

- England - Call 0870 909 0811 - Ask for an Enhanced Disclosure for registered body A24 Group, Ref # 2016 55 00 005
- Scotland - Call 0870 609 6006 - Ask for an Enhanced Disclosure, Ref # AMB 51933

When you have received and completed your Disclosure application, completed the A24 Group application form and you have all the necessary documentation on the checklist – **please e-mail us or call us on the number below to arrange an interview** with an A24 Group consultant.

We will then organise a convenient meeting date and location with you.

We are really looking forward to meeting you.

Kind regards

The A24 Group Recruitment Advisers Team

advisers@a24group.com

www.a24group.com

Tel: **0871 87 333 50***

**calls cost 10p per minute plus network extras*

Locum - General Practitioner Pre-interview Checklist

Face to face interviews are a legal requirement

FULL NAME	MOBILE	E-MAIL

CRB Office - England

Tel: 0870 909 0811

Ask for: *Enhanced Disclosure*

Registered Body Name:

A24 Group

Reference No. 2016 55 00 005

CRB Office - Scotland

Tel: 0870 609 6006

Reference No. AMB 51933

As soon as you have all the documentation together ring or email the interview team on 0871 87 333 50* or email interview@a24group.com

If you have any questions regarding the registration process, please call **0871 87 333 50*** and speak to one of our experienced Consultants.

Tel: **0871 87 333 50***

Fax: **0871 87 333 72**

Email:

interview@a24group.com

www.a24group.com

**calls cost 10p per minute plus network extras*

In order to ensure that we can register and clear you as quick as possible please use the following checklist to ensure that you have all the documents required.

- Completed CRB application for England or Scotland
- Cheque/postal order for £36 payable to 'Criminal Records Bureau' – no cash please (Scotland £23 payable to 'Disclosure Scotland')
- Write the CRB payment ref number on the top right hand corner of your cheque
- The necessary documents to confirm your identity www.crb.gov.uk/pdf/crb11%20guidance.pdf
- A24 Group Locum application form fully completed
- Details of 4 referees – current and last employers including e-mail addresses
- Signed contract for services - A24 Group Locum
- Evidence of the right to work in the UK
- Original/Certified Registration certificates, professional qualifications, memberships of prof bodies
- GMC Annual Registration Certificate
- PMETB/JCPTGP Certificate of Aquired Rights
- Latest CV
- Medical Performers List Letter
- Evidence of Hepatitis B > 100 lu/l
- Proof of professional indemnity cover
- Signed professional indemnity acknowledgement
- Police check from country of origin – if you have been in the UK less than 6 mths.
- Original IELTS Certificate - if applicable to you

Original Documents

We are required to verify all original documents as outlined above.

We will scan any original documents that you bring.

If you bring copies we require a copy of each and every page, ie for passports and travel documents, a copy should be taken of the document's front cover and any page containing the holder's personal details. In particular, you should copy any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.



Interviewer

EFFECTIVE 13/08/10

PERSONAL DETAILS

Title _____ First Name _____

Last Name _____ Middle Name _____

Known as _____ Maiden Name _____

Marital Status _____ Date of Birth / / _____

House Name / Number _____

Address _____

_____ City / Town _____

County _____ Post Code _____

Home Phone _____ Work Phone _____

Mobile Phone _____

Email address _____

GMC Number: _____ IMC Number (Irish Medical Council): _____

Are you on the Specialist Register with the GMC? Yes No

If yes, I declare that I have made formal arrangements to be appraised regularly by a medical Practitioner entered onto the Specialist Register and enclose a copy of my letter of Entry.

RIGHT TO WORK

National Insurance Number _____

Passport (please tick) European Economic Area National European Economic Area Assession States Foreign National

Country Passport was issued _____

Date of first entry in the UK _____

UK Entry Clearance Visa / Residence Permit Indefinite leave to remain

Limited leave to remain - no remarks or observations Limited leave to remain - with remarks or observations

MISCELLANEOUS DETAILS

Do you hold a current driving license? Yes No

What method of transport do you use? _____

Have you worked for A24 Group previously? Yes No

How did you hear of A24 Group? _____

NEXT OF KIN

Name _____ Relationship _____

Mailing Address _____

Post Code _____ Telephone Number _____

PROFESSIONAL REFERENCES

The A24 Group requires references from your last or most recent employer. By professional we mean actual **employers not colleagues**, so work addresses are essential. All references must relate to employment over the last two years. If you have left a job working with children or vulnerable adults, legally a reason must be given.

Name of referee _____ Company Name _____

Position _____ Start date / / End date / / To date

Mailing Address _____

Country _____ Post Code _____

Telephone Number _____ Fax _____

Email _____ Mobile phone _____

Name of referee _____ Company Name _____

Position _____ Start date / / End date / / To date

Mailing Address _____

Country _____ Post Code _____

Telephone Number _____ Fax _____

Email _____ Mobile phone _____

Name of referee _____ Company Name _____

Position _____ Start date / / End date / / To date

Mailing Address _____

Country _____ Post Code _____

Telephone Number _____ Fax _____

Email _____ Mobile phone _____

EMPLOYMENT HISTORY

Please give details of employment history during the past 10 years, **most recent first**. (All gaps of 3 months or more must be accounted for - please continue on blank paper if necessary).

**Note: NHS Requirements state: "Employment History should be recorded on an Application Form which is signed".
Please complete in full. Please do not cross out and write "See CV".**

Employer Name

Address

County

Post Code

Start date / /

End date / / To date

Title of Post

Grade

Full or Part Time

Main Responsibilities

Employer Name

Address

County

Post Code

Start date / /

End date / / To date

Title of Post

Grade

Full or Part Time

Main Responsibilities

Employer Name

Address

County

Post Code

Start date / /

End date / / To date

Title of Post

Grade

Full or Part Time

Main Responsibilities

Employer Name

Address

County

Post Code

Start date / /

End date / / To date

Title of Post

Grade

Full or Part Time

Main Responsibilities

Have you ever been dismissed from any employment?

Yes No

KEY WORDING - HOSPITAL DOCTORS

PLEASE SELECT ONLY THE AREAS IN WHICH YOU WISH TO BE OFFERED LOCUM WORK. PLEASE REMEMBER THAT YOU WILL BE HELD PROFESSIONALLY ACCOUNTABLE.

SPECIALISM	LESS THAN 6 MONTHS	MORE THAN 6 MONTHS	1 TO 2 YEARS	2 PLUS YEARS
A & E				
Acute Assessment Unit (AAU)				
Anaesthetics				
Aviation Medicine				
Critical Care - ITU / ICU / HDU / CCU				
Marine Medicine				
Medical Scientist				
Medicine - Allergy				
Medicine - Audiology				
Medicine - Cardiology				
Medicine - Clinical Genetics				
Medicine - Clinical Pharmacology and Therapeutics				
Medicine - Dermatology				
Medicine - Elderly Geriatric				
Medicine - Endocrinology & Diabetes Mellitus				
Medicine - Gastroenterology				
Medicine - General				
Medicine - Genito-Urinary Medicine (GUM)				
Medicine - Infectious Diseases				
Medicine - Medical Oncology				
Medicine - Neurology				
Medicine - Neurophysiology				
Medicine - Nuclear Medicine				
Medicine - Occupational				
Medicine - Paediatric Cardiology				
Medicine - Palliative Care				
Medicine - Pharmaceutical Medicine				
Medicine - Rehabilitation				
Medicine - Renal (Nephrology)				
Medicine - Respiratory				

SPECIALISM	LESS THAN 6 MONTHS	MORE THAN 6 MONTHS	1 TO 2 YEARS	2 PLUS YEARS
Medicine - Rheumatology				
Mountain Medicine				
Obstetrics and Gynaecology				
Ophthalmology				
Paediatrics - General				
Paediatrics - Neonates				
Pathology - Chemical				
Pathology - Clinical Cyto genetics & Molecular Genetics				
Pathology - Haematology				
Pathology - Histopathology				
Pathology - Immunology				
Pathology - Microbiology & Virology				
Prison Work				
Psychiatry - Adult (GENERAL)				
Psychiatry - Child & Adolescent				
Psychiatry - Forensic				
Psychiatry - Learning Disability				
Psychiatry - Old Age				
Psychiatry - Psychotherapy				
Radiology - Clinical Oncology				
Radiology - Clinical Radiology				
Resident Medical Officer (RMO)				
Surgery - Cardiothoracic				
Surgery - ENT (Otolaryngology)				
Surgery - General				
Surgery - Neurosurgery				
Surgery - Oral & Maxillofacial				
Surgery - Paediatric				
Surgery - Plastic Surgery				
Surgery - Trauma & Orthopaedics				
Surgery - Urology				

GRADE - HOSPITAL DOCTORS

Consultant	<input type="checkbox"/>	ST4	<input type="checkbox"/>	ST1	<input type="checkbox"/>
Associate Specialist	<input type="checkbox"/>	ST3 (formerly SpR)	<input type="checkbox"/>	FY2 (formerly SHO)	<input type="checkbox"/>
Staff Grade	<input type="checkbox"/>	ST2	<input type="checkbox"/>	FY1 (formerly PrHO)	<input type="checkbox"/>

GP - EXPERIENCE

PLEASE REMEMBER THAT YOU WILL BE HELD PROFESSIONALLY ACCOUNTABLE.

GP REGISTRAR	<input type="checkbox"/>				
GP	<input type="checkbox"/>				
		LESS THAN 6 MONTHS	MORE THAN 6 MONTHS	1 TO 2 YEARS	2 PLUS YEARS
EXPERIENCE					

PATIENT MANAGEMENT SOFTWARE

Please tick the software that you have a good working knowledge of:-

ADASTRA EMIS GV EMIS LV EMIS PCS EPRS GANIMEAD HEALTHY/CROSSCARE THOREX-SYNERGY VISION

QUALIFICATIONS

Please provide details of qualifications (please bring original certificates to the interview).

Basic: _____ Date: / / _____ Country: _____

Higher: _____ Date: / / _____ Country: _____

If you are a Psychiatrist, do you have Approval under Section 12 of the Mental Health act 1983? Yes No

APPRAISALS

As required by the NHS, please detail below the formal arrangements you have made to be regularly appraised by a medical practitioner entered in the Specialist Register. In the case of General Practitioners, the appraiser must be (or qualified to be) a GP Principal.

Name of Appraiser: _____ Date of Next Appraisal: / / _____

Hospital/Practice where appraisal took place: _____

Position of Appraiser: _____ Qualification of Appraiser: Specialist Register
GP Principle

Date of Appraisal: / / _____

LANGUAGES

Native Language _____ Second Language _____

Third Language _____ Fourth Language _____

Fifth Language _____

GMC GUIDELINES - PROFICIENCY IN THE ENGLISH LANGUAGE

Have you passed PLAB Part 1 Yes No Have you passed PLAB Part 2 Yes No

If exempt from PLAB test (Tick as applicable) Yes No

Have you scored a minimum of 7.0 in each of the four individual sections of the International English Language Testing System (IELT) Yes No N/A - Please provide a copy of the Certificate

EQUAL OPPORTUNITIES

The A24 Group has an Equal Opportunities Policy which is available upon request. For the sole purpose of monitoring our Policy, please complete the following:

Age: 16-24: 25-34: 35-44: 45-54: 55+:

Gender: Male: Female:

Gender Identity (optional): If you identify as a transsexual or transgender (in that you have effected a permanent change of gender identity) or as intersex which group do you identify with? Transsexual Transgender Intersex

Ethnic Origin:

White: British Irish Other White

Asian: Bangladeshi Indian Pakistani Other Asian

Black: African Caribbean Other Black

Mixed: White and Black Caribbean White and Black African White and Asian Other Mixed

Other: Chinese Other Ethnic Group

Prefer not to say:

Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995?

Yes: No: Prefer not to say:

Religion or Belief:

No Religion Bahai Buddhist Christian Hindu Jain

Jewish Muslim Sikh Other Prefer not to say

Sexual Orientation:

Bisexual Gay Woman/Lesbian Gay Man Heterosexual/Straight Prefer not to say

INTERVIEW QUESTIONS

These are the questions we will be asking during the interview. Please prepare your answers to save time at the interview.

What professional qualifications, clinical competence, skills, training and experience do you possess that will suitably fit this role?

Could you supply us with a recent scenario that shows your clinical effectiveness and demonstrates your ability to practice within a clinical environment?

How much time has been put aside for professional development and training within your current grade for future growth?

What special interest do you have in your speciality? Are there any aspects you feel you could improve on within your practicing role?

Describe to us an occasion that you have used your leadership skills to resolve a difficult situation?

Describe a time when you felt you gave optimum care to your patient, and what did you do that made the experience so good for your patient?

Now tell us about a time when you where not able to provide the level of care you felt was appropriate?

Could you describe to me the mechanisms that are important to put in place to gain trust from your patient?

Note: Please use a continuation sheet if necessary.

PAYROLL DETAIL

Bank Name

Sort Code

Account Number

Building Society Reference

Account Name

National Insurance Number

I authorise the A24 Group to pay my weekly earnings direct into the bank or building society whose details I have given above. I confirm that I will notify Ambition of any changes to these details.

Signed

Date

Print name

ISA REGISTRATION

Please provide your ISA Registration number (when available)

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4.2 of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions in which the Order applies, and should be entered at the end of any particulars you give in support of your application. A copy of our written policies is available upon request. A criminal record will not necessarily be a bar to obtaining a position.

Have you ever been convicted of a criminal offence?

Yes No

Have you instigated an A24 enhanced disclosure?

Yes No

With an Enhanced Disclosure, under Section 4.2 of the Rehabilitation of Offenders Act 1974 (Exemption Order), all previous cautions, warnings and convictions will always be detailed regardless of how long ago they occurred.

Do you have any spent or unspent criminal conviction?

Yes No

Any conviction, caution, reprimand will require a written statement of each and every event and how it does not affect your suitability for the role you are applying for.

Have you supplied additional information with this application for any spent/unspent convictions, cautions or reprimands

Yes No

Have you ever been involved in Court Proceedings?

Yes No

PLEASE GIVE ANY ADDITIONAL INFORMATION WHICH YOU THINK MAY BE RELEVANT IN SUPPORT OF YOUR APPLICATION ON A SEPARATE PAGE.

I confirm that the information I have provided in support of this application is complete and true and understand that knowingly to make a false statement could be a criminal offence.

SIGNATURE

CANDIDATE DECLARATION

I declare that the information that I have provided to the A24 Group in this application form is true and complete to the best of my knowledge. I have read and understood the terms of engagement and I agree to abide by these terms whilst on assignment. I understand that A24 Group is required to carry out extensive credential checks and that I am required to undergo occupational health assessments, criminal records check and mandatory training prior to being able to undertake assignments on behalf of the employment business and to renew these documents on an annual basis, acceptance onto our register is subject to passing all credential checks to a satisfactory level. The policies, procedures and handbook of the employment business are displayed on our websites; paper copies are available on request. The A24 Group consists of a number of subsidiary companies including Ambition 24Hours Locum and Locum Services of the UK, your information is automatically shared between these companies and any other company within our control, and this increases your assignment opportunities. You can opt out of undertaking assignments for either company via www.a24connect.co.uk . The A24 Group retains the right to hold this information and any other data required to process this application (whether in the UK, European Union or elsewhere) and keep for as long as necessary in line with the Data Protection Act. I hereby give permission for the A24 Group to allow access as a minimum to my file information only as part of an official audit or client compliance purposes, carried out by but not limited to CQC, the NHS Buying Solutions or other official regulatory body. Access will only be granted in terms of the Data Protection Act.

AGENCY WORKER HANDBOOK

I confirm that I have read a copy of the handbook which outlines the goals, policies, benefits and expectations of the A24 Group and its clients as well as my responsibilities whilst on assignment. I have familiarized myself with the contents and by my signature below, I acknowledge, understand, accept and agree to comply with the information contained within it. Updates of this manual will happen from time to time and whenever this happens A24 Group will notify you. Available for download at www.a24group.com.

PROFESSIONAL INDEMNITY

I acknowledge that A24 Group has made me aware of the limits of indemnity available under the Clinical Negligence scheme for Trusts (CNST) and the cover is by no means sufficient to cover all the situations in which you I might find myself. A24 Group have advised me of the importance of taking out my own personal professional indemnity insurance and I realize that without this insurance I could be liable for all costs relating to any claim against me.

Signature

Print Name

Date

Interviewer please score English Language Competence both written and oral, please rate 1-10 (1 being poor, 10 being excellent)

DECLARATION BY INTERVIEWER

I can confirm that I have personally interviewed this candidate in accordance with the procedures laid down by A24 Group and its contracting authority, Buying Solutions. All original documentation has been seen and verified at this interview and I am satisfied that this candidate has passed the initial interview process stage and that this candidate can now undergo further credential and background checks.

Signature

Location of interview:

Print Name

Date



TERMS OF ENGAGEMENT FOR TEMPORARY WORKERS

1. DEFINITIONS

1.1 In these Terms of Engagement the following definitions apply:-

'Assignment'	means the period during which the Temporary Worker is supplied to render services to the Client;
'Client'	means the person, firm or corporate body requiring the services of the Temporary Worker together with any subsidiary or associated company as defined by the Companies Act 1985;
'Employment Business'	means Ambition 24hours, Nursing Services of the UK, BNA, Grosvenor, Mayfair, Pinnacle Health Staffing including Holt, Medic or Pinnacle Podiatry or any other related company/division from time to time, collectively the A24 Group, Group House, 92-96 Lind Road, Sutton, Surrey, SM1 4PL;
'Temporary Worker'	means the locum doctor, locum allied professional, trained nurse, social worker, healthcare assistant or other temporary worker who agrees to and is provided with a copy of these Terms of Engagement

1.2 Unless the context otherwise requires, references to the singular include the plural and references to the masculine include the feminine and vice versa.

1.3 The headings contained in these Terms are for convenience only and do not affect their interpretation.

2. THE CONTRACT

2.1 These Terms constitute a contract for services between the Employment Business and the Temporary Worker and they govern all Assignments undertaken by the Temporary Worker. However, no contract shall exist between the Employment Business and the Temporary Worker between Assignments.

2.2 For the avoidance of doubt, these Terms shall not give rise to a contract of employment between the Employment Business and the Temporary Worker. The Temporary Worker is engaged as a self-employed worker, although the Employment Business may be required to make statutory deductions from his remuneration in accordance with clause 4.1.

2.3 No variation or alteration of these Terms shall be valid unless approved by a director of the Employment Business in writing.

3. ASSIGNMENTS

3.1 The Employment Business (which may vary from Assignment to Assignment) will endeavour to obtain suitable Assignments for the Temporary Worker to work in fields specified by the Temporary Worker on his/her application forms (updated as necessary). There is no charge for this work finding service although the Employment Business does, from time to time, provide services for which a charge is made. Details of these are available on request and are on the Employment Business' website www.a24group.com. Provision of work finding services is not conditional on use of any of the Employment Business' chargeable services.

3.2 The Temporary Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available. The Temporary Worker further agrees that suitability shall be determined solely by the Employment Business and that the Employment Business shall incur no liability to the Temporary Worker should it fail to offer opportunities to work.

3.3 For the purpose of calculating the average number of weekly hours worked by the Temporary Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations shall be the date on which the Temporary Worker commences the first Assignment.

3.4 The Temporary Worker shall not be obliged to accept any Assignment offered by the Employment Business.

3.5 The Temporary Worker may not under any circumstances introduce any other person to supply services in place of the Temporary Worker.

3.6 If during the course of an Assignment or within certain periods after the end of an Assignment or after an introduction where no assignment took place the Client wishes to employ the Temporary Worker direct (or assist another body to employ the Temporary Worker direct), the Temporary Worker acknowledges that under certain circumstances the Employment Business will be entitled either to charge the Client an introduction fee or a period of extended hire.

4. REMUNERATION

4.1 Depending on which Employment Business arranges the relevant Assignment then unless otherwise agreed the Employment Business shall pay to the Temporary Worker remuneration calculated at the hourly rate as displayed in the Employment Business' pay rate schedules (available on request and on the Employment Business' websites accessed via www.a24group.com). Where such schedules indicate a range of hourly rates (the lower end of the range being the minimum hourly rate payable) the Employment Business will decide on the rate according to a range of factors. The actual rate will be notified on a per Assignment basis (the Temporary Worker must check with the Employment Business the agreed rate) for each hour worked during an Assignment (to the nearest quarter hour) to be paid weekly in arrears for all work satisfactorily performed, subject to PAYE, National Insurance and any other deductions which the Employment Business may be required by law to make. Payment of remuneration to the Temporary Worker is not contingent upon the Employment Business being paid by the Client.

- 4.2 Subject to any statutory entitlement under the relevant legislation, the Temporary Worker is not entitled to receive payment from the Employment Business or Clients for time not spent on Assignment, whether in respect of holidays, illness or absence for any other reason.
 - 4.3 The Temporary Worker is entitled to join the Employment Business' stakeholder pension scheme.
-

5. STATUTORY LEAVE

- 5.1 For the purposes of calculating entitlement to paid annual leave pursuant to Working Time Regulations 1998, the leave year commences on 1st October annually.
 - 5.2 Under the Working Time Regulations 1998, the Temporary Worker is entitled to up to 5.6 weeks per year of annual leave. All entitlement to earned leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next year.
 - 5.3 Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary Worker on Assignment during the leave year and is calculated according to the previous 12 weeks worked.
 - 5.4 In the course of any assignment during the first leave year the Temporary Worker is entitled to request leave at the rate of one-twelfth of his total holiday entitlement in each month of his leave year. Where the Temporary Worker wishes to take any leave to which he is entitled, he should notify the Employment Business in writing of the dates of his intended absence. The Employment Business requires four weeks' written notice of intention to take holiday. This is to be sent to the holiday manager in the payroll department in the Sutton Head office.
 - 5.5 None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Temporary Worker's status as a self-employed worker.
 - 5.6 Temporary Workers who provide their services via an intermediary organisation or on a self-employed basis are not entitled to holiday pay.
 - 5.7 No person shall be able to work for the Employment Business whilst on annual leave.
-

6. SICKNESS ABSENCE

- 6.1 The Temporary Worker may be eligible for Statutory Sick Pay provided that he meets the relevant statutory criteria.
-

7. TIMESHEETS

- 7.1 At the end of each week of an Assignment (or at the end of the Assignment where it is for a period of one week or less or is completed before the end of a week) the Temporary Worker shall deliver to the Employment Business a time sheet duly completed to indicate the number of hours worked during the preceding week (or such lesser period) and signed by an authorised representative of the Client. Failure to submit a time sheet for hours worked may delay payment for those hours. Failure to co-operate in the Employment Business' timesheet process may constitute a breach of this contract for which damages might be claimed.
 - 7.2 For the avoidance of doubt and for the purposes of the Working Time Regulations, the Temporary Worker's working time shall only consist of those periods during which he is carrying out activities or duties for the Client as part of the Assignment. Time spent travelling to the Client's premises, lunch breaks and other rest breaks shall not count as part of the Temporary Worker's working time for these purposes.
-

8. CONDUCT OF ASSIGNMENTS

- 8.1 The Temporary Worker is not obliged to accept any Assignment offered by the Employment Business but if he/she does so, during every Assignment and afterwards where appropriate, he/she will:-
 - a) co-operate with the Client and/or the Client's staff, accept reasonable instructions and accept the direction, supervision and control of any responsible person in the Client's home or organisation;
 - b) be present at such times as may be stipulated by the Client and unless arrangements have been made to the contrary, to conform to the normal hours of work agreed at the premises where the assignment is to be carried out;
 - c) observe any relevant policies, rules and regulations of the Client's establishment (including normal hours of work) to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain;
 - d) take all reasonable steps to safeguard his own health and safety and that of any other person who may be present or be affected by his actions on the Assignment and comply with the Health and Safety policies and procedures of the Client and the Employment Business;
 - e) not engage in any conduct detrimental to the interests of the Client;
 - f) not at any time divulge to any person, nor use for his own or any other person's benefit, any confidential information relating to the Client's or the Employment Business' employees, business affairs, transactions or finances;
 - g) act in a professional and courteous manner;
 - h) be responsible for the provision of a uniform and any necessary equipment;
 - i) co-operate with the Employment Business' staff and accept their direction, supervision and control.
- 8.2 If the Temporary Worker is unable to attend work during the course of an Assignment he should inform the Client and the Employment Business by no later than 7.30am on the first day of absence to enable alternative arrangements to be made.

9. TERMINATION OF COMMENCEMENT

- 9.1 Before commencing any assignment the Temporary Worker must provide the Employment Business with confirmation that he has not been convicted of or cautioned in relation to any criminal offence. In the event that the Temporary Worker is charged with or cautioned in relation to any criminal offence he must inform the Employment Business immediately and provide regular reports about the progress of proceedings.
 - 9.2 The Temporary Worker will fully co-operate with the Employment Business in relation to any criminal record checks which The Employment Business is required to carry out.
 - 9.3 Before commencing any assignment the Temporary Worker must inform the Employment Business about any complaint made against him/her that is relevant to their professional competence, standing or conduct. In the event that the Temporary Worker becomes the subject of a complaint he/she must inform the Employment Business immediately and provide regular reports about the progress of proceedings.
 - 9.4 The Employment Business will inform the Temporary Worker about any complaint made against him/her that is relevant to his/her professional competence or conduct.
 - 9.5 Where the Temporary Worker wishes to raise any complaint about any matter, he/she should do so in accordance with the Employment Business' complaints procedure.
 - 9.6 Unless otherwise agreed the Employment Business or the Client may, without prior notice or liability, terminate the Temporary Worker's Assignment at any time.
 - 9.7 Unless otherwise agreed the Temporary Worker may terminate an Assignment at any time without prior notice or liability.
 - 9.8 If the Temporary Worker does not inform the client or the Employment Business should they be unable to attend work during the course of an Assignment this will be treated as termination of the Assignment by the Temporary Worker unless the Temporary Worker can show that exceptional circumstances prevented informing the Employment Business of the absence.
 - 9.9 If the Temporary Worker is absent during the course of an Assignment and the contract has not been otherwise terminated the Employment Business will be entitled to terminate the contract in accordance with clause 9.6 if the work to which the absent worker was assigned is no longer available for the Temporary Worker.
-

10. SPECIAL PROVISIONS

- 10.1 The Temporary Worker must provide the Employment Business with all requested proof of qualifications, references, recent photographs (for identification purposes), access to health records and medical registrations as may be requested in order for the Employment Business to satisfy itself that the Temporary Worker is fit to be supplied to Clients. The Temporary Worker accepts that the Employment Business is or may be required to handle/process this (and other personal information as reasonably requested from time to time) and may need to share such information with its agents or third parties as part of performing its duties. The Temporary Worker recognises such obligations on the Employment Business and hereby consents to the handling, processing and divulging (whether in the UK, the European Union or elsewhere) of such information as may be necessary for the Employment Business (or its agents) to perform its duties.
- 10.2 In the situation where the Temporary Worker is a qualified professional, the professional should ensure that their professional registration remains active at all times and that they comply with their professional body's Code of Conduct during every Assignment. In the situation where the Temporary Worker is a Healthcare Assistant without relevant National Vocational Qualification, the Healthcare Assistant shall register for the relevant NVQ within the first six months of commencing an Assignment with the Employment Business and shall complete the qualification within three years. In all cases Temporary Workers with professional qualifications and who rely thereon for work must ensure full and current compliance with the appropriate professional requirements.
- 10.3 The Temporary Worker is required to effect professional indemnity cover whilst on Assignment.
- 10.4 The Temporary Worker should advise the Employment Business immediately if offered any employment or engagement by the Client or any third party to whom she is introduced by the Client and is also requested to provide details to the Employment Business of any remuneration offered.
- 10.5 The Temporary Worker is required to advise the Employment Business of any medical condition or any change in state of health that could impact upon ability to carry out Assignments or her eligibility for Assignments.
- 10.6 The Temporary Worker must follow and co-operate fully with the formal induction procedure of the Employment Business and undertake any training specified by the Employment Business.
- 10.7 Throughout each Assignment, the Temporary Worker must comply with the Employment Business' policies and/or procedures:
 - 10.7.1 on standards of conduct and all organisational matters as set out in the Employment Business's handbook;
 - 10.7.2 on the safe handling of client money and property. In addition the Temporary Worker hereby agrees not to be involved in assisting in the making of or benefiting from the Will or Codicil of any patient whom the Temporary Worker is supplied by the Employment Business to assist, nor will the Agency Worker become involved in any other legal documentation concerning the Client's affairs;
 - 10.7.3 in relation to the entry and departure from Client's home;
 - 10.7.4 which apply in the event of a non-response from the Client at the premises where the Assignment is to be performed or in the event of any accident or other emergency at the premises;

- 10.7.5 regarding the detailed records which the Agency Worker is required to maintain during an Assignment which shall be advised to the Agency Worker; and
- 10.7.6 which concern the administration of or assistance with medication (including all record keeping requirements) and which will also identify the limits to assistance and the tasks which may not be undertaken without specialist training.
- 10.8 At all times during an Assignment, the Temporary Worker shall wear an identification badge, which shall provide details of his/her name, which identifies the Employment Agency and which features a contemporary photograph of the Temporary Worker.
- 10.9 Where the Assignment takes place in the Client's home, the Temporary Worker shall ensure that any equipment used is in a safe condition. The Temporary Worker shall ensure that any necessary inspections of such equipment have taken place on time and, where necessary, the Temporary Worker shall notify any organisation supplying the said equipment that an inspection is required.
- 10.10 The Temporary Worker recognises the Employment Business' obligations under The Conduct of Employment Agencies and Employment Businesses Regulations 2003 (the Regulations) and hereby agrees to disclosures of personal information about the Temporary Worker as required in order for the Employment Business to comply with the Regulations.
- 10.11 All companies/divisions within the A24 Group will be able to offer you Assignments once you have cleared for work meaning that on occasion we can provide you with more than one type of assignment. Pay rates vary between the companies/divisions and therefore you should check the rate of pay that you will receive at the point of booking. Pay rates for each division can be accessed either via www.a24group.com (for some client situations as appropriate) or from your consultant.

11. LAW

These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the Courts of England & Wales.



Group House, 92-96 Lind Road, Sutton, Surrey SM1 4PL

E-mail: info@a24group.co.uk

www.a24group.com

7511/0810

TERMS OF ENGAGEMENT FOR TRAINED NURSES, CARE ASSISTANTS AND OTHER TEMPORARY WORKERS

These Terms of Engagement are acknowledged and accepted.

I also confirm I have read and understood the A24 Group **OPT-OUT OF 48 HOUR WORKING WEEK AGREEMENT** and I hereby consent that the working week limit shall not apply to my Assignments in accordance with paragraph 3 of the agreement. I understand that under paragraph 4, **WITHDRAWAL OF CONSENT**, I can end this agreement by giving the Employment Business 14 days notice in writing.

SIGNED BY TEMPORARY WORKER

PRINT NAME

DATE

E-MAIL

HOME TEL

MOBILE



7511/0810

Locum - General Practitioner Post-interview Checklist



Thank you for attending an interview with me today, I have identified below the information that we still require from you to complete your clearance process. This should be submitted to us at the address given at your earliest convenience.

LOCUM GP

Please post documents to:

A24 Group
PO Box 850
Uxbridge UB8 9BR

Tel: **0871 87 333 50**
Email:
interview@a24group.com

Fax: **0871 87 333 72**

From abroad
+44 208 661 6904

**If you have any questions-
please let us know.**

www.a24group.com

- Completed CRB application
- Cheque/postal order for £36 payable to Criminal Records Bureau – no cash please
- Write the CRB payment ref number on the top right hand corner of your cheque
- The necessary documents to confirm your identity www.crb.gov.uk/pdf/crb11%20guidance.pdf
- A24 Group Locum application form fully completed
- Details of 4 referees – current and last employers
- Signed contract for services - A24 Group Locum
- Evidence of the right to work in the UK
- Original/Certified Registration certificates, professional qualifications, memberships of prof bodies
- GMC Annual Registration Certificate
- PMETB/JCPTGP Certificate of Aquired Rights
- Latest CV
- Medical Performers List Letter
- Evidence of Hepatitis B > 100 lu/l
- Proof of professional indemnity cover
- Signed professional indemnity acknowledgement
- Police check from country of origin – if you have been in the UK less than 6 mths.
- Original IELTS Certificate - if applicable to you

Original Documents

We are required to verify all original documents as outlined above.

We will scan any original documents that you bring.

If you bring copies we require a copy of each and every page, ie for passports and travel documents, a copy should be taken of the document's front cover and any page containing the holder's personal details. In particular, you should copy any page that provides details of nationality, your photograph, date of birth, signature, date of expiry or biometric details.