



Hands-On Healthcare Recruitment

## **Training Costs**

Each working candidate is required to hold mandatory training as a minimum. Mandatory training must be full and comprehensive and be in date by a maximum of one year.

Any mandatory training completed over one year ago must be renewed prior to engagement.

If you are without full, in-date mandatory training, you can source this yourself, but it must be to an acceptably high standard and you must be able to provide an original training certificate to the agency for your file prior to engagement.

Alternatively, Hands-On Healthcare Recruitment are able to book mandatory training through a recognised national training provider at a selection of venues. The cost of such training is £85.00 which should be paid prior to being booked. In some instances, Hands-On Healthcare Recruitment may cover the cost for you and arrange a re-payment plan. In this instance a plan will be agreed, and you will be asked to sign a training payment agreement. In the event that you fail to attend training that has been paid for by Hands-On Healthcare, having previously agreeing to attend, you will be subject to a non-attendance charge of £85.

Please note: Money paid towards training is non-refundable.

## **DBS Costs**

Each working candidate is required to be in possession of a current, enhanced DBS check prior to engagement. If you do not hold a current enhanced DBS check, we are able to run one on your behalf at a cost of £80 and should be paid in advance. In some instances, Hands-On Healthcare Recruitment may cover the cost for you and arrange a re-payment plan. In this instance a plan will be agreed and you will be asked to sign a DBS payment agreement.

## **Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England**

To ensure that we are confident you are aware of your responsibilities and accountabilities as a health care worker or nurse. Please acknowledge you have read and understood the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England.



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<https://www.healthworkerstandards.scot.nhs.uk/Documents/codeofConductHealthCareSupport.pdf>

## **Uniform Costs**

Upon engagement with Hands-On Healthcare Recruitment you will be issued with a branded uniform which must be worn at all times when on site (unless you are working at a site that does not require a uniform). The cost of each branded uniform is £20 which can either be paid up front or deducted from your wage.

Dependent upon the frequency of your shifts with us you will be required to possess an adequate number of uniforms to ensure that you are always able to wear a clean one to work.

## **GDPR**

In line with GDPR legislation as of May 2018, Hands-On Healthcare Recruitment are obliged to inform you that your documentation and data will be stored and used in the following way:

1. Application and registration documents including but limited to; photographic ID, registration forms, training certificates and DBS content:
  - a. May be and will be stored electronically within Hands-On Healthcare's database and back up system.
  - b. May be and will be stored electronically within client portals enabling authorized clients to externally view your profile and other documents via secure client websites/portals.
  - c. May be and will be viewed by auditing bodies and parties on a periodical basis at the point of external client checks and audits.
  - d. Paper application documents along with paper copies of your ID and other personal documents will be shredded and disposed of in a responsible way.
2. Bank account information, payroll details and Limited Company information
  - a. PAYE worker: Your bank account information as provided at interview will be set to a nominated umbrella/payroll company. This document will be stored electronically as mentioned. Paper forms will be shredded.
  - b. Ltd Co worker: Your account information, certificate of incorporation will be sent to and stored by 'Giant' who will send payments to the account on behalf of Hands-On Healthcare Recruitment. Paper forms will be shredded.

I confirm that I have read Hands-On Healthcare's GDPR privacy notice.



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### **Shift Guidelines**

When I am working with Hands-On Healthcare and I accept a day shift, under no circumstances will I do a night shift with another agency prior to my shift. If I accept a night shift, under no circumstances will I do a day shift with another agency prior to my shift.

### **Work Declaration**

I state that when I start working for Hands-On Healthcare:

- I will take shifts based on the availability that I give to the consultants.
- I will not cancel shifts without 24 hours notice.
- If I need to cancel I will ensure I contact my consultant by phone until I reach them to update them about my situation.
- I will make sure that I get timesheets and feedback forms filled in by any client that I go to work for. I will send them to the Timesheets email address by 9PM on Sunday. If you are working a night shift on Sunday then this must be sent when your shift is finished in the morning.
- I will endeavor to be on time to all my shifts. If I cannot make it on time, I will call the service and my consultant to explain why.

### **Reference Authorisation**

I give permission for Hands-on Healthcare Recruitment Ltd to get in touch with the referees I have provided them in the application form. I understand that Hands-On Healthcare Recruitment Ltd will contact the referees I have provided in order to obtain information about my previous employers/education establishments.

### **Bank Staff**

If you are approached to become a permanent worker or a member of the bank staff team at any service you are sent to by the agency, you are required to inform the agency (Hands-On Healthcare) immediately.

### **Timesheet Policy**

I have read and understood the timesheet policy and will follow the procedure when completing a shift with Hands-On Healthcare.



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## **Registration Declarations**

### **Application and Conduct**

I declare that I have completed the Hands-On Healthcare Application pack, and all answers and information provided by myself is true and accurate to the best of my knowledge.

I confirm that I will comply with policies and procedures of the hospital or organisation in which I am engaged as a temporary worker.

### **Complaints**

If a complaint is raised against yourself whilst engaged by Hands-On Healthcare Recruitment, or any other agency or employment, I will inform Hands-On Healthcare Recruitment immediately.

### **Security**

I confirm that I am aware that the trust/organisation where I attend assignments have the right to carry out any physical searches of me, my possessions, and my vehicle while on the premises. Any person, firm, or organisation who is responsible to the trust/organisation for security matters shall, when carrying out such searches, comply with the Human Rights Act 1998.

### **Fitness to Practice**

I agree to inform Hands-On Healthcare Recruitment immediately if I am the subject of any pending prosecution, work related investigation, disciplinary action, or professional misconduct proceedings by any other organisation or if there are changes to my personal circumstances that could affect my fitness to practice as a healthcare professional.

### **Permission to Carry out Employment Checks**

I give Hands-On Healthcare Recruitment permission to carry out relevant Employment Checks, including external checks on my qualifications, a media check and agree to these checks, other personal data and records being shared with the trust/organisation for validation, verification, inspection and audit purposes.



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### Declaring Health and Hygiene

I confirm that when I attend an assignment that I will be in good health, medically and physically fit. If not, I will inform Hands-On Healthcare Recruitment as soon as I can before I attend my shift. I will also ensure that my standard of oral and personal hygiene is acceptable.