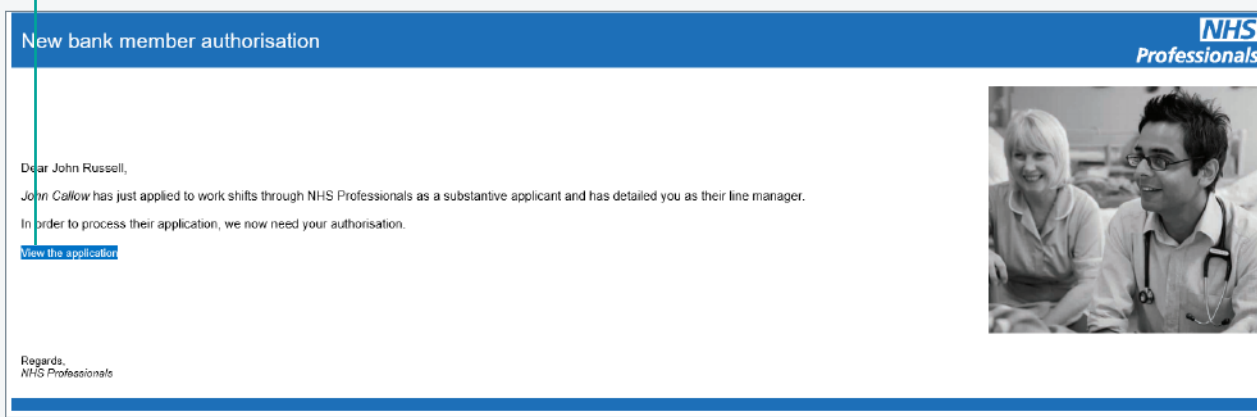# Trust Authoriser User Guide

Trust Authoriser User Guide

Please Note: The screens you see may differ slightly to the screenshots shown in this guide. If the applicant is substantively employed at the trust you will be asked to confirm the applicant's contracted hours. If the applicant is not employed the contracted hours field will not be displayed.

1. You will receive an email informing you that an applicant has applied to join NHS Professionals (NHSP) and has identified you as their Line Manager or Competency Authoriser. By selecting **View the application** you will be taken to an authorisation page.

New bank member authorisation

Dear John Russell,

John Callow has just applied to work shifts through NHS Professionals as a substantive applicant and has detailed you as their line manager.

In order to process their application, we now need your authorisation.

View the application

Regards,
NHS Professionals

*The authorisation page does not require you to enter any login details. An internet web page will open to display the relevant sections of the application.

If you have issues opening the link, or confirming the application, we recommend clearing the browser cache. To do this press **Control + Shift + Delete**. Navigate to the registration website via **joinbank.nhsp.uk/sign-up/**.

2. Within the application authorisation screen, you should check your First name, Surname and Job title are correct under **Your Details**.

Please complete the form below and submit for authorisation.

Your Details		Applicant Details	
First name:	John	First name:	John
Surname:	Russell	Surname:	Callow
Job title:	Department Manager	Staff Group:	Administration and Clerical
Telephone number:		Application number:	Application-163
Trust:	NOTTINGHAM UNIVERSITY HOSPITALS NHS TRUST		

3. Under the **Applicant's Details**, ensure either the applicant is an individual that you manage or that you can confirm their competency to undertake shifts at your trust.

④ Once all details are correct click on the check box **I confirm my personal information above is correct** so a tick appears in the box. (You will not be able to authorise the application if the check box is not ticked).

☐ **I confirm that my personal information entered above is correct** *

⑤ If the applicant is substantive there will be a **Contracted hours** section. This will have been entered by the Applicant however if you feel this is incorrect, you can re-enter the information. (This field will not appear if the trust does not employ the applicant).

Contracted hours

Applicant substantive contracted hours   20.00

⑥ **Available assignment codes** are based on the information provided by the applicant in their application. If **Show All** is selected, all codes for the trust and staff group will be shown. You can add assignment codes to the application by clicking on the code and clicking **Add**.

Assignment Code

☐ Show All

Available assignment codes

Accounts Payable Administrator General Acute Band 3
Accounts Payable Team Leader General Acute Band 4
Accounts Receivable Administrator General Acute Band 3
Accounts Receivable Team Leader General Acute Band 4
Audio Typist General Acute Band 3
Audio Typist General Acute Band 4
Business Admin and Projects General Acute Band 3
Business Admin and Projects General Acute Band 4
Business Admin and Projects General Acute Band 5
Cashier General Acute Band 3

Add >>

<< Remove

Applicant assignment codes

Office Services General Acute Band 3

⑦ **Applicant assignment codes** display all assignment codes the applicant has selected. If you feel that they have selected any codes which they are not qualified to work under, you can click on the code and click **Remove**.

⑧ The drop down box, located in the bottom left hand corner of the screen, has four potential values to select from – **Pending**, **Approve**, **Unknown Applicant** and **Decline**. Once a value has been selected click on **Submit**

Confirmation

☐ I confirm that John Callow is substantively employed by the UNIVERSITY HOSPITALS NHS TRUST for the substantive contracted hours stated above and has sufficient experience and competence to work at the identified assignment codes.

Pending ▾   **Submit**

a. If **Pending** is selected and submitted, only the updated Authoriser details are saved in our records. The authoriser can come back later to the same page and authorise it. Pending is only available on applications submitted by applicants who are employed by the trust.

b. If **Approve** is selected the confirmation checkbox will be mandatory to select. An email will be sent to the applicant informing them that their application has been approved and he/she now needs to contact the NHSP local office.

c. If **Unknown Applicant** is selected, an email is sent to the applicant to select an alternative Line Manager / Competency Authoriser.

d. If **Decline** is selected, then you will need to fill in the free text **Decline Reason** field. An email will be sent to the applicant informing them that their application has been declined. In this case, the applicant will have to create a new application if he/she wants to reapply. The reason for declining will not be shared with the applicant.

What happens after you have authorised an application?

Once the application has received Line Manager/ Competency Authoriser authorisation, the applicant will be asked to visit their local NHS Professionals office. During this visit, their documentation will be reviewed and their application will be completed.