

# Managers Authorisation Form



## Substantive Assignment Amendment Form- Admin & Clerical

## Professionals

### Flexible Worker Information

Name of Flexible Worker: \_\_\_\_\_

NI Number: \_\_\_\_\_

Date of Birth/ ESR Assignment Number: \_\_\_\_\_

### Authorising Manager's Details: All sections to be completed by Ward/Line Manager

Manager's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Ward: \_\_\_\_\_

Trust: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Authorising Manager's E-Mail:  
(NHS Account Only) \_\_\_\_\_

I can confirm that the person named above as a Substantive Employee has an NHS contract with the Trust and that the following checks were completed on their appointment/registration:

Two Satisfactory References

Occupational Health Screening Completed

Enhanced CRB Disclosure carried out

Mandatory Training completed in the last 12 months  
(Fire, Moving & Handling, Infection Control and CPR)

Proof of Home Address

I can confirm that the assignment codes selected are correct and that I have appropriate experience in the area in which I am authorising this Flexible Worker to have an additional assignment code(s).

I confirm that I understand that by authorising this amendment this Flexible Worker will be able to work at any location within this Trust at this assignment code.

I am therefore verifying that they are competent to work at this assignment code

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(Please see below the page to select the assignment codes)**

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# Substantive Assignment Amendment Form- Admin & Clerical *Professionals*

**Admin & Clerical/Support A4C Assignment Codes – to be completed by Line Manager**

**Please select all the codes that apply.**

**Substantive Employee Name:** \_\_\_\_\_

**Line Manager Name:** \_\_\_\_\_

**Line Manager Position:** \_\_\_\_\_

**Line Manager Signature:** \_\_\_\_\_

Assignment Type	Code	√	Assignment Type	Code	√
A&E Band 2	AEAB00		Medical Secretary (MSE) Band 4	MSED00	
A&E Band 4	AEAD00		Office Services Band 1	OSA00	
Accounts Payable Administrator (AP)	APC00		Office Services Band 2	OSB00	
Accounts Receivable Administrator (AR)	ARC00		Office Services Band 3	OSC00	
Audio Typist (AT) Band 3	ATYC00		Office Services Band 4	OSD00	
Audio Typist (AT) Band 4	ATYD00		Office Services Band 5	OSE00	
Business Admin and Projects (BA) Band 3	BAC00		Office Services Band 6	OSF00	
Business Admin and Projects (BA) Band 4	BAD00		Office Services Band 7	OSG00	
Business Admin and Projects (BA) Band 5	BAE00		Office Services Band 8a	OSH00	
Business Admin and Projects (BA) Band 6	BAF00		Patient Services (PS) Band 1	PSA00	
Clinical Coding Officer (CCO) Band 3	CCOC00		Patient Services (PS) Band 2	PSB00	
Clinical Coding Officer (CCO) Band 4	CCOD00		Patient Services (PS) Band 3	PSC00	
Clinical Coding Officer (CCO) Band 5	CCE00		Patient Services (PS) Band 4	PSD00	
Cook Band 2	CKB00		Patient Services (PS) Band 5	PSE00	
Cook/Chef - Band 2	CHSB00		Payroll Clerk (PC)	PCC00	
Domestic	DM00		Personal Assistant Band 4	PAD00	
Domestic Higher	DMH00		Porter	PORT00	
Driving & Logistics Porters - Band 2	DLPB00		Porter Band 2	PORB00	
Estate Maintenance Worker	EMW00		Project Worker (PW) Band 2	PWB03	
Estate Support Worker Higher	ESWH00		Project Worker (PW) Band 3	PWC03	
Human Resources (HR) Band 3	HRC00		Project Worker (PW) Band 4	PWD03	
Human Resources (HR) Band 4	HRD00		Project Worker (PW) Band 5	PWE03	
Information Services (IS) Band 4	ISD00		Project Worker (PW) Band 6	PWF03	
Information Services (IS) Band 5	ISE00		Public Relations (PR) Band 3	PRC00	
Information Technology (IT) Band 3	ITC00		Receptionist	REC00	
Information Technology (IT) Band 4	ITD00		Security - Band 2	SCOB00	
Interpreter Band 4	INTD00		Sterile Services Worker	SSW00	
Interpreter Band 5	INTE00		Switchboard Operator	SBO00	
Learning and Development (LD) Band 4	LDD00		Switchboard Operator Band 4	SBOH00	
Medical Secretary (MSE) Band 3	MSEC00				

**Please send completed code amendment forms to your Local Trust Liaison Coordinator.**