

## Manager's Authorisation Form

### Substantive Assignment Amendment Form- Nursing & Midwifery



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- Nursing & Midwifery Professionals

**Nursing & Midwifery Staff Group – to be completed by Line Manager**

**Please select the assignment type/s from Box 1 and then all appropriate codes in Box 2, including General Acute (00) if the Substantive Worker has the relevant experience/qualifications.**

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

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

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

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

<b>Box 1 Assignment Type</b>	√		√		√
Care Support Worker (CSW)		Nurse Advanced (NAD)		Registered Midwife (RM)	
Care Support Worker Higher (CSWH)		Nurse Associate Practitioner (ASP)		Registered Nurse (RN)	
Community Psychiatric Nurse (CPN)		Nurse Associate Practitioner Higher (ASPH)		RM Preceptorship (RMP)	
Dental Nurse (DN)		Nurse Consultant (NC)		RN Preceptorship (RNP)	
Dental Nurse Team Leader (DNTL)		Nurse Modern Matron (NMM)		Senior Community Support Worker (SCW)	
Emergency Nurse Practitioner (ENP)		Nurse Team Leader (NTL)		Theatre Practitioner (TP)	
Health Visitor (HV)		Nurse Team Manager (NTM)		Theatre Practitioner Entry Level (TPEL)	
Health Visitor Specialist (HVSP)		Nursery Nurse (NN)		Theatre Practitioner Higher (TPHL)	
Midwife Modern Matron (MMM)		Project Worker (PW)		Theatre Practitioner Team Manager (TPTM)	
Midwife Team Manager (MTM)					

<b>Box 2 Area of Work</b>					
<b>Acute</b>					
	Code	√		Code	√
Accident & Emergency	04		Neurosurgery	48	
Cardiology	13		NICU	62	
CATS Recovery	135		Oncology	24	
Child Health (Hospital)	60		Ophthalmology	49	
Coronary Care Unit	05		Orthopaedics	54	
Day Surgery	43		Paeds A&E	63	
Elderly Care	17		PICU	61	
Endoscopy	16		Plastic Surgery & Burns	51	
ENT	44		Prisons	131	
Family Planning	68		Renal	29	
General	00		Sexual Health	95	
Genitourinary	19		Theatre Anaesthetics	40	
Gynaecology	45		Theatre Circulator	57	
High Dependency Unit	07		Theatre Recovery	52	
Infection Control	36		Theatre Scrub	55	
Intensive Care Unit	08		Theatres General	59	
Liver Unit	22		Trauma & Outpatients	94	
Maternity	66		Urology	56	
Neurology	23				
<b>Community</b>					
General	102		Child Health (Community)	100	
Schools	111				
<b>Mental Health</b>					
General	03		Older Persons Learning	79	
Adult – Rehab	72		Disabilities	77	
Adult - Continuing Care	71		Forensic	76	
Adult – Acute	70		Substance Misuse/Addictions	74	
Child & Adolescent	73		Community Mental Health	120	