Agency Worker Checklist

This guide will show you how to complete the Agency Worker Checklist excel template ahead of NHS Professionals uploading the information to the system. This guide will also show how to view and update your workers checklist in NHSP:*Online*.

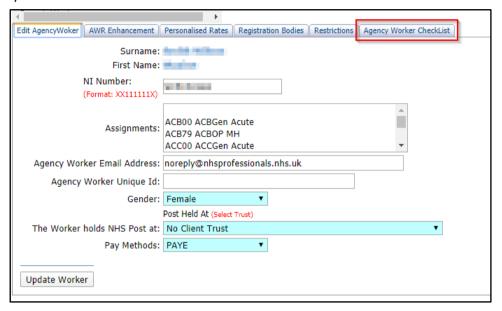**Agency Worker Checklist excel template**

The excel template is divided into 9 sections. An explanation of each section can be found in the below table:

Section Heading	Explanation
Agency Code	Please leave this field blank NHS Professionals will populate this field with the unique identifying number assigned to your organisation by our system
Agency Worker Details	In this section you will enter the NI Number, Surname and First name of your worker. This section is mandatory
Pay Method	If one of your workers holds a position with an NHS Trust, which NHS Professionals supplies a worker to, you can use the dropdown fields to select the Trust they work for and their method of payment. This section is not mandatory
ID Check	Use the dropdown options to enter in the evidence you have seen to confirm your workers identification. There are three identification types **Photographic ID**, **Proof of Address** and **Non-photographic proof of ID Document.** There are 3 combination options, outlined below, that will satisfy the ID check requirements This section is mandatory
Right to work	Use the dropdown options to enter in the evidence you have seen to confirm your worker's right to work in the United Kingdom. This section is mandatory
DBS Check	In this section you can enter in the DBS information you hold for your worker This section is mandatory
OH Check	In this section you can enter in your worker's Occupational Health clearance information This section is mandatory
Training	In this section you can enter in your worker's Mandatory Training information This section is mandatory
References	In this section you can enter in if your worker has valid references This section is mandatory

The ID Check combination options shown above are:

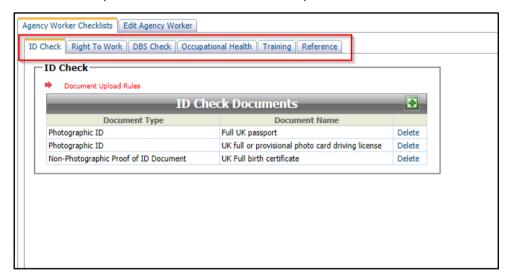|	
Option 1:	Choose at least TWO Photographic ID and ONE Proof of address document
Option 2:	Choose at least ONE Photographic ID and TWO Proof of address document
Option 3:	Choose at least TWO Photographic ID and ONE Non-photographic proof of ID document

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View and update your workers checklist in NHSP:*Online*

Use the Edit Agency Worker option to search for an Agency worker as you would do normally. Click on the tab with the heading Agency Worker Checklist.

Your screen will refresh to display the workers checklist. You can use the tabs to navigate to the different sections of the checklist. You can view and update the workers checklist as required.

If you have any further questions regarding this new functionality, please contact the NHSP Agency Support Team:

Telephone   0333 0143626
Email   agencies@nhsprofessionals.nhs.uk

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