**Northern Care Alliance NHS Foundation Trust**

**AHP/HCS/PSS Long Term Placement Requests**

**What is a Long Term Placement?**

Long Term Placements are a series of shifts which have been booked in advance with the same worker. These shifts provide continuity and stability for those areas which are experiencing extended period of staff shortages or who are looking to provide additional services for a limited time.

Generally long-term placements are used where a series of shifts totalling more than 2 weeks are required. Whilst there is no official limit to the length of time a placement can be active, a suggestion of a two-month period allows for continual review to be made.

Long term placements should be requested with as much notice as possible; this leaves the maximum potential to fill with an ideal candidate.

**How can I request a Long-Term Placement?**

Placement requests should be made on the Request form which can be found at the end of this document.

The completed form should be returned to [***AHP&HCS@NHSProfessionals.nhs.uk***](mailto:AHP&HCS@NHSProfessionals.nhs.uk)

**What happens next?**

Once the form has been received by the specialist Recruitment and Placement team it will be triaged to the team manging the relevant specialism who will then contact you to discuss your requirement.

The specialist Recruitment and Placement team will first look to fill your requirement using staff from the NHSP bank. If there is not a suitable candidate, then the team will check authorisation to approach external agencies, these agencies will be managed via the NHSP Connect system. These are agencies have been chosen by your Trust to supply to your area and will be ‘tiered’ according to their price and compliance with NHSI and HTE requirements.

Once an agency supplies us with a CV this will be available to view on NHSP Connect. If you do not have access to NHSP Connect, please let either the NHSP specialist Recruitment and Placement team or the NHSP Trust Services team know.

If a worker is suitable a booking will be made on NHSP Connect for Agency and OurBank for Bank Workers. Agency bookings will be put on for the Term listed on the LTP Form and can be extended by the specialist Recruitment and Placement team via a request in writing. Bank workers will be booked for the first 4 weeks by the NHSP specialist Recruitment and Placement team and then your Local NHSP team can extend these shifts for you after this date.

**How often will I be contacted?**

NHSP will be in contact with you (or your appointed person) once the request has been received to confirm receipt of the LTP Form.

From there the NHSP specialist Recruitment and Placement team will be in contact as soon as a CV is sourced or every two days, whichever is sooner.

The NHSP specialist Recruitment and Placement team will provide you with contact details during their initial contact so that you can engage with the team directly.

**Can I contact the agencies directly?**

The NHSP AHP teams will contact the agencies on your behalf so there is no need to contact agencies directly.

This will help to reduce the impact which sourcing a locum has on your work day, as well as encouraging agencies not to ‘cold call’ you. Alongside limiting the impact on you, sourcing through the NHSP long term placement team will help to ensure that placements are filled only by agencies approved by the Trust and only at the agreed rates, saving the Trust money.

If and agency should contact you directly please refer them to the NHSP specialist Recruitment and Placement team

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**AHP/HCS/PSS Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Trust and Contact Details** | | | |
| **Placement ID** | Leave blank - ID entered by AHP team | | |
| **Trust Name** |  | | |
| **Location/Hospital (including postcode)** |  | | |
| **Ward/Department** |  | | |
| **Cost Code/Centre** |  | | |
| **Contact Person** |  | | |
| **Contact Phone Number** |  | | |
| **Contact Email Address** |  | | |
| **Alternative Contact name and email address** |  | | |
| **Booking Reason** | |  |  | | --- | --- | | Vacancy – Substantive Recruitment |  | | Additional Demand/Resource |  | | Funded Project |  | | Backfill |  | | COVID-19 Pressures |  | | Maternity/Paternity Leave |  | | Waiting List |  | | Sickness |  |   Other (Please Specify)  ……………………………………………………………………………… | | |
| **If Vacancy reason is Substantive recruitment, please provide TRAC ID** |  | | |
| **Name of the person requesting the shift** | Name:  Date: | | |
| **Director Approval** | Name:  Date: | | |
|  | | | |
| **Placement Requirements** | | | |
| **Current Date** |  | | |
| **Start Date of Placement** |  | **End Date of Placement** (subject to reviews) |  |
| **Hours per week** |  | | |
| **Working Pattern** e.g. Mon-Fri |  | | |
| **Shift Pattern**  e.g. Weekdays 9am-17:00pm, Rota’d |  | | |
| **Number of Staff Required** |  | **Job Share Suitable?** | Yes  No |
| **System Knowledge**  List any system knowledge required and if mandatory or desirable |  | | |
| **Assignment Code / Band**  e.g. OTSP00 or PASP00. Please refer to Booking guide if needed. |  | **Are we authorised to go out to NHSP:*Connect*?** e.g. If the placement is unable to be filled by an NHSP Bank Worker | Yes  No |
| **Do you Wish to review CVs?** | Yes  No | | |
| **Do you wish to interview before placement?** | Yes  No | | |
| **DBS Requirement** | Standard  Enhanced  Not Applicable | | |

|  |
| --- |
| **Job Description** |
| |  | | --- | | Please describe the skills required for this placement and attach a job description if possible. Essential skills or experience requirements to be listed as must have.  Please add as much information as you are able, this will help us to find a suitable candidate for your needs. | |

Once completed/ Approved please return ***AHP&HCS@nhsprofessionals.nhs.uk***

A member of the specialist Recruitment and Placement Team will be in contact, the same day if received before 4pm, and the next working day if after 4pm, to discuss your requirements.

The team can be contacted on 03330 144370 Mon – Fri 9am to 5pm