

Terms and Conditions OUH Flexible Staff Pool

By booking a Flexible Staff Pool shift, you are agreeing to the following terms and conditions:

- To work in any inpatient area (this includes ED & EAU) on the Headington sites when booking into the John Radcliffe Flexible Nursing Ward **or** at the Horton Hospital when booking into the Horton Flexible nursing ward.
- To be registered to the NHS Professionals Bank before working Flexible Staff Pool shifts.
- There must be **no** restrictions in place on your NHSP profile. Any that come into place after the Pool code is added will result in removal of the Pool code.
- That you are confident and competent to work in any medical or surgical ward.
- That you have no Occupational Health restrictions which would stop you from fully supporting the ward where you will be allocated.
- That you cannot specify or decline to work in individual ward areas.
- That you will be notified of the ward where you will be working at short notice, up to one hour before the start of the shift. If you have booked into a pool shifts and your shift has not redeployed as expected you will need to contact NHS Professions or the Trust depending on day and time – see overleaf for details **
- That you will arrive promptly– poor timekeeping as reported by the Trust to NHSP may result in the loss of the pool code.
- That you must not cancel the shift after the ward location has been assigned.
- That you are aware of the zero-tolerance policy – one refusal or late cancellation will result in the removal of the code from your NHSP profile, permanently.
- To be contacted by NHSP/OUH for feedback on your experience of working pool shifts, during the pilot phase and thereafter.
- Cancellation of more than 12 shifts in a month will lead to the removal of the pool ward assignment code from your profile. (cancellations include removing yourself from one shift to book into another and are irrespective of how much notice is given)
- That you have successfully completed a 'Face Fit Testing' to ensure you are using correct PPE.
- As there are a range of pool shift options you are responsible for ensuring that you have sufficient time between shifts. You need to have at least 11 consecutive hours of rest in a 24-hour period to ensure yours and patient safety.

The increased rate of pay is only available when bank members have **chosen to book a Flexible Staff Pool shift**. It will not be applied if a worker books a ward shift and is subsequently redeployed for operational reasons.

Name _____

NI number _____

Signature _____

Current Assignment: CSW00 / RN00 (please delete as applicable)

Date _____

On an extremely rare occasion, your flexible pool shift may not be redeployed to a ward 1 hour before the shift is due to start, please follow the guidance below

- Flexible pool shifts are allocated to wards across the Trust at regular times throughout each day. Below are the approximate times that shifts are redeployed to wards.
- If you have booked into a flexible pool shift after the redeployment times **or** your shift hasn't been redeployed as expected, you will need to contact NHS Professionals or the Trust, depending on the time and day you are contacting us.

Below is information on what you should do, in the event of not being redeployed to a ward.

Shift start time:	You will be redeployed to a ward at this time:
07:00	05:00 – 06:00
13:00	09:30 – 10:00
15:00	09:30 – 10:00
16:00	09:30 – 10:00
19:00	15:30 – 16:00

Contact time	Team to contact about your redeployment:
Weekdays 08:00 – 16:00	Local NHSP Team.
Weekdays 16:00 – 08:00	Trust Ops Team
Weekends	Trust Ops Team

Team	Contact details
NHSP Weekdays	Sally Pickett 07423 397431 Laszlo Vanya 07557458829 Mathew Dolton 07384 242343 Nicola Wilson 07393 240091 Office: 03330 144 359
Trust Ops Team	Call 0300 304 7777 and ask to be transferred to the Ops Team @ the JR
NHSP Office JR	Ground Floor, West Wing, Behind Cashiers Desk, Headley Way, OX3 9DU
NHSP Office Churchill	Car Park 4 entrance, Old Road, Churchill Drive, Oxford, OX3 7LE (next to the pharmacy)