**The Rotherham NHS Foundation Trust**

**AHP Long Term Placement Requests**

**What is a AHP 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 7 Days 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?**

All placement requests should be made through the Trust team. This allows Rotherham visibility of all long-term placement requests and assists in their resource planning.

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 and reviewed by the Trust temporary staffing team it will be forwarded onto the AHP Team who will begin working on your request.

The NHSP long term placement teams will first look to fill your requirement using staff from the NHSP bank. If there is not a suitable candidate, then the NHSP team will seek authorisation to approach external agencies. These are agencies which have been chosen by the Trust to supply to your area and will be ‘tiered’ according to their price and compliance with NHSI requirements.

NHSP will ensure that they approach the tier one agencies first before approaching those agencies which the Trust has chosen to play on the lower tiers.

Once an agency supplies us with a CV this will be forwarded directly to yourself to review.

If the worker is suitable then the first four weeks of bookings will be made by the NHSP team. If this candidate is not suitable then the team will continue to source CV’s and forward for your review.

**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 that a worker is being sourced.

From there the NHSP long term placement team will be in contact as soon as a CV is sourced or every two days, whichever is sooner.

The NHSP long term 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 long term placement 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 workday, 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.

**The Rotherham NHS Foundation Trust**

**AHP/HCS 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** | Reason for temporary cover (please Tick as applicable)  Sickness  Training  Acuity  Waiting List  Vacancy  Other (Please Specify)  ……………………………………………………………………………… | | |
| **Name of the person requesting the shift** | Name:  Date: | | |
| **Vacancy Number -** |  | | |
| **Name of Divisional Manager Approving Request and Date** | Name:  Date: | | |
| **Finance Approval and Date** | Name:  Date: | | |
| **Placement Requirements** | | | |
| **Current Date** |  | | |
| **Start Date of Placement** |  | | |
| **Hours per week** |  | **End Date of Placement** (subject to reviews) |  |
| **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. |  | **Can approved agencies**  **be used?** 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 AHP 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