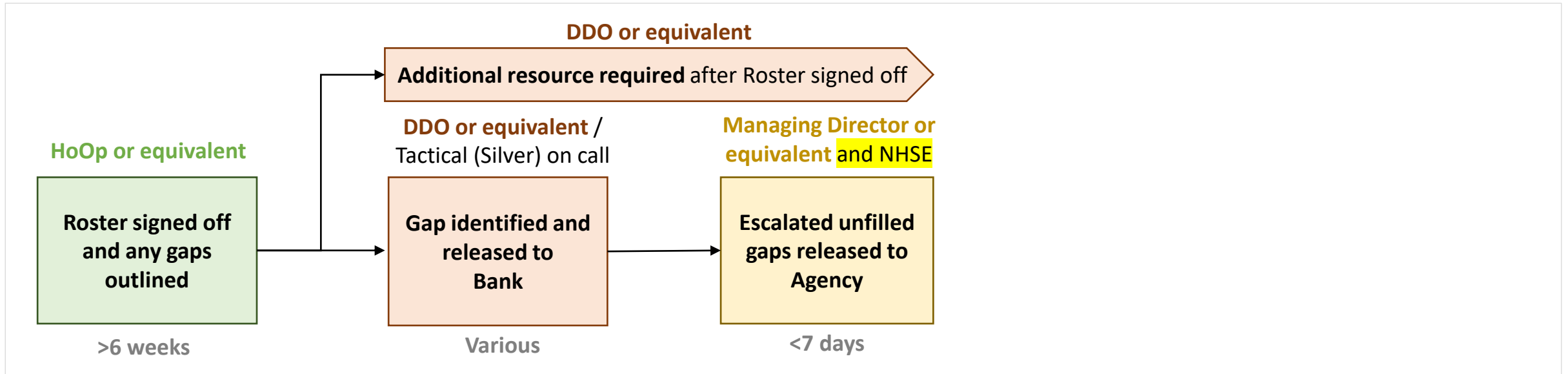
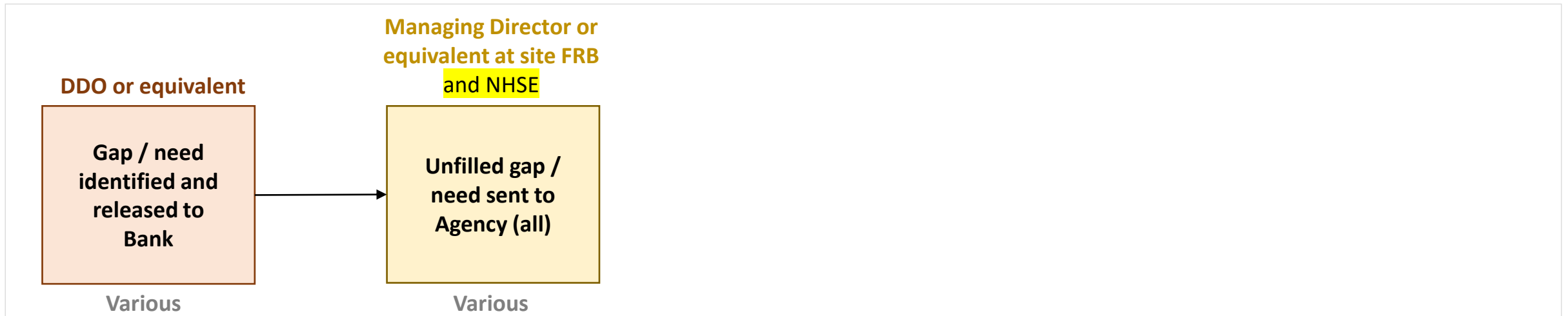


Proposed A&C and Estates & Facilities Workforce Controls

Overview of Rostered controls:



Overview of Unrostered controls:



N.B. Approvals required outside of the stated timeframe need to be signed off by the next level up approver

Challenge required at each stage of the approval process

Rostered Control Stage	Challenge required	Timeline	In hours Approver	OOO Approver	Audit Trail	Go Live Date
Roster sign off	<ul style="list-style-type: none"> Additional scrutiny of roster to ensure it is optimal Consider if alternative workforce can be used for any gaps before considering Bank 	>6 weeks	HoOp / equivalent	N/A	Email confirmation	Monday 10 th July
Unfilled shifts released to Bank	<ul style="list-style-type: none"> Consider if alternative workforce can be used Is the ward / roster area going to be at risk if the shift isn't filled? 	Various	DDO / equivalent	Tactical (Silver) on call	E&F: Email confirmation For all other areas: Bank Request form	Monday 10 th July
Additional Duties added after Roster locked down	<ul style="list-style-type: none"> Ensure only exceptional circumstances to add additional duties with respect to patient safety Short notice requests to be considered in light of the whole staffing picture across the site 	Various	DDO / equivalent	N/A	E&F: Email confirmation sent to Temp Staffing For all other areas: Bank Request form	Monday 10 th July
Unfilled shifts released to Agency	<ul style="list-style-type: none"> Consider whether the shift is unlikely to be filled by Bank Consider if alternative workforce can be used Is the ward / roster area going to be at risk if the shift isn't filled? 	<7 days	Managing Director / equivalent	N/A	Agency request form NHSE request form	Monday 10 th July

Unrostered Control Stage	Challenge required	Timeline	In hours Approver	OOO Approver	Audit Trail	Go Live Date
Gap released to Bank	<ul style="list-style-type: none"> Is there a patient risk / activity risk if this gap is not filled? Is this a long term gap (e.g. vacancy / long term sick / cover required for additional footprint)? Is this a short term / late notice gap (e.g. sickness)? 	Various	DDO / equivalent	N/A	Bank request form	Monday 10 th July
Unfilled shifts released to agency	<ul style="list-style-type: none"> Consider whether the shift is unlikely to be filled by Bank Are patient safety / activity levels going to be at risk if the gap isn't filled? 	Various	Managing Director / equivalent (at site FRB)	N/A	Agency request form NHSE request form	Monday 10 th July

Next steps

Comms

- ✓ Discuss these changes with your Heads of Operations or equivalent and put in place any processes needed to support these changes from the **10th July**
- ✓ In addition to the above, a detailed email, providing an overview of the changes and requirements, will be shared with Heads of Operations and above this week. An email will also be sent to those on the Silver on call rota so they are aware of the changes.

Request form updates

- ✓ Relevant temp staffing request forms will be updated to reflect the new approvers

Compliance reporting

- ✓ Development of compliance reporting to monitor controls from 10th July
- ✓ Compliance exceptions to be reviewed at Site Workforce Control Panels

