

Reference Number: FOI/2019/251
From: Press/Media
Date: 20 June 2019
Subject: Locum / bank shifts 2017 - 2019

Q1 Please can you send me a list of the forms and documents that a doctor applying for locum/bank shifts at your trust needs to fill out and submit. For each form I would like (a) the title of the form, (b) the number of pages of the form, (c) any cost that the doctor will have to pay for the processing of the form, and (d) an indication of what the doctor is expected to do with the form to submit it (eg print out, fill in, scan, and email back).

A1 **Bank and agency:**
Our Bank Doctors who are employed substantively by the Trust do not need to complete any forms and they do not pay for any processes for joining.

External Bank Doctors that apply would need to complete an Online Application form. If they are applying

- They can print out the new starter forms themselves or the Trust will provide them to complete them during an ID check
- They have to pay for a Disclosure & Barring Service (DBS) check. This is an online form – £48.33
- OH is also an Online Form

New starter forms:

- Equal Opportunities Monitoring two pages
- GDPR - Privacy Notice (for information only) three pages
- Model Declaration Form B eight pages
- New Starter Personal Details Form three pages
- P46 two pages
- Payroll Documents 20 pages
- Pension Questionnaire 6 pages
- Pension Scheme Information for New Staff (for information only) two pages

Extra Duties:

- Extra duties form one page

Q2 Please tell me the average (mean) time in calendar days that it takes between a doctor applying for locum/bank shifts and your trust offering an induction date to the doctor? Please tell me the average (mean) time in days for each of the following calendar years (based on when the induction date was):

- a. 2017
- b. 2018
- c. 2019 to date

A2 **Bank and agency:**
a. Information not held – we did not have a Medics Bank
b. Information not held – we used internal Substantive Staff Only
c. Information not held – we have not recruited any locums

Our Trust time to hire is 38.4 days

Q3 Please can you tell me how many doctors you currently have registered for locum/bank shifts at your trust.

A3 13

Q4 Please can you tell me what the weekly average of the number of shifts put up for locum/bank by your trust has been since 1st January 2019?

A4 Six bank or agency shifts per week