Placement Process

NHS Professionals

1. Once your request has been given the required approval to have a bank member.

   Please complete the Non-Clinical placement request form to request a bank member.

   Once this has been completed, please send to: nonclinicalteam@nhsprofessionals.co.uk

   Tip: Fill in the placement form as fully as possible, this makes it easier for your placement officer to find the right candidates to fit the role.

2. Once the placement request form has been received, the **placement officer** for your trust will contact you by phone or email to clarify requirements within one working day.

3. To assist the **Non-Clinical Placement Team** in shortlisting the right candidates for the role, a **placement officer** will go through the request form and job description with you to clarify all requirements for the role.

   Tip: If you can inform the **placement officer** of your interview availability at this stage it will help to speed up the process further down the line.

4. A **placement officer** will source appropriate candidates using our own bank, various job boards, advertising for the role and contacting agencies if necessary.

   Tip: Agencies are only approached to supply once you have the appropriate approval.

5. CV's and email details of available bank members to NHSP, New Applicant or/and Agency worker. Once screened the **placement officer** will arrange the interview(s).

6. Once you have reviewed candidates' CVs and selected those to be interviewed, please inform the **Non-Clinical Team.**

   Tip: If an interview date and time has not been previously arranged, please provide this as soon as possible.

7. After the interview is completed and the candidate has been selected, the appropriate SOSCC form will be sent to the hiring manager. This will need to be completed to confirm the banding of the bank member.

   SOSCC form will be sent from the **placement officer** prior to the interview and will need to be returned to them. The form will have to be sent to **Non-Clinical Team** email: nonclinicalteam@nhsprofessionals.co.uk

   Any further queries about the **SOSCC form** contact the placement officer.

8. Bank members will be sent reporting instructions from the **Non-Clinical Team.**

   Booking confirmation of the bank member will be sent to **requesting manager** from **Non-Clinical Team**.

   Milestone dates and details will be provided to Bank Exclusive and/or Bank Introduced Applicants.

   Advice: Please ensure that the bank member is progressing with the **milestones***, as they can be removed from the placement if milestones are uncompleted. This required training will take place **within 6 weeks**.

9. Bank member will begin placement.

   You are responsible for authorising the bank member's timesheets. Timesheets should be authorised as soon as possible to ensure prompt payment to the bank member.

   Tip: For more information see **Our:*Bank* User Guide** or contact the **placement officer**.

* We will provide the following milestones for bank members to complete:
- DBS and Occupational Health (OH) Forms
- Online training
- Practical training
- Documentation for OH

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