

To ensure swift payment please submit your timesheets as soon as you finish your placement.
Submit your timesheets by fax to 020 3370 7989 or by email to timesheets@medicspro.com

Agency Worker Details	Work Details
Full Name	Place of Work
Job Title	Location (Ward/Dept)
Band/Grade of Shift Worked	

Day	Date	Ref No.	Start Time	End Time	Meal/Rest Breaks (mins)	On-Call Hours	Total
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Expenses should be submitted on a separate expense claims form	Total Hours For The Week	
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Client Declaration

Name Title Sign Date

"I am an authorised signatory to my ward/department/NHS body. I am signing below to confirm that both grade and agency worker and the hours/shifts that I am authorising are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the NHS body and the NHS CFMS Service for the purpose of verification of this claim and investigation, prevention, detection and prosecution of fraud." Any questionable timesheet must be immediately brought to the attention of the local counter fraud specialist (within England) or you may report any case of fraud, in confidence, to the NHS fraud and corruption reporting line 0800 028 4060 (within England).

Locum Declaration

"I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the NHS body and the NHS CFMS Service for the purpose of verification of this claim and investigation, prevention, detection and prosecution of fraud." Any questionable timesheet must be immediately brought to the attention of the local counter fraud specialist (within England) or you may report any case of fraud, in confidence, to the NHS fraud and corruption reporting line 0800 028 4060 (within England).

Locum signature Print name Date

Please direct all payroll enquiries to Payroll Dept by email to payrollqueries@medicspro.com or call 020 8505 6600 Option 4.

TERMS OF BUSINESS FOR THE INTRODUCTION OF TEMPORARY WORKERS

Definitions

The "Client" is the person, firm or corporate body engaging the services of the "Temporary Worker".

The "Temporary Worker" is the person or company introduced by MedicsPro ("MP") and engaged by the Client for the assignment.

The "Assignment" means the period during which the Temporary Worker is engaged to render services to the client.

The contract

These Terms and Conditions of Business are made between MP and the Client engaging the services of the Temporary Worker. MP acts as agent on behalf of the Client in providing an introductory service and in entering into special contractual arrangements with the Temporary Worker.

These Terms and Conditions are deemed to be accepted by the Client by virtue of the signing of the same by an authorised representative of the Client or person with whom MP had dealings or by virtue of an interview or the engagement by the Client (which term includes employment or use whether under contract for services or under an agency license, franchise or partnership agreement) of a Temporary Worker introduced by MP.

MP shall have been deemed to have introduced a Temporary Worker, if after a Temporary Worker's details are sent to the Client or after the Client has interviewed a Temporary Worker; the Temporary Worker is engaged in any capacity with the Client.

Timesheets

Timesheets shall be provided by MP to the Client and the Temporary Worker. The Client agrees to verify and sign MP's timesheet each week (or where the assignment is for a period of less than one week or is completed before the end of the week at the end of the assignment).

Signature of such timesheets by the Client constitutes acceptance that the Temporary Worker has provided services for the hours indicated on the timesheet and that such services have been satisfactory. Failure to sign the timesheet does not alter the Client's liability to pay for hours worked. Timesheets shall be sent to MP within 24 hours of being signed.

Charges

The Client agrees to pay MP's fees charged on an agreed hourly rate advised prior to or at the time of booking. The fees charged shall represent the hourly rate paid to the Temporary Worker, Annual Holiday Entitlement and employers National Insurance Contributions on behalf of the Client plus the commission charged by MP for its introduction

service. Travel, hotel or other expenses, which may be agreed, should be itemised in addition to this charge. These charges will be those in force at the time of the assignment and may be varied from time to time with immediate effect. Details of charges are available on application. VAT shall be charged where applicable. Charges shall be paid within 14 days of submission by MP of the same to the Client.

Under "The Late Payments of Commercial Debts (Interest) Act 1998", we are entitled to charge late payment compensation and interest on invoices not paid to terms at 8% above the Bank of England Base Rate. Should payment of invoices not be made within our payment terms, we will invoke that right and compensation and late payment interest charges will be added weekly until the overdue debt is cleared.

MP and the Temporary Worker assumes responsibility on behalf of the Client for payment of remuneration deduction and payment of any statutory contribution in respect of earnings related insurance and the administration of Schedule E, income tax PAYE applicable to the Temporary Worker.

Signing our booking confirmation

Unless otherwise specified in writing by MP any booking is made outside any Framework agreement, which may be made by the Trust now or in the future, should the Trust/Master Vendor Agency attempt to poach or entice the locum currently in situ placed by MP our terms and conditions will be invoked.

All invoices are governed by our terms of business and must be honoured. Signature of MP timesheets and/or signature of the booking confirmation will act as confirmation to this agreement and will be used in a court of law should our invoices go unpaid.

Fees for engagement of temporary workers

The employment by a Client of a Temporary Worker introduced by MP for a definite or indefinite period, or the introduction of such Temporary Worker to another employer with a resulting employment, or if applicable the Temporary Worker has become incorporated under a Limited Company, Self Employed or Trust Staff Bank which is or will be invoicing the Client for services, shall result in the Client paying a transfer fee of 20% to MP of the annual commencement of the gross taxable remuneration payable by the Client to the Temporary Worker concerned.

This charge will also be levied should the Temporary Worker take a position with the Trust directly.

Where the amount of the annual commencing remuneration is not readily ascertainable, the transfer fee will be calculated as 1000 times the hourly charge at which the Client last engaged the Temporary Worker. This charge is subject to a 20% fee.

No refund of the introduction fee will be made in the event of the subsequent termination of this agreement, unless otherwise agreed at the time of invoice. Any charges are payable if the Temporary Worker takes up such employment within a six-month period from the last working day of the assignment.

Supervision

Whilst every effort is made to give satisfaction to the Client by ensuring reasonable standards of skill and reliability from Temporary Workers introduced, no liability will be accepted by MP for any losses, damage, delay, costs or compensation (which may be suffered by the Client or which the Client may become liable for) arising from the introduction of the Temporary Worker by MP. The Client agrees and undertakes to provide the necessary working materials and where possible the same facilities in terms of restaurant canteens, car parks and other amenities that may be available to the Client's own staff or any sub-contractors of similar standing.

Temporary Workers introduced by MP are engaged under contracts for services by MP but are deemed to be under the direction and control of the Client from the time the Temporary Worker reports to take up duties and for the duration of the assignment.

The Client agrees to be responsible for all acts, errors or omissions whether they be wilful, negligent or otherwise as if the Temporary Worker were on the payroll of the Client and the Client will in all respects comply with all statutes by law as codes of practice and legal requirements to which the Client's own staff including in particular the provision of adequate employers and public liability insurance cover of the Temporary Worker during all assignments.

The Client shall indemnify and keep indemnified MP arising against any cost claims liabilities incurred by MP arising out of the engagement of the Temporary Worker including but not limited to any legal costs on an indemnity basis. In the event that the Client is dissatisfied with the Temporary Worker, they shall, as soon as practicable notify the representative of MP that they have been dealing with to see whether or not the problem can be rectified. MP will take such steps as it deems appropriate to attempt to rectify or correct any such problems but reserves its right in such circumstances to withdraw the Temporary Worker from the assignment and will make such attempts as may be reasonable to find a suitable replacement Temporary Worker whereby no liability shall attach to MP in such circumstances.

In the event that these terms and conditions are not returned signed but the assignment goes ahead it is deemed that these terms and conditions are accepted in their entirety.