

### REPRESENTING NURSDOC/NURSING DIRECT

We are really excited to have you on board and we know you are looking forward to going out to your first shift. Before you do, please take some time to read about how we expect you to present yourself when arriving on shift:

### CARE HOMES/NURSING HOMES/HOSPITALS

- **YOU MUST WEAR A UNIFORM AT ALL TIMES – PLEASE SEE YOUR CLEARANCE CONFIRMATION FOR A LINK TO OBTAIN THIS IF YOU DON'T ALREADY HAVE ONE**
- **ID BADGE SHOULD BE WORN AT ALL TIMES**
- A plain white tunic is acceptable but it must be clean and presentable
- Ensure you have good personal hygiene
- Hair must be tidy and if necessary tied back
- Nails must be trimmed
- No jewellery should be worn
- Ladies should wear closed toe dark shoes
- Gentleman should wear smart black lace up shoes
- **NO TRAINERS**

### MENTAL HEALTH ESTABLISHMENTS

- **ID BADGE SHOULD BE WORN AT ALL TIMES**
- You must wear plain smart clothes, a loose blouse or t-shirt with a high neckline and dark trousers with a belt
- Ensure you have good personal hygiene
- Hair must be tidy and if necessary tied back
- Nails must be trimmed
- No jewellery should be worn
- Ladies should wear closed toe dark shoes
- Gentleman should wear smart black lace up shoes
- **NO TRAINERS**

### NURSE/CARE



### MENTAL HEALTH



**UNIFORM IS NON-REFUNDABLE ONCE ORDERED.**

## LATENESS/SICKNESS

**PLEASE ENSURE YOU ARRIVE 15 MINUTES EARLY TO ALL OF YOUR SHIFTS.**

If you need to cancel your placement, please call Nursdoc/Nursing Direct as soon as possible. Please ensure you give us as much notice as possible.

## SUBMITTING YOUR TIME SHEETS

### DO'S

- ✓ Write clearly
- ✓ Write in block capitals wherever possible
- ✓ Write your **Name and Client Name** on the top of the timesheet
- ✓ Use the 24 hour clock
- ✓ Ensure you put a **Start time, Finish time** and time taken for a break
- ✓ If you choose not to take a break then you must write "No Break" or "NB" in the space provided and ask the authoriser to initial and date this entry
- ✓ Quote the **Booking Reference Number** - this may be provided by your sales consultant or if not then please ask at your client's location
- ✓ Quote the **Ward** - You must use different timesheets for different wards
- ✓ Quote your Rate **Band** this can be obtained from your sales consultant
- ✓ Ensure that you have signed your timesheet
- ✓ Ensure that your timesheet has been signed by the **most senior person** on shift at the client's location
- ✓ Retain a copy of the timesheet for your records in case there are any issues in the future which we need to come back to you on

### DON'TS

- ✗ Send more than one copy of your timesheet
- ✗ Fax your timesheet
- ✗ Quote more than one ward on your timesheet
- ✗ Quote different week ending shifts on the same timesheet
- ✗ Submit your timesheet more than 4 weeks in arrears

### TIMESHEET SUBMISSIONS

You must send your timesheets by email to **timesheets@nursdoc.com** by Monday 12pm every week to be paid on Friday.

If you have worked with **Bupa** you must submit your timesheet by 9pm every Friday