NURSDOC

TIMESHEET

Timesheets can be emailed to **timesheets@nursdoc.com** or posted to us. They must reach us by **Monday 12pm** to be paid that week.

For internal use only

SECTION 1: Please write in BLOCK CAPITALS

YOUR NAME:		**TIMESHEET:**	
CLIENT NAME:			
GRADE:			

SECTION 2: TIMESHEET (use the 24hr clock)

	DATE:	ORDINARY TIME (Hrs/Mins)				On Call Time (Hrs/Mins)				WARD / UNIT / VISITS (If applicable)	ADMIN / REFERENCE	CLIENT SHIFT APPRAISAL
		START	BREAK	FINISH	TOTAL HRS Excl. Breaks	START	BREAK	FINISH	TOTAL HRS Excl. Breaks			
MONDAY												1 2 3 4 5
TUESDAY												1 2 3 4 5
WEDNESDAY												1 2 3 4 5
THURSDAY												1 2 3 4 5
FRIDAY												1 2 3 4 5
SATURDAY												1 2 3 4 5
SUNDAY												1 2 3 4 5
				TOTAL HRS Excl. breaks				**TOTAL HRS** Excl. breaks				

AGREED EXPENSES: (Please attach a receipt for all expenses). **NOTE TO CANDIDATE:** Please can you ensure that you ask the authorising signatory to complete the shift appraisal. Please circle as applicable: 1 = Unsatisfactory 2 = Poor 3 = Satisfactory 4 = Good 5 = Excellent

SECTION 3: AUTHORISATION

Nurse / Doctor / Carer

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 this disclosure of information from this form to and by any Nursdoc authorised body for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud. I can confirm that induction and orientation training and fire safety has been provided by the client. By signing this, you agree to Nursdoc's candidate terms & conditions that can be found on our website at **www.nursdoc.com**

NAME:		**SIGNATURE:**	
SPECIALITY / POSITION:		**DATE:**	

Authorised by: (Senior member of staff)

I am an authorised signatory of the above named client. I am signing to confirm that the Job Profile Title and Band of Agency Worker and the hours/shift 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 to prosecution and civil recovery proceedings. I consent to the disclosure of the information from this form to and by any Nursdoc authorised body for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud. I understand and agree to Nursdoc's current terms of business. www.nursdoc.com/terms . A standard introductory fee will be charged if the Nurse/Doctor/Carer is taken on full time or engaged through a different agency. **Note to client:** Please can you ensure that you appraise the performance of the candidate using the client shift appraisal above.

NAME:		**SIGNATURE:**	
POSITION:		**DATE:**	