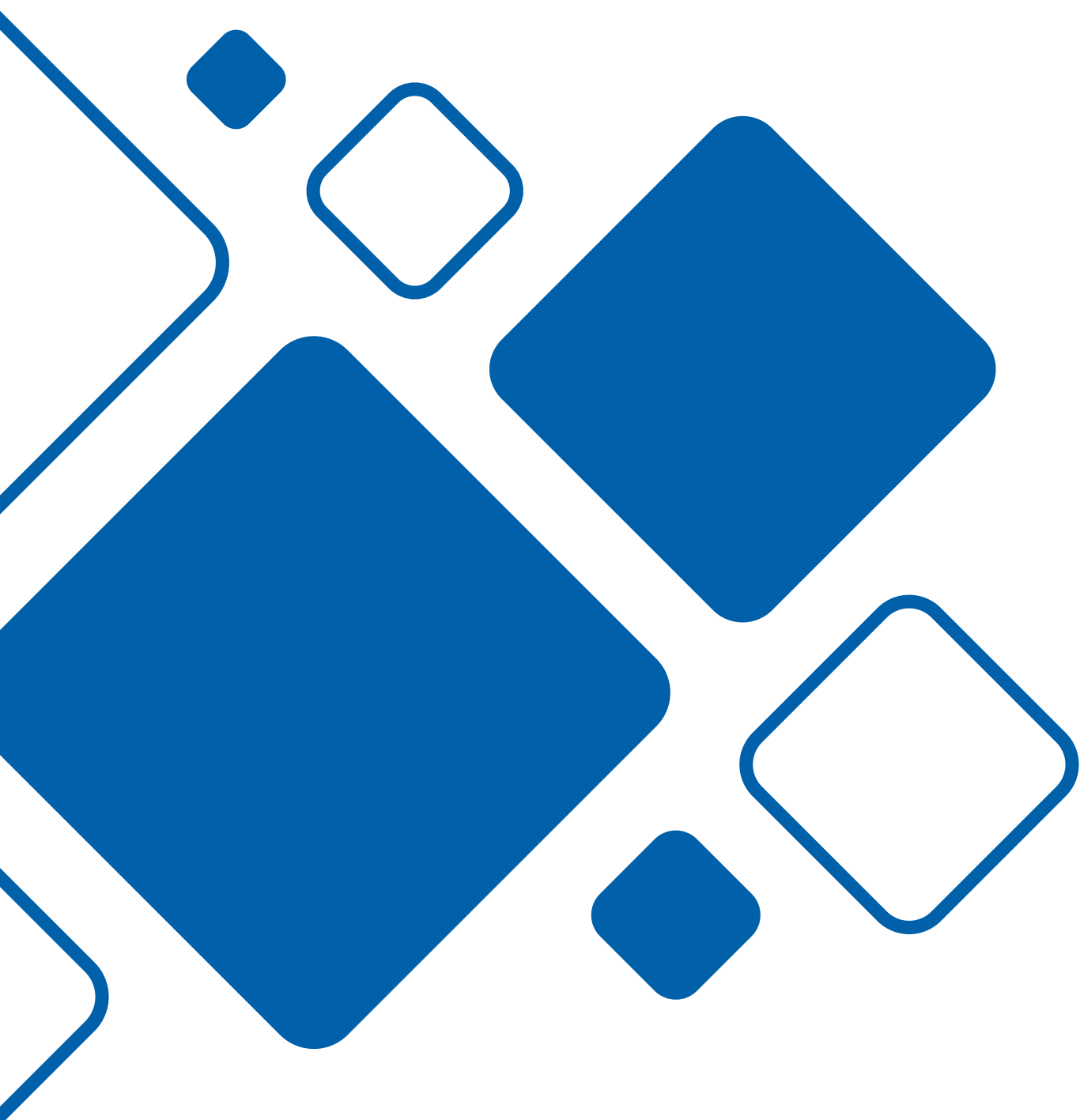


# NURSDOC

POLICY NUMBER: **27**

POLICY TITLE: **REASONS FOR EXCLUSION FROM OUR REGISTER AND GRIEVANCE PROCEDURE**  
WHO MUST ABIDE BY THIS POLICY? **ALL TEMPORARY WORKERS**



# REASONS FOR EXCLUSION FROM OUR REGISTER AND GRIEVANCE PROCEDURE

## THE PURPOSE OF THIS POLICY

It is the policy of Nursdoc to ensure that all temporary workers are treated fairly and are kept informed of issues that our clients may have concerning their work performance, attendance or conduct.

It is the policy of Nursdoc to obtain full details in writing on all concerns that our clients may have and to provide these written statements to our agency workers in order that they can answer all allegations.

We aim at all times to:

- Assist to correct unacceptable conduct or performance
- Place exclusions at individual clients, only at the direct request of the client
- Be fair to our agency workers and assist them to prepare their defence.
- To assist to provide corrective training where applicable.

Nursdoc in the event of allegations of abuse, sexual assault or other serious issue is obliged legally to notify governing bodies such as the CQC, The Regulation and Quality Improvement Authority, The Care Commission and the NMC as well as the police. Allegations may result in Nursdoc having an obligation to make a preliminary referral in such cases to the Secretary of State for inclusion on the POVA/POCA registers. In such circumstances it is usual to exclude you/place you on hold from our live registers whilst the investigation is in progress.

### Compliance

If your compliance is not renewed in accordance with the requirements laid down by the Nursdoc, you will be prevented from working.

### Grievances

If you feel that at anytime your issues have not been dealt with fairly or you would like to inform us of anything that you are not happy about you have the right to refer the matter to the Management team.

### Email addresses are:

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robert@nursdoc.com

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