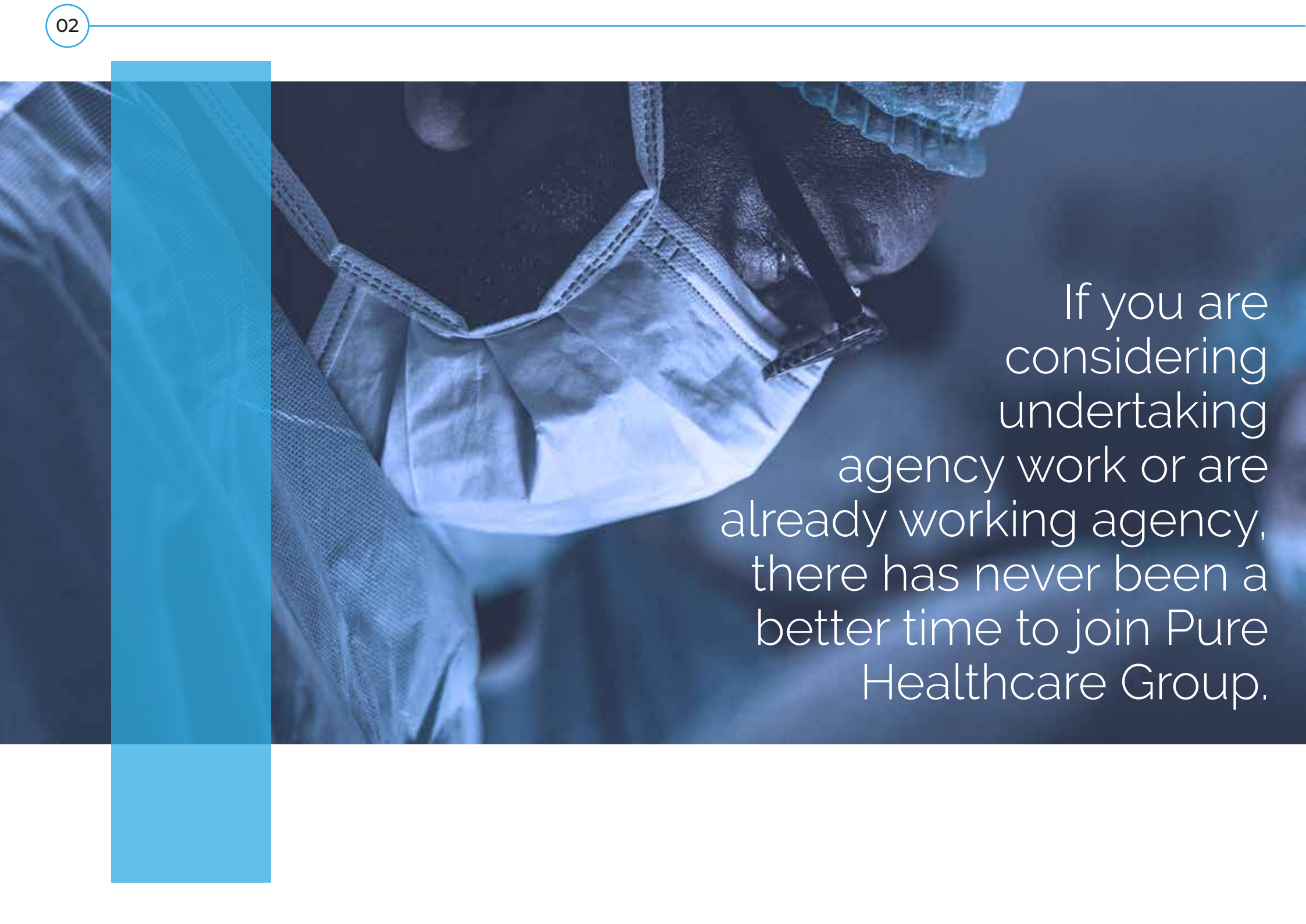


pure 
healthcare group

020 3633 9753
purehealthcare.co.uk
info@purehealthcare.co.uk



If you are considering undertaking agency work or are already working agency, there has never been a better time to join Pure Healthcare Group.

WHY JOIN PURE HEALTHCARE GROUP?



Are you a healthcare professional looking for wider and better options with more flexibility? Do you want to work in a cutting-edge environment, alongside the best in the industry, be treated with respect and given the best support? If so, Pure Healthcare Group is ready to help you develop and advance your career in the medical profession.

Our management team has over 25 years of healthcare industry experience, so we know what it takes to guarantee the best service for our agency staff. We are well established and have a profound understanding of the industry and can promise highly competitive rates of pay. We also have extensive partnerships and contacts across the medical profession, giving us the ability to offer an enviable range of positions for our agency staff.

This breadth of industry knowledge and wide range of contacts mean that we do our very best to ensure that our agency staff are employed in facilities that are conveniently located, in posts which offer competitive agency pay, and which present the real possibility for career development.

With clients throughout the UK in the NHS and private hospital groups, we offer our staff a wealth of opportunities nationwide for short-, medium- and long-term employment.

As part of our commitment to partner with clients and staff alike, we take great care to nurture close relationships. When you work with Pure Healthcare Group, you are a valued member of our team and our clients' team.

Service Knowledge Partnerships

Thanks to our rock-solid finances, we guarantee that our staff are paid promptly each week, without fail. We also provide support to candidates who wish to work as limited company contractors (private clients only) in order to maximise their take-home pay. In addition, we assist our candidates wanting to use umbrella company services for their agency earnings, helping to ensure FCSA compliancy.

AGENCY WORK

Working with Pure Healthcare Group can allow healthcare professionals to establish a better work-life balance, because it offers greater freedom and flexibility within your work timetable. We understand that many of our staff have all kinds of important commitments that can create difficulties in working traditional office hours. However, given our extensive and diverse client base, we are very well positioned to cater to just about any scheduling scenario that may arise.

What's more, for those who prefer more variety in their working life, agency work presents the opportunity to experience different working environments. The chance of meeting new people and having fresh experiences is undeniably enhanced by a career with Pure Healthcare Group.

Thanks to our strong financing, we offer our staff very competitive pay rates. We also make the effort to get to know our people personally. This is essential in ensuring that everyone feels part of our team, as well as helping us to identify and place candidates in the role that best suits their particular skills, immediate needs and long-term career goals.



WELCOME TO OUR TEAM



This booklet outlines the procedures, working practices and some of the benefits of working through Pure Healthcare Group.

Statement of Purpose

Pure Healthcare Group was established in January 2020 with the aim of providing hospitals, clinics and laboratories (both private and public sector) with financially viable short-, medium- and long-term staffing solutions in nursing and biomedical science.

One of the fundamental tenets of Pure Healthcare Group is to achieve success through co-operative relationships with our staff, by seeking out, creating, and nurturing long-term partnerships with our clients. We also constantly strive to provide our candidates with competitive pay and the highest levels of support.

This approach allows us to engage and provide our clients with the highest quality staff, who themselves are equipped with the skills and are fully motivated to provide the highest standards of service and reliability.

Initially, Pure Healthcare Group focused on providing staff for biomedical science and theatre nursing/ODP staff. The group has now expanded services to include ward/ITU/ICU/HDU and A&E nurses, as well as laboratory medical assistants and managers. In addition to this, we also engage and provide administrative staff and staff for other healthcare-specific professions, meaning we can offer our clients the broadest possible range of staffing solutions.

WELCOME TO OUR TEAM

Equal Opportunities Employer

Pure Healthcare Group is an equal opportunities employer. We have a policy of ensuring that all employees, contractors and candidates do not receive less favourable treatment on the grounds of race, religion, creed, colour, age, nationality, gender, sexual orientation, marital or family status, or disabilities which have no bearing on their ability to perform the role for which they are applying.



Working for Pure Healthcare

The standard terms and conditions for working as a member of our agency staff team are included later in this booklet. The basic doctrine is to work as a part of a team. Head office staff will work hard to organise the best possible bookings for you and to ensure that you are paid correctly, on time and in the most tax-efficient way. In return we expect you to honour bookings made for you, to arrive promptly for work suitably dressed for the task and to act in a professional manner and to the best of your ability when on an assignment.

Pay

You can work for Pure Healthcare as a limited company contractor (for private sector clients only, as per current IR35 legislation, correct at time of print), or via an umbrella company. Payments are made weekly and funds are transferred using electronic methods that ensure that you receive your money quickly and on time.



**We offer a
lucrative
bonus
scheme**
when you
refer others
to join Pure
Healthcare
Group*

Pay Rates

Pay rates vary between specialisations, grade, the nature of the assignment and client type. Therefore pay rates will be clearly identified by the agency and agreed with you prior to the commencement of any engagement.

*an uncapped referral bonus of £250 payable per candidate once they have worked 100 hours



COMPLIANCE PROCEDURE

We have introduced a new eco-friendly, state of the art, automatic registration process. This allows the whole registration process to be completed online making it much quicker and easier for you to register with our agency.

In accordance with the National Compliance Regulations and Requirements, all candidates wanting to join and/or work through our agency will need to follow the compliance procedure and supply the correct compliance documentation. These documents can be uploaded straight to the online portal at registration.

- CV (dated back to the age of 18 to current in mm/yyyy format)
- Right to Work Documentation (Passport, Visa, Biometric Card, Home Office Letter)
- Enhanced/Standard DBS Certificate registered to the Update Service (Level of disclosure is dependent on your profession)
- Two proofs of your current address, dated within the last 3 months
- Professional Qualifications (Relevant to your profession)
- Clinical References (minimum of two references to cover 3 years of employment)
- Proof of National Insurance Number
- Fitness to Work - Evidence of immunity to MMR, TB, Hepatitis B, Varicella (Hepatitis B Surface Antigen, HIV, Hepatitis C – Dependent on your profession)
- Most recent Mandatory & Statutory Training Certificates
- Professional Indemnity Insurance
- Certificate of Incorporation (if you are being paid via Limited Company)
- Recent passport sized photograph (needed for ID Badges)
- Proof of Bank Details



**We constantly
strive to
provide our
candidates with
competitive pay
and the highest
levels of support.**

COMPLIANCE PROCEDURE TRAINING

The following CSTF mandatory training and e-learning courses are needed as part of the compliance requirements. The candidate will need to supply the certificates if they have attended such courses during the past 12 months. (If not, training will be arranged between the candidate and Pure Healthcare Group at registration)

Mandatory Training

- CSTF Infection Prevention & Control (Levels 1 and 2)
- CSTF Information Governance (Inclusive of Counter Fraud)
- CSTF Fire Safety
- CSTF NHS Conflict Resolution (Inclusive of Complaints Handling + Lone Working)
- CSTF Safeguarding Adults (Inclusive of Mental Health & Mental Capacity)
- CSTF Moving & Handling (Level 1 and 2)
- CSTF Resuscitation Level 1 (Inclusive of Anaphylaxis)
- CSTF Resuscitation - Level 2 - Adult Basic Life Support
- CSTF Resuscitation - Level 3 - Adult Immediate Life Support

E-learning Modules

Required every three years

- CSTF Health, Safety & Welfare
- CSTF Equality, Diversity & Human Rights
- CSTF Safeguarding Children Level 1 & 2
- CSTF Preventing Radicalisation

Role dependant - frequency varies

- HSG Blood Component Transfusion
- CSTF Safeguarding Children Level 3
- HSG Food Hygiene
- HSG Medication Awareness
- HSG Physical Restraint Awareness
- CSTF Safeguarding Adults Level 3

HSG Clinical Skills

Role dependant

- Your Healthcare Career
- Duty of Care
- Privacy & Dignity
- Person Centred Care
- Communication
- Consent
- Fluids & Nutrition
- Dementia Awareness



We are committed to a programme of annual training for all staff.



INDUCTION

PT. 1

On joining Pure Healthcare Group you will be supplied with our Handbook. We will ensure that you are inducted into all relevant policies contained in this handbook.

An induction will be carried out by staff at the hospital in accordance with the internal requirements of their trust/hospital. Where the trust/hospital has provided Pure Healthcare Group with copies of their relevant policies and procedures we will ensure that these are available to review before attendance at the hospital.

If these policies and procedures are not provided in advance, it is the locum's responsibility to ensure that they ask to see them on first arrival at each trust or during their trust induction.

The policies listed below are of particular importance, though this is not an exhaustive list.

- Fire procedures
- Manual handling
- Crash call mechanisms
- Hot spots policies
- Violent episodes policies
- Computer access policies
- Security policies

Trust/hospital policies must be adhered to at all times. It is incumbent upon individuals to be aware of their professional limitations and to make these known to a more senior clinician within the trust/hospital.

At Pure Healthcare Group we are committed to ensuring that all staff undertake initial induction at each new hospital at which they are to work in for the first time.

INDUCTION

PT. 2

Performance Appraisal

We also run an ongoing review programme that is intended to assist staff in maintaining high standards and ensure career development. We will arrange for you to have annual performance reviews with a senior professional. This is your opportunity to review your practice, receive feedback and update your portfolio.

ID Badge

Once you are registered you will be issued with a photo ID badge which also carries your name and professional registration number. This should be worn at all times when working on behalf of Pure Healthcare Group unless you are instructed not to do so for infection control reasons by the client on site.

Uniform and Dress Code

Your appearance and dress code reflect on the image of our organisation and the other professionals who work through Pure Healthcare Group. Health and safety and infection control requirements should also be considered in relation to your dress code, in particular to your footwear.

In theatres you will be required to wear theatre overalls, often provided by the trust/hospital. You will probably own your own theatre shoes, which must conform to theatre safety requirements. Some trusts may have a small supply of spare shoes for emergencies.

You should never wear your theatre overalls outside of the clinical environment and should therefore always change into outdoor clothes at the end of each shift.

For ward nurses we have a uniform supplier and can provide you with the relevant Pure Healthcare Group tunic/uniform. Your first uniform will be free of charge; any replacements will incur a charge.



COMPLAINTS & PROCEDURES

Pure Healthcare Group actively seeks opinions and comments from clients and locums with regard to all aspects of the service provided. If you have a complaint or comment please contact the Pure Healthcare Group office on 020 3633 9753.

All complaints from locums or clients will be treated with priority and will be handled in accordance with our complaints policy. All complaints are thoroughly investigated by our managing director. Actions taken and the results of investigations are provided in writing to the complainant within 15 working days, unless the nature of the complaint is such that investigation takes longer. For minor complaints we will endeavour to provide a resolution immediately or to agree a course of action immediately to resolve the complaint. As a maximum, we will resolve such complaints within 24 working hours.

All written complaints will be acknowledged within three working days. We will investigate and provide a written report to the complainant within 15 working days.

Records will be kept of all complaints and resultant actions.

Evidence of any misconduct will be provided to the appropriate regulatory body for the member of staff who is found to have acted inappropriately.

Allegations of Abuse

Any member of staff experiencing or witnessing any instances of abuse by another member of staff or a client's staff should report this to their client's line manager and a member of the management team at Pure Healthcare Group, verbally initially, and then in writing.

Any such allegations will be investigated and appropriate action will be taken to report the findings to the appropriate parties. Where a member of Pure Healthcare Group's staff is the subject of abuse, they will be offered advice and support. Where a member of staff is accused of abuse, the matter will be handled in accordance with the disciplinary procedures outlined below.

Disciplinary Procedures

In the event of a locum being reported to have acted inappropriately, in contravention of any accepted procedures or client instructions or where they are being accused of any form of malpractice or unacceptable behaviour, the circumstances will be investigated by a member of the Pure Healthcare Group management team.

Where necessary, Pure Healthcare Group will engage the services of an independent senior health professional to provide advice on individual cases. The conclusions of the investigation will be made known to the locum and party making the accusation/reporting the incident.

Thereafter, action will be taken as deemed appropriate, which may include one or a combination of the following:

- No further action
- A written warning
- Removal from an assignment
- Termination of registration with the agency
- Further reporting of the incident to other authorities, such as the NMC or the HCPC

RECORD KEEPING

Record-keeping remains an essential and integral part of the process of healthcare and of clinical risk management

The purpose of records created and maintained by professionals is to provide:

- Accurate, current, comprehensive and concise information concerning the condition and care of the patient or client and associated observations
- A record of any problems that arise and action taken in response to them
- Evidence of assessed need and intervention by the professional practitioner and the outcome of this intervention
- A record of the chronology of events and reasons for any decisions made
- A baseline record against which improvement or deterioration of an individual's condition may be judged

Effective record-keeping is a means of:

- Communicating with others and describing what has been observed or done in identifying the discreet role played
- Organising communication and dissemination of information among the members of the team
- Demonstrating the properly considered decisions relating to any given situation

It is each individual locum's responsibility to ensure all records are maintained to a high standard in accordance with guidelines issued by relevant professional bodies.



RECORD KEEPING

To be effective, record-keeping should be:

- **Accurate** – in that the record identifies all factors that may place the individual at risk or affect their standard of care
- **Comprehensive** – in that the record provides an assessment of need with clear action plans, evaluation dates and expected outcomes
- **Contemporaneous** – which is defined as 'as soon as possible after contact and within the same working day'. All entries must be dated
- **Legible** – records should be written in a style that allows them to be easily read and in terms that can be understood by the person about whom the record has been made. The use of any kind of correction fluid is not permitted. All clinical records must be written in black ink
- **Relevant and signed** – records should be relevant to the treatment of persons about whom the record has been made and clearly signed and dated by the person responsible for giving the treatment, care, etc.

Essential elements include the following:

- All records should be kept on the trust's/client's authorised stationery
- The name of the person about whom the record is made should appear along with any relevant reference numbers on each page
- A clear and logical format should be used
- Judgemental or inferential statements should not be recorded
- All entries must be signed with a signature, not initials
- A block-capital version should appear with all signatures
- Information recorded cannot be changed by obliteration. A single line should be drawn through the error and it should be dated and initialled. This includes work diaries, work books and clinic books
- Records that have been written up contemporaneously cannot later be torn up or discarded
- No record is equivalent to no contact, as the activity cannot be corroborated
- Abbreviations will only be used when a key to the precise meaning is provided on the record

Record-keeping should be seen as an integral part of the delivery of services to the client and should not be viewed as an arduous task or optional extra. All items inserted in the healthcare records must be within the binding system and in chronological order. There should be no loose papers of any description. No line spaces should be left between entries in the records.

ADMINISTRATION OF MEDICINE

All locums must ensure that the administration of medication by qualified staff shall be in accordance with the NMC and the HCPC standards and guidance and with local trust policies. Each locum must establish the local trust policies with their direct supervisor at the start of any assignment.

When administering any medicines, assisting with administration or overseeing any self-administration of medicines, the locum will exercise professional judgement and apply knowledge and skill to the situation that pertains at the time.

This means that the locum will be satisfied that he/she:

- Has understanding of the substance used for therapeutic purpose
- Is able to justify any actions taken
- Is prepared to be accountable for the actions taken

Acting in the interests of the patients, the locum will:

- Be certain of the identity of the patient to whom the medicine is to be administered
- Ensure that he/she is aware of the patient's current assessment and planned programme of care
- Pay due regard to the environment in which that care is being given
- Scrutinise carefully, in the interests of safety, the prescription (where available) and the information provided on the relevant containers
- Question the medical practitioner or pharmacist, as appropriate, if the prescription or container information is illegible, unclear, ambiguous or incomplete or where it is believed that the dosage or route of administration falls outside the product licence for the particular substance and, where believed necessary, refuse to administer the prescribed substance
- Refuse to prepare substances for injection in advance of their immediate use and refuse to administer a medicine not placed in a container or drawn into a syringe by locum themselves, in their presence or prepared by a pharmacist
- Draw the attention of the patient, as appropriate, to patient information leaflets concerning the prescribed medicines
- Check the expiry date of any medicine
- Carefully consider the dosage, method of administration, route and timing of administration in the context of the condition of the specific patient at the operative time

...continued opposite



ADMINISTRATION OF MEDICINE

Acting in the interests of patients continued...

- Carefully consider whether any of the prescribed medicines will or may dangerously interact with each other
- Determine whether it is necessary or advisable to withhold the medicine pending consultation with the prescribing medical practitioner, the pharmacist or a fellow professional colleague
- Contact the prescriber without delay where contraindications to the administration of any prescribed medicine are observed, first taking the advice of the pharmacist where considered appropriate
- Make clear, accurate and contemporaneous records of the administration of all medicines administered or deliberately withheld, ensuring that any written entries and the signature are clear and legible
- Ensure that they seek appropriate informed consent from the patient prior to administration. Where a medicine is refused by the patient, or the patient refuses to administer or to allow administration of that medicine, the locum should make a clear and accurate record of the fact without delay
- Consider whether the refusal of that medicine compromises the patient's condition or the effect of other medicines, assess the situation and contact the prescriber
- Use the opportunity which the administration of medicines provides for emphasising to patients and their carers the importance and implications of the prescribed treatment and for enhancing their understanding of its effects and side effects
- Record the positive and negative effects of the medicine and make them known to the prescribing medical practitioner and the pharmacist
- Take all possible steps to ensure that replaced prescription entries are correctly deleted to avoid duplication of medication

In respect of the administration of intravenous drugs by locums, most trusts will require individuals to undergo local training before administration of such drugs can be undertaken. As with all other situations, the locum must be aware of the local trust policies regarding such activity and must be satisfied with their competence and mindful of their accountability.

If a locum makes an error in the administration of medication, it is imperative that they report the error to their direct supervisor as quickly as possible. The professional bodies make a distinction between reckless practice and concealment of errors as opposed to honest, immediate disclosure of errors which were the result of pressure of work. The latter situation shows a clear consideration for the patient's interests.



CONFIDENTIALITY

The Caldicott Protocols form the Department of Health's guidance on 'The Protection and Use of Patient Information'. These protocols have been agreed nationally and must be adhered to by all health professionals and others with access to patient information. They consist of the following principles:

- Justify purpose(s) – individuals, departments and organisations must justify the purpose(s) for which information is required
- Don't use patient-identifiable information unless it is absolutely necessary
- Use the minimum necessary patient-identifiable information
- Where use of patient-identifiable information is considered essential, each individual item of information should be considered and justified so that the minimum amount of identifiable information is transferred or accessible as necessary for each given function to be carried out
- Access to patient-identifiable information should be on a strictly need-to-know basis. Only those individuals who need access to patient-identifiable information should have access to it and they should only have access to the information items that they need to see
- Everyone with patient-identifiable information should be aware of their responsibilities, and should understand and comply with the law
- Every use of patient-identifiable information must be lawful

Personal information disclosed to you during the course of your work is to be treated as confidential and should only be disclosed with the consent of the person concerned, unless an emergency makes it impossible to obtain their consent.

You may only disclose information to those with direct need for the information from a clinical viewpoint. Relatives, neighbours and family friends are not necessarily entitled to receive confidential information.

DO NOT leave patient documentation in a place where an unauthorised person could gain access to it.

DO NOT discuss your patients in a public place.

ALWAYS adhere to the NMC's and HCPC's codes of conduct in relation to confidentiality.



HEALTH & SAFETY

You are under a duty to ensure your own health and safety and that of those who may be affected by your acts or omission thereof. You should therefore immediately inform your direct line manager at each assignment of any work situation where it is considered that the training or instruction received either directly by you or a colleague could represent a serious and imminent danger to health and safety. You should also immediately inform your direct line manager of any matter where it is considered that the training or instruction received by you or a colleague could present a failure in protection arrangements for health and safety, even where no immediate danger exists.

You must ensure that you adhere to the trust's policies and procedures, including but not limited to:

- Health and safety
- Fire safety
- Moving and handling

You must comply with any health and safety measures implemented by the trust in respect of personnel and other persons working at its premises.

Fire Safety

At all new assignments, ensure that you familiarise yourself with the local fire safety procedures.

Remember, fire spreads very quickly, but it is the smoke from the fire that most often kills. If you see or suspect a fire, act immediately. Do not open any door where you suspect a fire to be burning on the other side. Activate the fire alarm.

Leave the premises and assist patients to leave the premises in a calm manner. Ensure that everyone follows the local fire drill and leaves the building, congregating in the designated areas. Check that everyone you know of has left the building. If you suspect someone may have been trapped inside inform the fire officers. Do not return to the building until advised that it is safe to do so by the fire brigade.

COSHH

(Control of Substances Hazardous to Health)

Always familiarise yourself with the local policies in each placement you attend. The general principles of COSHH are:

- When handling hazardous substances you must always wear gloves and aprons. Where necessary you may also require a mask and eye covers
- Store hazardous substances in a safe place out of the reach of children or patients, who may be in a confused state
- If you have come into physical contact with a hazardous substance, rinse under water and seek medical assistance
- If you splash a hazardous substance in your eye, immediately rinse with clean running water for at least five to ten minutes and seek medical attention without delay
- If you swallow a hazardous substance do not induce vomiting. Seek medical advice immediately

HEALTH & SAFETY

RIDDOR

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

These regulations require the reporting of certain events which arise out of, or in connection with work, to the Health and Safety Executive. Failure to comply can result in fines or injunctions and the prosecution of individuals as well as of the trust/client.

Reporting must occur where:

- Any locum or member of the public dies as a result of an accident arising out of, or in connection with work
- Any person at work suffers a major injury as a result of an accident (including an act of physical violence) arising out of, or in connection with work
- Any person not at work suffers an injury as a result of an accident arising out of, or in connection with work and that person is taken from the site of the accident to a hospital for treatment in respect of that injury

- Any person not at work suffers a major injury as a result of an accident arising out of or in connection with work at a hospital, or a person at work is incapacitated for work of a kind which they might reasonably be expected to do under their contract of employment. If there is no such contract, in the normal course of their work, for more than three consecutive days (excluding the day of the accident, but including any days which would not have been working days) because of an injury resulting from an accident arising out of or in connection with work

Reporting must also occur when there is a dangerous incident, such as:

- The collapse of, the overturning of, or the failure of any load-bearing equipment
- The failure of any closed vessel (including a boiler or boiler tube) or of any associated pipework in which the internal pressure was above or below atmospheric pressure, where the failure has the potential to cause the death of any person

- Any unintentional incident in which plant or equipment either comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or causes an electrical discharge from such an electric line by coming into close proximity to it
- Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours or which has the potential to cause the death of any person
- Any accident or incident which resulted or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness
- Any incident in which the malfunction of equipment used in fixed or mobile industrial radiography or gamma irradiation causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period
- The complete or partial collapse of scaffolding
- Any unintended collapse or partial collapse of any building or structure

TERMS & CONDITIONS

Employment and Contracting

The relationship between the locum and Pure Healthcare Group constitutes a contract of service and in no way does it give rise to, nor should it be considered, a contract of employment. A copy of these terms should be retained by the locum for future reference. No variation to these terms will be accepted unless provided in writing by a director of Pure Healthcare Group.

Assignments

Pure Healthcare Group will endeavour to find assignments that are suitable for the locum based on their skills, qualifications and experience as outlined by the locum within their registration form and documentation. Where possible, assignments will be located in accordance with the geographic preferences of the locum, although the locum shall not be obliged to accept any assignment.

Assignments may be offered at short notice, although as much notice as possible will be provided. Details provided regarding a booking will be as accurate as possible based on information provided by the client. However, the information provided is a guideline only and Pure Healthcare Group accepts no liability for inaccuracy of a booking or booking cancellations, and neither this nor failure to locate suitable assignments shall give rise to any liability on the part of Pure Healthcare Group.

Clients may from time to time cancel assignments at short notice. Where this is the case, Pure Healthcare Group accepts no liability for any inconvenience or loss incurred. Furthermore, the locum may not without prior consent from Pure Healthcare Group make any claims or representation directly to or against the client in this respect.

Records of Hours Worked

At the end of each week of an assignment, or earlier should the assignment be for a shorter period, the locum must complete a company timesheet with details of the hours worked. This timesheet must be signed by an authorised representative of the client in the appropriate box and in the expenses claims box where expenses are being claimed by the locum. Once signed, the locum must ensure that the timesheet reaches Pure Healthcare Group head office no later than midday (12 noon) of the Monday following the week worked. Failure to do so may result in delay in payment.

It is recommended that the locum emails their timesheet to timesheets@purehealthcaregroup.co.uk or post the timesheet if they are unable to email it. (Posting may also lead to delayed payment.) Failure to submit a timesheet at all may lead to payment being withheld. Travel time, breaks and meal breaks should not be included in time worked.

Payments

The locum will be paid at the agreed rate for each hour worked by the locum in accordance with a duly authorised timesheet. These payments will be paid gross, either to the candidate's limited company or to their umbrella company, which will then make their own tax, NI and other fee deductions. Pure Healthcare Group is not liable to comment or contribute any information on behalf of an umbrella company, and any discrepancies or enquiries regarding a candidate's pay (including tax, NI and other deductions) should be taken up with them directly.

Non-circumvention

Once booked to work for a client by Pure Healthcare Group, the locum undertakes not to accept any further work, assignments or posts with the client, either directly or indirectly, other than through Pure Healthcare Group. Furthermore, the locum agrees not to accept or undertake assignments, work or posts with the clients through any other agency or organisation for a period of six months from the date of the last booking via Pure Healthcare Group.

Should the locum be offered work, assignments or posts by the client, they will notify Pure Healthcare Group immediately.

General Conduct

The locum agrees not to engage in any conduct detrimental to the interests of either the client or Pure Healthcare Group and always to adhere to all relevant policies and procedure belonging to either the client or Pure Healthcare Group. The locum will also work at all times within the bounds of their professional code of conduct as laid down by their professional regulatory body (HCPC or NMC).

TERMS & CONDITIONS

Obligations of the Locum Bookings

The locum agrees to work for Pure Healthcare Group as a sub-contractor and to provide such services to clients as required from time to time. Before accepting a booking, the locum must ensure that they are confident that they can attend the assignment and that they are clinically capable to fulfil the stated requirements of the assignment in terms of the work that is required to be carried out.

The locum agrees that once a booking is offered and accepted, the locum will attend the assignment promptly and will carry out their work for the full term of the booking or until otherwise directed by the client.

Furthermore, the locum will ensure that if they are in any doubt once attending a booking about their ability to fulfil the needs of the client, whether for professional, attendance or any other reason, that they inform the client and Pure Healthcare Group immediately and prior to carrying out any form of work in which they are not confident of their ability. If the locum fails to attend or complete an assignment once accepted, they agree to indemnify Pure Healthcare Group against any and all losses that Pure Healthcare Group may incur as a result, including all legal costs that may be incurred in pursuing any claim against the locum.

In addition, the locum undertakes to provide services in a professional manner, with reasonable care and skill and to the best of their abilities. The locum also agrees to observe throughout the term of any bookings the reasonable directions of client (including directions as to hours of work and standards and type of dress).

Provision of Information

The locum undertakes to ensure that they provide all relevant identification and documentation as required within Pure Healthcare Group's prevailing registration procedures, including professional qualification certificates, immunisation certificates and proof of professional association registration. Furthermore, they confirm that all information provided is accurate and true. The locum will inform Pure Healthcare Group of any changes in their health, professional status, circumstances or information provided that might have an affect on their ability or suitability to undertake assignments, including illness, injury or pregnancy. The locum will also provide the names and addresses of two professional referees to whom Pure Healthcare Group will write to request references on the locum. The locum will also provide all information, assistance and information necessary to check the criminal record of the locum.

Costs and Charges

Accommodation charges, meals, telephone services and travel expenses are the responsibility of the locum and will be settled directly by the locum, unless agreed beforehand by an authorised representative of Pure Healthcare Group. All travel expenses must be approved separately on timesheets by the clients unless Pure Healthcare Group has agreed in writing to pay them.

The locum agrees that Pure Healthcare Group may deduct any amounts due directly from payments due to the locum for work done where appropriate, however incurred or arising. The locum will not discuss expenses or any other financial arrangements with the client.

Liability

Pure Healthcare Group accepts no responsibility for any personal injury or damage sustained by the locum whilst on the premises or property of any client, whilst acting on the instructions of any client, or whilst travelling to or from the premises of any client. Take pride in the work that you do as a member of Pure Healthcare Group locum staff and remember, you share in the success of the company – that's what makes Pure Healthcare Group the agency to be a part of.

Review of Policies and Procedures

Pure Healthcare Group undertakes to ensure that all policies and procedures are reviewed at least annually and to employ the knowledge and skills of appropriately qualified and experienced professionals to assist in this process. From time to time, Pure Healthcare Group will issue updates to these policies and procedures to each locum.



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