



## STAFF NEWSLETTER

### FINANCE

#### Timesheet Submission times:

**ALL Timesheet must be submitted by 10am each Monday morning.**

**Please ensure your timesheets are submitted each Monday no later than 10am failure to adhere to this time frame will result in your timesheets not being processed until the following week**

**Your pay day will be every Friday.**

**Payroll Queries:** please contact the office on 01925 899 405 between Wednesday to Friday 9.00am – 4.30pm.

Staff registered as Limited Companies please ensure you also submit your invoice as failure to provide an invoice will delay your payment.

### PORTABLE DBS CERTIFICATES

All staff renewing or applying for a DBS certificate can now apply for a portable DBS certificate which enables you to take your DBS certificate from job to job. Once in receipt of your DBS certificate, you must register for the portable version yourself online within 14 days of the certificate being issued at a cost of £13.00

### ID BADGES

Must be worn and visible at all times and at all sites. Please check they are in date, if not, you must contact the office immediately where a new one will be provided.

### CONTACT

#### Office Hours

Monday-Friday 09.00 – 5.00pm pm 01925 899 405

**OUT OF HOURS** 5.00pm – 09.00am 01925 899 405

### ANNUAL MEDICATION ASSESSMENTS

All Nurses must complete an annual medication assessment and return the completed document to the office within a month of issue. If you complete an assessment with another provider you should provide evidence of this.

### DRESS CODE

Where a uniform is provided this must be worn at all times unless instructed otherwise.

Clothing must be smart, clean and in good repair. Clothing needs to meet the practical demands of the duties that are carried out.

**JEANS, TRACKSUIT BOTTOMS AND TRAINERS MUST NOT BE WORN ON ANY SHIFT PATTERN.**

### TRAINING

All staff are required to attend and complete mandatory training courses which are offered.

You need to keep your training up to date as it's important for your development and will enable you to keep working, training letters will be sent out 4 weeks in advance of your training date.

### SECURITY FOR SECURE UNITS

Please ensure you do not take banned items onto the wards with you. Lockers are provided. If you are unsure what the banned items are please look at the list which is on display in all reception areas of secure services.

### REFER A FRIEND SCHEME

Staff can now refer a friend and receive up to £200 for referring a Nurse and £100 for referring a Healthcare Worker. You can either use your Ivers App or candidates can provide your details on their application form.

Our first campaign will run from today 12th April until 12th May 17 (t's & c's apply contact us for further information)