

Marking Instructions

Using black or blue ink, please write CLEARLY and CAREFULLY inside the boxes using BLOCK CAPITALS, like this

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0

BNA The British Nursing Association logo and name. C830214A member ID.

Client / Hospital: GOSPORT WARMEMORIAL

Surname: Code A

Ward / Unit: DAEDALUS

Member / Payroll No: 5927854

Home Post Code: P013

Client / Hospital Address: GOSPORT WARMEMORIAL, GOSPORT.

Qualification: H.C.A. Only Use One Qualification Relevant to Work

Shift Code: 1 = General, 2 = Geriatric, 3 = Psychiatric, 4 = Specialist, 5 = Sleeper Shift, 6 = On Call Shift, 7 = Call Out, 8 = Sitter Shift, 9 = Acute & Primary, 0 = Acute Child Specialist. A=ICU, B=Renal, C=Midwifery. In Charge: Y N

Client Internal Timesheet No:

Main timesheet table with columns: Day, Date, Year, Hours Worked (24hr Clock), Meal Break (24hr Clock), Total Hours Claimed, Grade, Shift Codes, Booking Reference Number, Ward Signature, Financial Code.

Total Miles: 181, Total Claimed £: 11.00, Expenses Claimed £: 06.00

CLIENT AUTHORISATION (MUST BE COMPLETED)

TOTAL HOURS TO BE PAID - IN WORDS (To be completed by Client only) - DO NOT USE HYPHENS BETWEEN WORDS

HOURS: SIX, MINUTES: 00

Please give your comments including the persons clinical performance during the shift(s). Please (X) Very Satisfactory, Satisfactory, Unsatisfactory. If unsatisfactory, please contact the local branch to discuss training needs.

* It is the responsibility of the Member to ensure this timesheet is correct and complete before leaving the client. * Timesheets must be submitted within two weeks of completing shift.

Agency Member Signature: Code A

Date: 300505

Name: CHINEE

Position: N/S

Signature: Code A

Client Copy

- Please Check the Following 1. The shift details claimed on this timesheet are correct. 2. The total hours claimed are correct and the breakdown of those hours are correct. 3. Do you need an internal timesheet? YES. 4. Your timesheet has been signed by an authorised person in the Client Authorisation box. 5. You have stated the ward/unit worked on.