

72919



Inter County Nursing Services
Hours worked Thursday evening

Our ref
Your ref
Date 29/11/97
Ext

2045 5.8.97 to 0715 6.8.97
- 10 Hours.

STAFF NURSE
T. J. TUFNAIL

CONFIRMED BY-

Code A

Code A
Code A
SEN (M)

No form left by member of Agency as she did not have any. The Agency told her to write/sign shift on headed paper, get countersigned, and she had a copy to give to the Agency.

Code A

COMMUNITY HEALTH SERVICES

Gosport War Memorial Hospital
Bury Road, Gosport, Hampshire PO12 3PW
Tel: 01705 524611 Fax: 01705 580360

**PORTSMOUTH HEALTHCARE NHS TRUST
GOSPORT WAR MEMORIAL HOSPITAL
AGENCY REQUEST FORM**

72919

A Request from: MULBERRY WARD Date: 5/8/97

Class of Agency cover required: TRAINED D GRADE

Reason for use of Agency Staff: Sickness

Holiday

(Please tick)

Vacancy

Maternity Leave

Other

Grade or specific skills / experience required: TRAINED D GRADE

Location: MULBERRY C

Date required from: 5/8/97 to 6/8/97 NIGHT DUTY

Hours and times to be covered daily: 2045 - 0715

To report to: MULBERRY at _____

B Approved by: **Code A** Date 6/8/97

Name of Agency supplying cover: INTER COUNTY

Hourly rate (+details of any special payments) agreed: _____

Date booking confirmed with Agency: 5/8/97

Agency contact regarding this booking: YES

Name(s) of individual(s) being supplied by Agency _____

T - TOWNAL

C Date Request form received 11.8.97

Date invoice received _____

The engagement of Agency Staff can only be undertaken by authorised Managers. If you are unsure as to whether you are authorised for this purpose then please contact your immediate Manager.

The following steps are to be adhered too when requesting the use of Agency Staff. (All questions must be completed).

1. Complete Section A and B of the Agency Request Form.
2. Notify Manager of relevant area of cover arranged.
3. Completed Agency Request Forms to be forwarded to General Office.
Gosport War Memorial Hospital.

Please note when booking Agency Staff please inform the Agency in question to send their official invoices to:-

The General Office
Gosport War Memorial Hospital
Bury Road
GOSPORT
Hants
PO12 3PW