



# Agency Worker Handbook



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## WELCOME TO THE A24GROUP

We have designed this handbook to give you an overview of the information you need to perform your role with confidence. The points covered in this document will provide you with clear policies, procedures and guidelines to follow.

**Please read the information supplied thoroughly and familiarise yourself with the sections covered within each individual policy located in the Staffshift policies, which are summarised below:**

- Introduction to the A24Group
- Important General Information Whilst On Assignment
- Health & Safety
- Occupational Health
- Your Training & Development
- Financial Information

I understand that the Agency Worker Handbook is not a contract of employment and should not be deemed as such.

I hereby confirm that I have read and agreed to the handbook which outlines the goals, policies, benefits and expectations of the A24Group and its clients, as well as my responsibility whilst on assignment. I have familiarised myself with the contents covered in this document and the unique policies referenced above. I hereby give permission for the A24Group to allow access, to my personnel files as part of any official audit, or client compliance process, carried out by, but not limited to NHS Framework Owner and/or any person authorised by the NHS authority. These personnel files will be viewed in accordance with GDPR Regulations.

All information is available for download in the Staffshift policies section. I understand that this handbook is not intended to cover every situation which may arise whilst on assignment, but simply a general guide. This handbook may be updated from time to time to reflect any changes. Whenever this happens your Staffshift profile will indicate that there has been an update in the version. It is your responsibility to review the changes and seek advice if you do not understand any of the contents of this book.

## PROFESSIONAL INDEMNITY ACKNOWLEDGEMENT

The A24Group has informed me of my responsibility as a medical professional to have the appropriate indemnity to cover. I am aware that it is a mandatory requirement to maintain professional indemnity as stipulated by my professional registration body.

## WHAT IS ESIGNING?

The term “eSigning” (also referred to as eSign and eSignature) describes the online ability to electronically “sign” documents in lieu of a traditional “wet” or ink signature on physical documents.

Agency Worker:

Reviewed Date: