

Human Resources Policies and Procedures



Direct Hire Process Guidance

NHSBT Direct Hire Process Management Guidance

Policy:	NHSBT Direct Hire Process Management Guidance
Version Issued:	January 2014
Approved by SPC	January 2014
EIA completed	18 th February 2014

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1. Introduction

Direct Hire is a process which enables the engagement of people who are not directly recruited by NHSBT through the normal recruitment process. It can only be used in specified circumstances – outlined in 2 below. It must not be used to recruit permanent, temporary or Agency staff.

Managers must obtain the appropriate authorisation to recruit from within their directorate before engaging anyone through the Direct Hire process.

The guidance is intended to ensure that:

- there is an agreed procedure in place for the Direct Hire process
- the correct level of authorisation is obtained prior to an honorary contract/work experience placement commencing
- appropriate checks are undertaken in accordance with the *NHS Employment Check Standards* prior to commencement
- persons engaged via the Direct Hire process are recorded on ESR, where applicable
- the appropriate Induction process is followed for all individuals engaged via Direct Hire – including Mandatory Training and PDPRs http://nhsbtweb/document_store/induction.pdf

2. Scope

This guidance applies to the engagement of anyone via the Direct Hire process and includes but is not limited to:

- Re-employed retirees
- Zero hours contract workers who are leavers who wish to work on an occasional basis
- Work Experience or placements (over 4 weeks)
- Work Experience or placements (up to and including 4 weeks)
- Specialist/Specialty Registrars (paid and unpaid) on rotational placement with NHSBT
- Honorary Contracts – including medical consultants, clinical academics, emeritus consultants, research fellows and other research and development posts and any other posts where an honorary contract is required
- Overseas Visitors

3. Direct Hire Process

3.1 Re-employed retirees/zero hour contract workers

See Appendix A for Visio chart of process.

3.2 Work experience or placement (up to and including 4 weeks)

See Appendix B for Visio chart of process.

3.3 Work experience or placement (over 4 weeks)

See Appendix C for Visio chart of process.

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3.4 Rotational Specialist/Specialty Registrar (paid and unpaid)

See Appendix D for Visio chart of process.

3.5 Honorary (other) including Consultant (medical), Clinical Academics, Research and Development

See Appendix E for Visio chart of process.

3.6 Honorary Emeritus

See Appendix F for Visio chart of process.

3.7 Overseas Visitors (observation only)

For overseas visitors requests, please contact the Recruitment and Resourcing Department.

4. Responsibilities

4.1 Recruiting Manager

Responsible for:

- identifying the need for a Direct Hire
- obtaining authorisation to recruit from within their directorate
- completing the Direct Hire Request form and where applicable having it authorised by the relevant budget manager prior to submission by email to **'Direct Hire Requests'**
- liaising with Recruitment and Resourcing Department (RRD) re Direct Hire process
- obtaining, checking and signing ID documents and sending to RRD
- ensuring the New Starter Direct Hire form (available only from the Recruitment and Resourcing Department) is completed and the relevant documents are sent to ESR Business Support and NHS SBS in a timely manner
- checking professional registration – in accordance with the Professional Registration Policy and Procedure
- completing and returning a Risk Assessment form when re-employed retiree/zero hour contract worker starts work prior to Disclosure and Barring Service check being completed
- ensuring that all appropriate steps have been taken to ensure the health and safety of the work experience/placement/honorary contract holder during their placement at NHSBT

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- ensuring that honorary contract holders/work experience placements undertake appropriate Induction including Mandatory Training in line with the NHSBT Induction Policy
- diarising the end date of any fixed term contracts and following the process for extending/terminating these contracts
- completing a Termination Form at the end of the placement to terminate individuals on ESR <http://nhsbtweb/userfiles/New%20esr%20form.xls>
- following the process outlined in Appendix B for:
Work Experience or placements of up to and including 4 weeks
- for Overseas Visitors (Observation only) contact the Recruitment and Resourcing Department.

4.2 Recruitment and Resourcing Department (RRD)

Responsible for:

- overseeing the Direct Hire process where applicable
- processing Direct Hire requests
- issuing New Starter Direct Hire forms and guidance to managers
- ensuring all necessary ID checks are carried out/have been carried out in accordance with the *NHS Employment Check Standards*
- drafting and issuing honorary contracts
- issuing employment contracts for paid Specialist /Specialty Registrars / Re-employed Retirees/Zero Hour workers
- issuing work experience/placement contracts where applicable

4.3 Organisation and Workforce Development (OWD)

Responsible for:

- providing guidance and support for work experience placements
- processing work experience requests where applicable
- issuing of Work Experience Agreements and ensuring there is a signed agreement in place for all placements
- providing advice and guidance on the Induction/Mandatory Training/PDPR requirements for direct hire individuals

Further detailed information about work experience placements is available in the NHSBT *Work Experience Management Guidance* document - see section 5 below.

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4.4 Direct Hire Individual

Responsible for:

- providing all requested information/documents to the manager and/or RRD in a timely manner
- informing their substantive employer of their honorary contract with NHSBT (where applicable)
- completing the relevant Induction/ Mandatory Training /PDPR process

4.5 Human Resources (HR)

Responsible for:

- provision of advice and guidance on use of Direct Hire process
- provision of advice and guidance on honorary contracts

5.0 Further Guidance / Link to Other Policies

5.1 Work Experience Management Guidance

http://nhsbtweb/document_store/Work_Experience.pdf

This document contains detailed information and guidance on work experience placements.

5.2 Re-employed retirees guidance

Further information on the process for employees returning to work after retirement is available in Appendix H.

5.3 Induction Policy

This policy contains further information and guidance on Induction/Mandatory Training/PDPRs for direct hire individuals

http://nhsbtweb/document_store/induction.pdf

APPENDIX H

Guidance on re-employed retirees

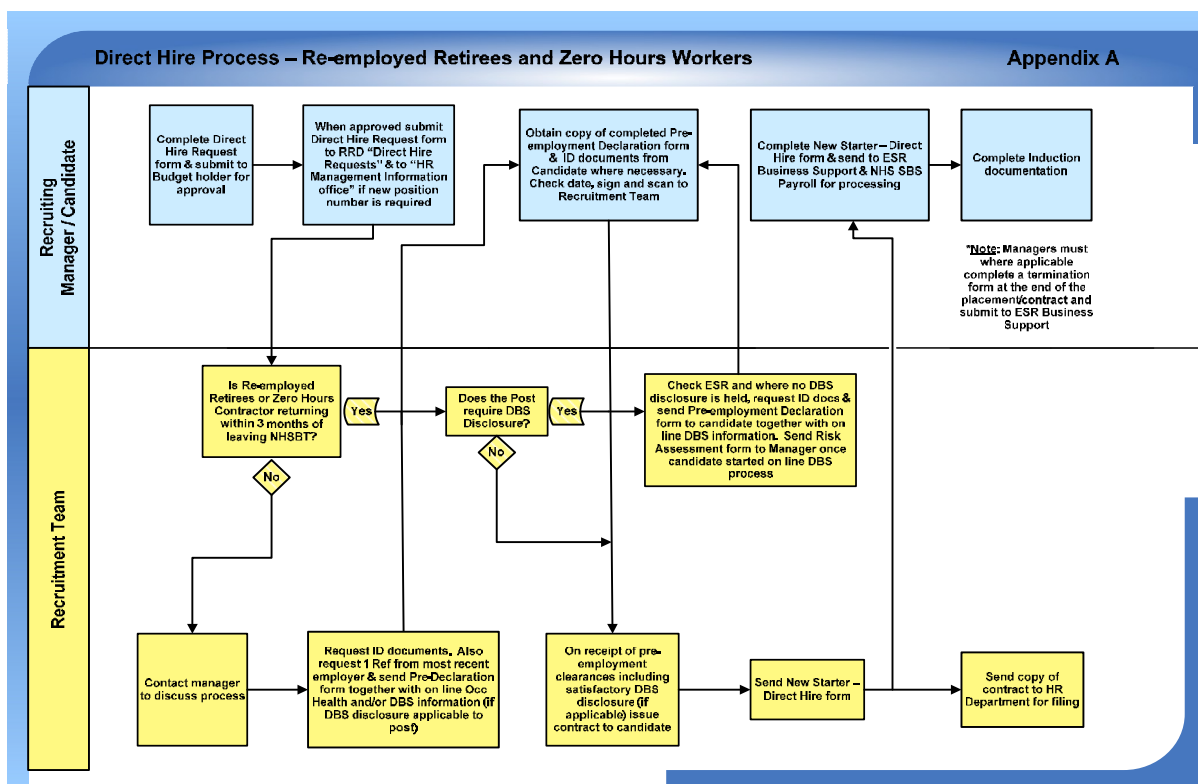
Once a request to be re-employed following retirement has been agreed in line with the Flexible Working Policy (insert link to policy) managers should follow the steps in Appendix A for “re-employed retirees”. Once this has been completed and the Recruitment and Resourcing Department (RRD) are satisfied that all necessary checks have been completed, a new contract of employment will be issued to the individual as they are classed as a new starter. A new assignment number will also be provided.

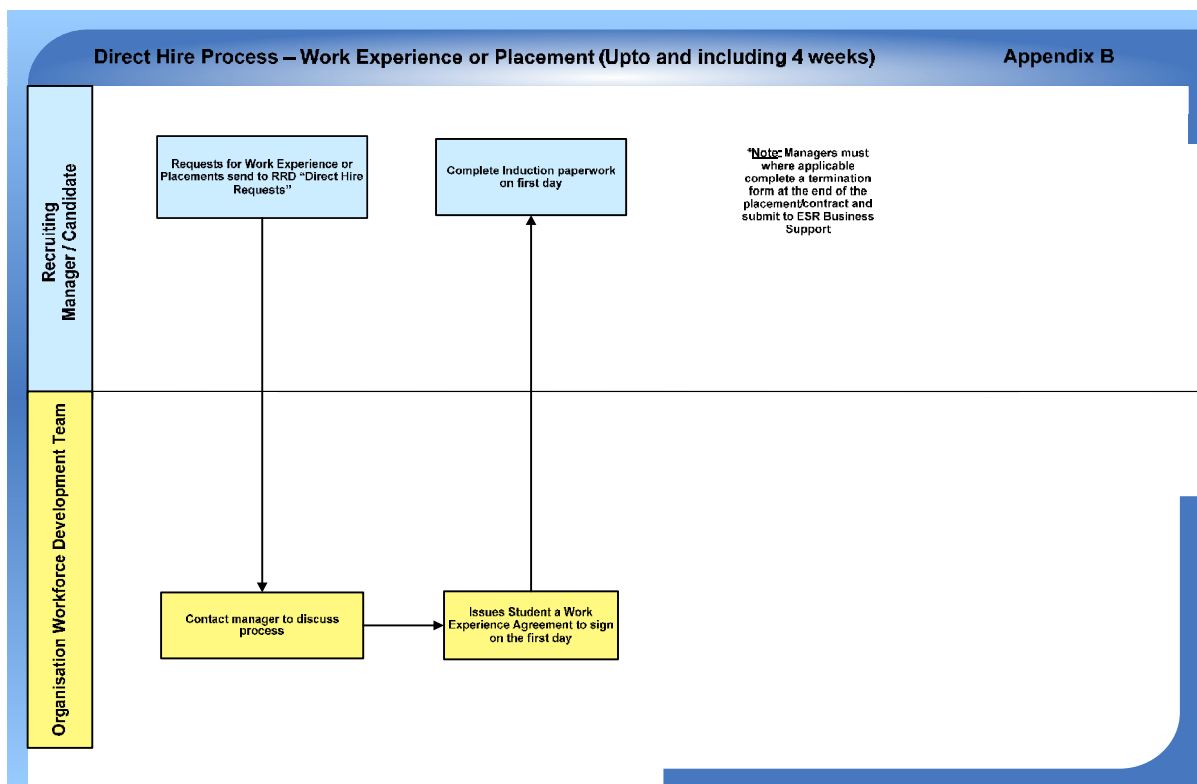
When an individual is re-employed following retirement, they return to their employment on the same basic terms and conditions in relation to annual leave, sickness and salary banding, unless otherwise agreed with them. For the purposes of redundancy, the 2 week break that is required in order for retirees to be re-engaged, is classed as a break in continuous service.

An individual’s annual leave will have to be re-calculated, in line with the annual leave policy guidelines, to ensure that annual leave is only accrued from the first complete month after the individual has been re-employed.

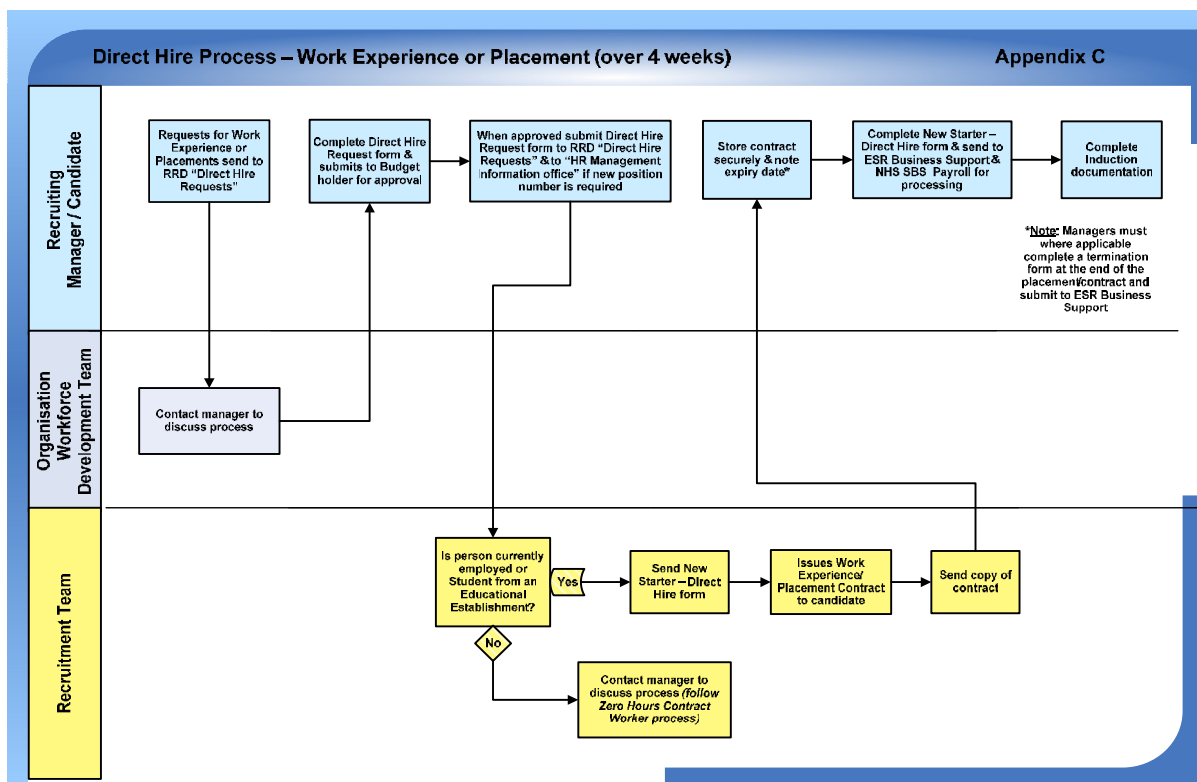
It is essential that the re-employed retiree is made aware by their line manager as to when their mandatory training is due for completion and for this to be maintained. The manager will need to notify the Organisation and Workforce Development that their previous mandatory training record should be carried forward by emailing their old and new assignment number to ‘Learning’.

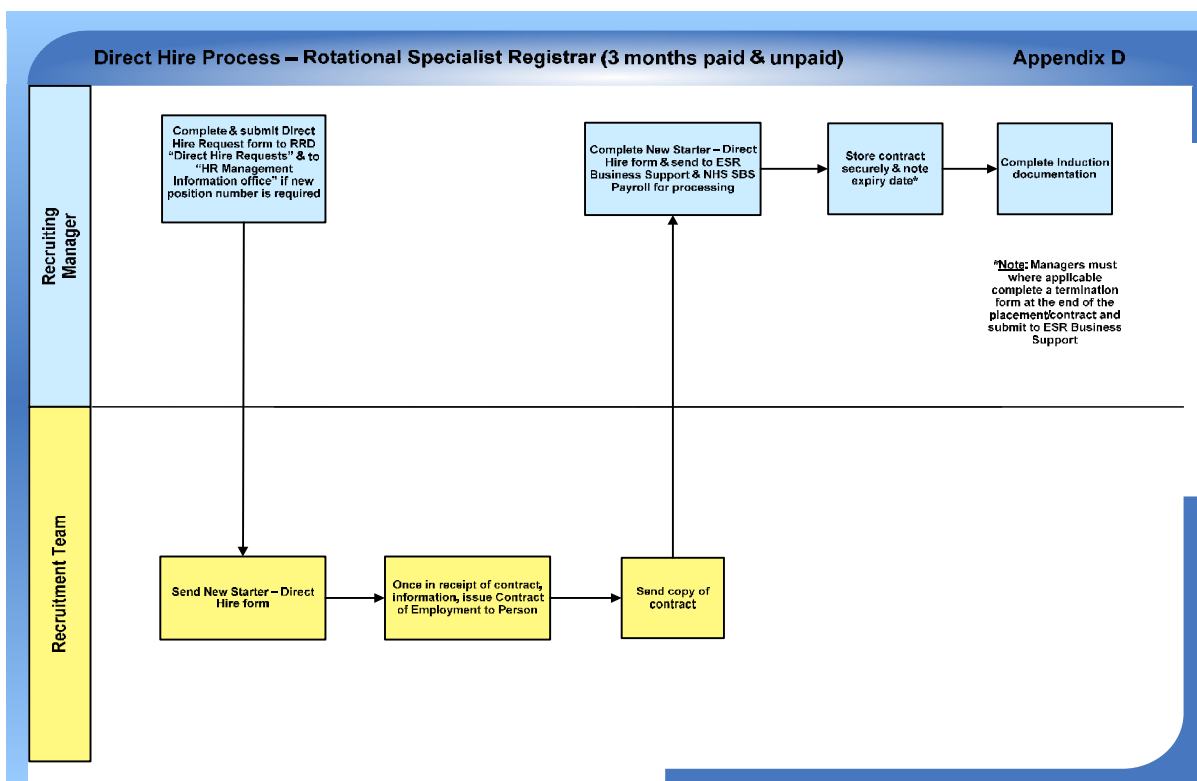
The issuing of a new assignment number means that the individual will have to re-register their expenses account to their new assignment. As a result, the individual will also have to update their new assignment number on their Grey Fleet account should they wish to use their vehicle for work purposes.



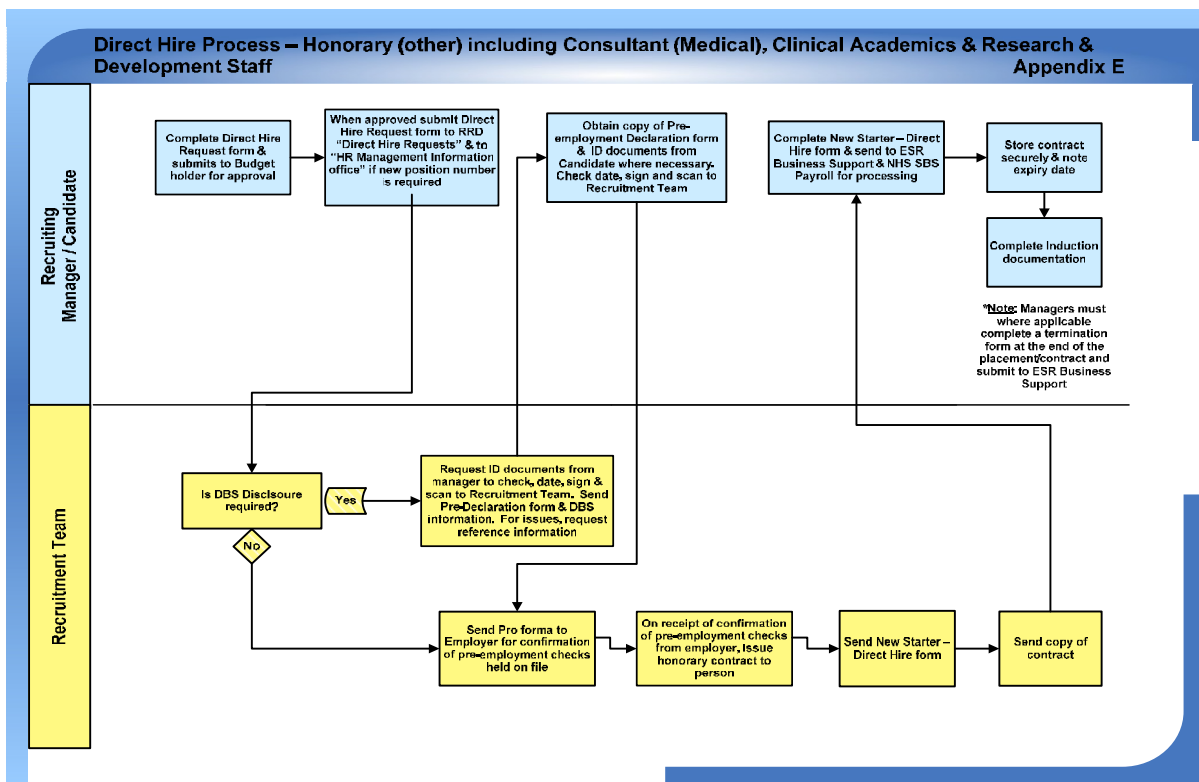


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