



Crown
Commercial
Service
Supplier



NHS London Procurement
Partnership
MEDICAL LOCUM & LOCUM GENERAL
PRACTITIONER FRAMEWORK



London Teaching Pool Ltd



TLTP Medical



Agenda

- Introductions
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- Agency Worker Checklist
- DBS
- Registration HCPC
- ID Photo
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- Uniform/Professionalism
- WTD
- Summary



Introductions

Lisa Camp

Medical Manager

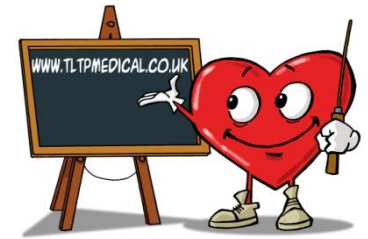
Mark Merry

Sales Manager





About Us



Welcome to TLTP Medical, part of the TLTP Group

Since its foundation in 2006, TLTP has developed an enviable reputation as a reliable, professional medical recruitment provider, supplying medical professionals to a variety of clients worldwide.

TLTP Medical are a frame work agency for Allied Health Professionals and Health Sector Staff and are on the CCS (formerly GPS), LPP and HTE frameworks. We are proud to provide innovative medical recruitment solutions with a personal touch and have a proven track record in satisfying and exceeding clients' needs.

TLTP always concentrates on what really matters, providing bespoke solutions tailored around client requirements. We focus heavily on our professional service, ensuring our clients can rely upon us to consistently deliver quality medical professionals nationwide.

As an approved Framework agency authorised to supply the NHS across the UK and a market leader in the provision of Allied Health Professionals and HSS, TLTP continues to strive for excellence. Its core focus is on raising the standard in medical locum supply and have developed an organisation - wide philosophy of continual improvement to ensure we always exceed client and candidate requirements.

We are confident that our level of service is unrivalled in our industry and by using TLTP, you can be assured of receiving a service second to none.

TLTP Group is a privately owned recruitment consultancy specialising in the supply of professionals to the public sector, private sector worldwide.

AHP and HSS Supplied

- Physiotherapy
- Occupational Therapy
- General Radiography
- MRI / CT Radiography
- Sonography
- Mammography
- Pharmacy
- Dietetics
- Podiatry
- Speech and Language
- Nuclear Medicine
- Phlebotomy

Compliance

- CV
- Medical Application Form
- Professional Registration
- Qualifications
- Healthier Business Fitness to work
- Manual Handling
- CPR
- Proof of Address
- Online Mandatory Training
- Police Check (DBS)
- Passport/VISA
- Terms and Conditions
- Signed Locum/Client Booking Form
- Staff Handbook
- ID Badge
- Interview Form

Major investment in “Now we comply Software”



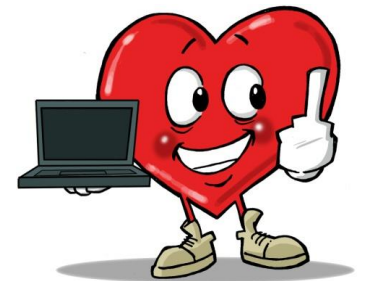


Face to Face Interviews

- Questions developed by clinical professional
- Questions on Clinical & Professional Skills
- Strength of ability assessed
- Experience cross checked with references
- Induction process tailored to both NHS & Private.
- Interview notes to be signed by the locum and consultant with the date and location of interview.

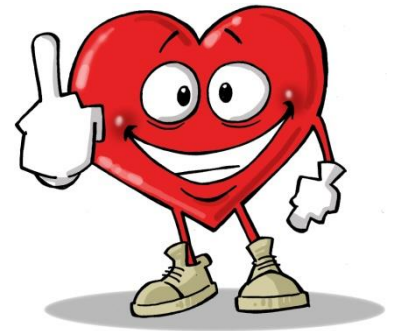
Invoicing & Timesheets

- All new business is provided on a booking placement sheet
- Authorised signature for online timesheets will be explained prior to booking being setup.
- The booking placement form must be accompanied by a candidate and client booking confirmation to ensure correct information
- All payments details must be collated and forwarded to payroll
- Once the candidate and client has been generated on the merit system this will automatically generate an email to the candidate and client to activate a secure online portal account
- The candidate will then create the timesheet at the end of their working week and submit to the client's authorised signatory to authorise their timesheet
- During the online authoriser process the client can input Cost Centre/PO Number details to appear on invoice
- This will then automatically send the timesheet direct into the merit portal; this is when the hours and breaks are checked before importing into the merit payroll system
- Calculation of the payroll generates BACS file for importation into our bank facility to enable payment to be made to candidates
- Invoices incorporates PO/Booking Numbers and Cost Centres
- Invoices to be sent out via the Royal Mail are also processed at the same time



Break Policy

- 6 hours worked – 30 min break
- 12 hours worked – 60 min break
- Timesheets will automatically have these breaks deducted and invoiced accordingly



Agency Worker Checklist

- Complete checklist for every worker
- Photo ID to be added to checklist
- Professional Registration Number and Expiry
- DBS Number and Expiry
- Training expiry
- Signed by the Compliance Manager



DBS

- Before coming to interview, we must ask candidates if they have a current **enhanced** DBS check. If they do we ask if they have registered their check with the DBS Update Service. If their DBS is registered then it can be used by TLTP Medical.
- If the check has not been registered with DBS Update Service and it is more than 19 days old (the threshold for registering a DBS check) we advise the candidate that in order to work through TLTP Medical they will need to have a new enhanced DBS check carried out.
- Once the DBS certification notice has been received, TLTP Medical should advise the worker to register this new DBS with the DBS update service to allow portability and keep their DBS information up-to-date. DBS Update Service is updated twice a year with the locums permission.
- TLTP workers' DBS certificates must be checked at least twice per year against the DBS Update Service or before the start of a new placement, whichever comes first, a copy of each check must be placed on the relevant candidate's file. These checks are completed by our Compliance Team.
- A report is generated from our company payroll to identify current workers

Registration HCPC

- Candidates must provide details of their relevant professional registration (e.g. HCPC etc.) These details are not taken on face value and must be checked online www.hcpc.co.uk to ensure that there are no restrictions in place that prevent the candidate from working. The proof of registration must be photocopied and placed on the candidate's file. The photocopies must be stamped as true copies of the originals, and signed and dated, including the location by the consultant.
- All HCPC records must be checked on a monthly basis and a copy of each check placed on the relevant candidate's file. In addition, before a new placement a candidate's HCPC record must be checked and a copy taken and placed on file with the copy of the booking form that is sent to the client. A report is generated from our company payroll to identify current workers.
- TLTP Medical is registered with HCPC update service. The Medical Manager receives regular spreadsheets of all Health Care Professionals who are currently undergoing investigation/disciplinary action. The Medical Manager takes action regarding any TLTP workers who appear in the spreadsheets as required.



ID Photo

- First Name
- Surname
- Specialism
- Expiry Date
- ID Number/Professional Registration Number
- Photo
- Agency Name and Address
- ID Badges to be handed back to us on termination of employment with TLTP Medical

Marketing



- Word of Mouth: Candidate/Client referrals
- Online Marketing: www.tltpmedical.co.uk
- Facebook
- Twitter
- TLTP Medical App for all Smart Phones & Tablets
- Job Boards
- LinkedIn
- Publications



Booking Process

- All AHP assignments must be booked via Temporary Staffing Office
- No direct bookings
- All bookings started by Temporary staffing manager **MUST** complete an agency worker checklist





Uniform/Professionalism

All candidates are issued and required to read TLTP Staff Handbook which covers all areas of conduct and professionalism expectations not limited to but including the following:-

Punctuality

Standards of Dress and Courtesy

Quality of Care and Clinical Procedures

Consideration and Respect for patients, colleagues and managers

Confidentiality Integrity

WTD

- TLTP follow and adhere to WTD legislation.
- No Worker shall exceed an average of 48 Hours Work per week in any given 17 week period
- Hours are monitored and recorded by our payroll department.
- If a worker has one job with TLTP and another with another Agency /Trust Bank they are required to complete our 48 opt out declaration



Raising Concerns Process

- All complaints made by the authority to the supplier shall be acknowledged in writing within 3 working days by the Supplier
- Supplier shall keep a full written record of the nature of each complaint and details of the action taken
- Supplier endeavours to ensure that all complaints are resolved within 15 days unless the nature of the complaint requires additional investigation or action by a professional or government organisation (e.g. the HCPC or GDC or the police), in which case the Supplier shall use all reasonable endeavours to ensure that the complaint is resolved as soon as possible thereafter.
- Details of how complaint has been resolved should be notified to the Authority in writing as soon as possible.

Summary

- AWR – No increases after 12 weeks
- Potential discounts under SLA
- On-Call service provision
- Existing supplier with 8 years experience
- Talented pool of experienced candidates
- Enjoy working with the Trusts



Questions?

