

Impact of changes to the Agency Rules on Administration & Clerical and Estates & Facilities

Recruitment Process



This process is a guide and should be considered in the context of the role and how long cover is required for.

Notes:

\*Further details on all of the above can be found here: <https://improvement.nhs.uk/resources/reducing-expenditure-on-nhs-agency-staff-rules-and-price-caps>

\*\*Capitalised spend is not within the scope of this process/the Agency Rules.

\*\*\*Special projects should be highly important short-medium term projects requiring resource or skills/expertise that the trust does not have. A definition of 'special projects' can be found p15 of the Agency Rules [https://improvement.nhs.uk/documents/5424/Agency\\_rules\\_-\\_changes\\_for\\_2019.pdf](https://improvement.nhs.uk/documents/5424/Agency_rules_-_changes_for_2019.pdf)

\*\*\*\*Where not filling a shift would present an exceptional risk to staff safety, we would consider this to be in the long run a risk to patient safety as well and therefore exempt.