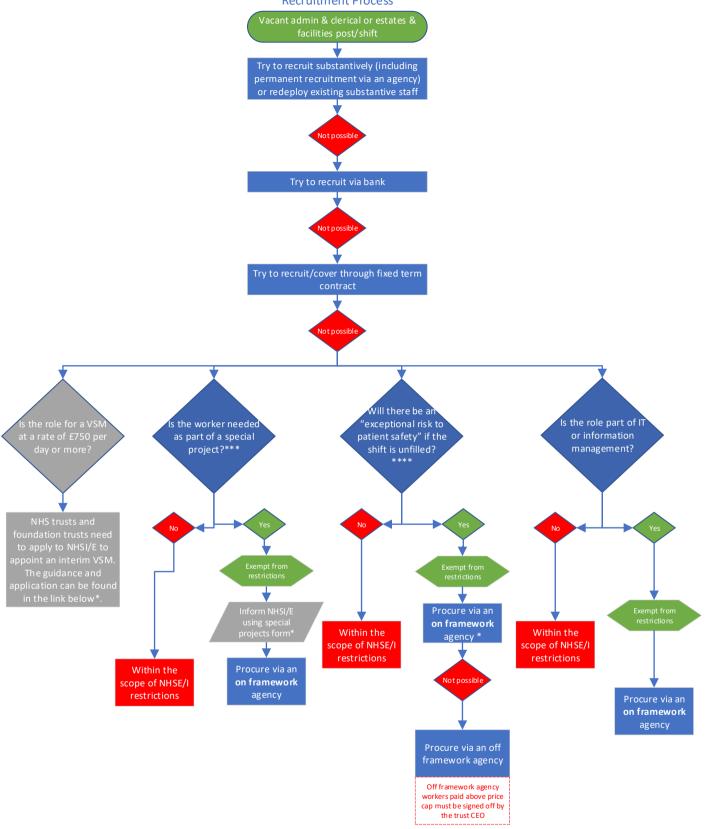
## Impact of changes to the Agency Rules on Administration & Clerical and Estates & Facilities **Recruitment Process**



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
- \*\*\*\*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.

