



# Agency Worker Checklist

This document outlines how to manage the different features within the Agency Worker Checklist.

View and update your workers checklist in NHSP:Online

Use the Edit Agency Worker option to search for an agency worker as you would do normally. Click on the tab with the heading Agency Worker Checklist.

Your screen will refresh to display the workers checklist. You can use the tabs to navigate to the different sections of the checklist. You can view and update the workers checklist as required.

Tab
Edit AgencyWoker
AWR Enhancement
Personalised Rates
Registration Bodies
Restrictions
Agency Worker CheckList

Surname: [Redacted]

First Name: [Redacted]

NI Number: [Redacted]  
(Format: XX111111X)

Assignments: ACB00 ACBGen Acute  
ACB79 ACBOP MH  
ACC00 ACCGen Acute

Agency Worker Email Address: noreply@nhsprofessionals.nhs.uk

Agency Worker Unique Id: [Redacted]

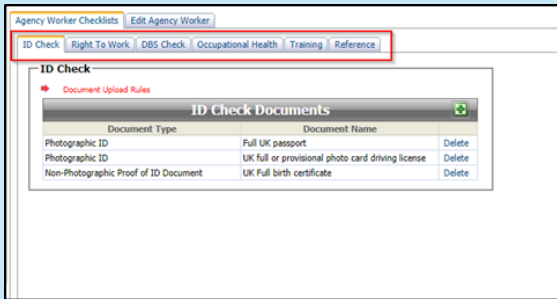

Gender: Female


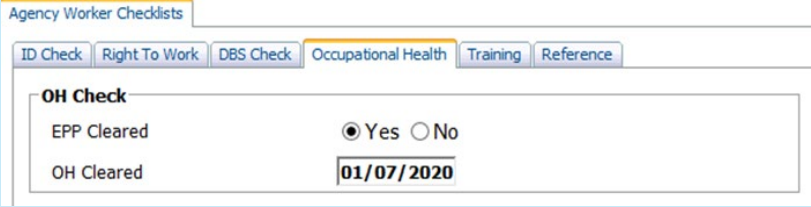
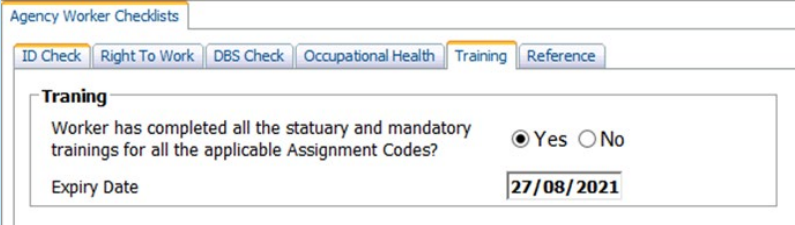

Post Held At (Select Trust): [Redacted]

The Worker holds NHS Post at: No Client Trust

Pay Methods: PAYE

[Update Worker]

Section Heading	Explanation						
Agency Code	Please leave this field blank NHS Professionals will populate this field with the unique identifying number assigned to your organisation by our system						
Agency Worker Details	In this section, you will enter the NI Number, Surname, and First name of your worker. <b>This section is mandatory</b>						
Pay Method	If one of your workers holds a position with an NHS Trust, which NHS Professionals supplies a worker to, you can use the dropdown fields to select the Trust they work for and their method of payment. <b>This section is not mandatory</b>						
ID Check	<p>Use the dropdown options to enter in the evidence you have seen to confirm your workers identification. There are three identification types: Photographic ID, Proof of Address, and Non-photographic proof of ID Document.</p> <p>There are 3 combination options, outlined below, that will satisfy the ID check requirements:</p> <table border="1"> <tr> <td><b>Option 1:</b></td> <td>Choose at least <b>TWO</b> Photographic ID and <b>ONE</b> Proof of address document</td> </tr> <tr> <td><b>Option 2:</b></td> <td>Choose at least <b>ONE</b> Photographic ID and <b>TWO</b> Proof of address document</td> </tr> <tr> <td><b>Option 3:</b></td> <td>Choose at least <b>TWO</b> Photographic ID and <b>ONE</b> Non-photographic proof of ID document</td> </tr> </table> <p><b>This section is mandatory</b></p>  <p>Private &amp; Confidential</p>	<b>Option 1:</b>	Choose at least <b>TWO</b> Photographic ID and <b>ONE</b> Proof of address document	<b>Option 2:</b>	Choose at least <b>ONE</b> Photographic ID and <b>TWO</b> Proof of address document	<b>Option 3:</b>	Choose at least <b>TWO</b> Photographic ID and <b>ONE</b> Non-photographic proof of ID document
<b>Option 1:</b>	Choose at least <b>TWO</b> Photographic ID and <b>ONE</b> Proof of address document						
<b>Option 2:</b>	Choose at least <b>ONE</b> Photographic ID and <b>TWO</b> Proof of address document						
<b>Option 3:</b>	Choose at least <b>TWO</b> Photographic ID and <b>ONE</b> Non-photographic proof of ID document						
Right to work	<p>Use the dropdown options to enter in the evidence you have seen to confirm your right to work in the United Kingdom.</p> <p><b>This section is mandatory</b></p> 						

Section Heading	Explanation
<p>DBS Check</p>	<p>In this section, you can enter in the DBS information you hold for your worker.</p> <p><i>Enter the date the latest DBS was issued. The system will then calculate 12 months after this date as the expiry date, and also, when a system update is required. If your worker is on the update service, put the date you've checked the update.</i></p> <p><b>This section is mandatory</b></p>  <p>The screenshot shows the 'DBS Check' section of the 'Agency Worker Checklists' form. It includes fields for 'DBS Number', 'DBS Issue Date' (13/02/2021), 'DBS Expiry Date' (13/02/2022), and 'DBS Level' (Enhanced).</p>
<p>OH Check</p>	<p>In this section, you can enter in your Occupational Health clearance for EPP information.</p> <p><i>The date entered should be the date of your OH check.</i></p> <p><b>This section is mandatory</b></p>  <p>The screenshot shows the 'OH Check' section of the 'Agency Worker Checklists' form. It includes radio buttons for 'EPP Cleared' (Yes/No) and a date field for 'OH Cleared' (01/07/2020).</p>
<p>Training</p>	<p>In this section, you can enter in your mandatory training information</p> <p><i>The date entered should be the date of the 1st mandatory training expiration.</i></p> <p><b>This section is mandatory</b></p>  <p>The screenshot shows the 'Training' section of the 'Agency Worker Checklists' form. It includes radio buttons for 'Worker has completed all the statutory and mandatory trainings for all the applicable Assignment Codes?' (Yes/No) and a date field for 'Expiry Date' (27/08/2021).</p>
<p>References</p>	<p>In this section, you can enter in if your worker has valid references.</p> <p><b>This section is mandatory</b></p>  <p>The screenshot shows the 'Reference' section of the 'Agency Worker Checklists' form. It includes a checkbox for 'Appropriate Reference' which is checked.</p>

If your agency requires support or has any queries, please visit our Help and Support platform: [www.nhsponline.nhs.uk/s/contactsupport](http://www.nhsponline.nhs.uk/s/contactsupport), where you can find helpful articles. You can also get in touch with us through the contact form provided within each article.

