NHS Professionals

Quick Guide to NHSP:*Connect*

Contents

1. Getting Started

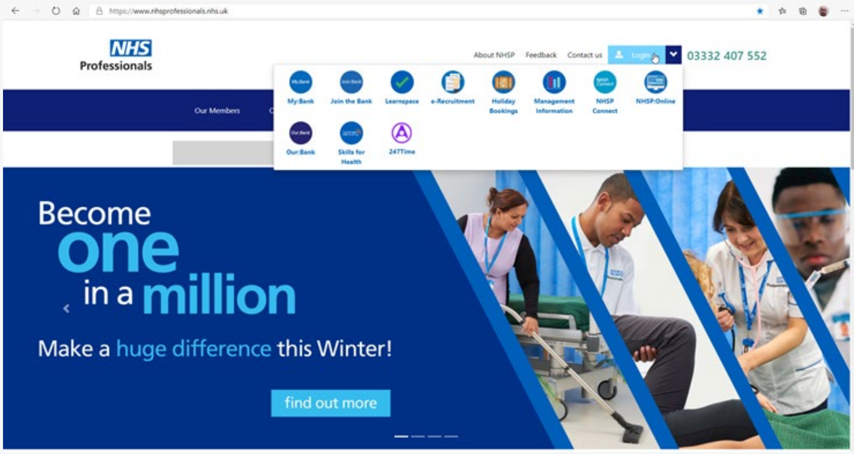
The following guide has been compiled to aid you in your day-to-day use of NHSP:Connect, to help with all aspects of bookings, from requesting a Worker to viewing the status of those requests to authorising timesheets.

To gain access to the system you must logon to the NHS Professionals web site, for the best experience use either Google Chrome or Internet Explorer 11 and then enter the NHS Professionals website address into the address bar (you can also access directly from https://connect.nhsp.co.uk/):

http://www.nhsprofessionals.nhs.uk

On this page click 'Logins'

(Note: If you click on 'Help & Advice' -> Help Guides & Useful Forms -> you can access this guide by clicking on 'NHSP:Connect Agency User Guide')



When the login pop up appears, enter your credentials as supplied by NHS Professionals and click Log In:

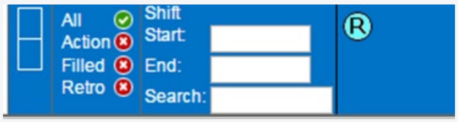
1.1. NHSP:Connect overview

Once the page loads you will see the following:

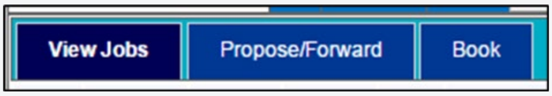
This page allows you to control all the key activities for managing your Worker bookings and Timesheets.

This page is split into several parts, which will be covered in depth later on in this guide.

The top panel allows you to filter your requests:



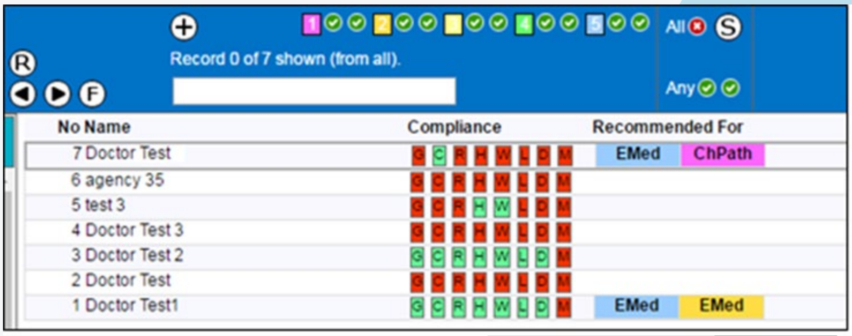
Below this is a panel that allows you to access other functions and propose candidates for a job:



Below this panel is the Worker requests panel, this panel shows the requests by any filters that you may have selected:

No	Grd/Spc	Job Start	Job End	Shift	Client	Status	Staff
8980	EMed	Mon 15.08	Tue 23.08	7	Lister	FIBC	TT1
8971	EMed	Mon 15.08	Wed 24.08	8	Lister	LIVE	TT1
8970	OG	Mon 15.08	Fri 26.08	7	ListerTCnt	CNCL	TT1
8969	Ger	Fri 26.08	Fri 26.08	1	ListerTCnt	LIVE	TT1
8968	Ger	Thu 25.08	Thu 25.08	1	ListerTCnt	LIVE	TT1

The panel on the right of the page allows you to search for or add and edit a candidate:



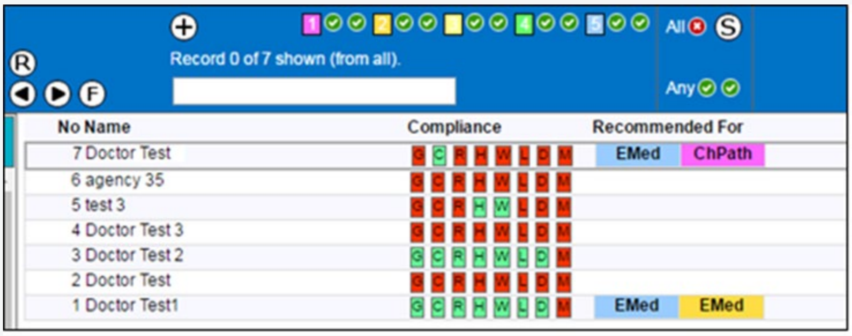
Each of these sections will be referred to in detail, further on in this document.

NHS Professionals

2.0 Adding your Candidates

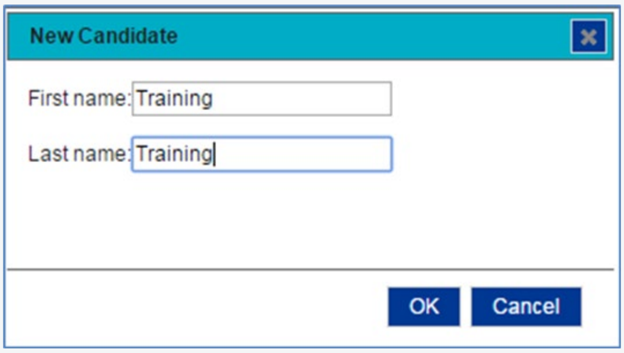
One of the first things you will need to do is to add candidates that you will be booking.

On the right-hand side of the screen, you will see the candidates' admin panel:

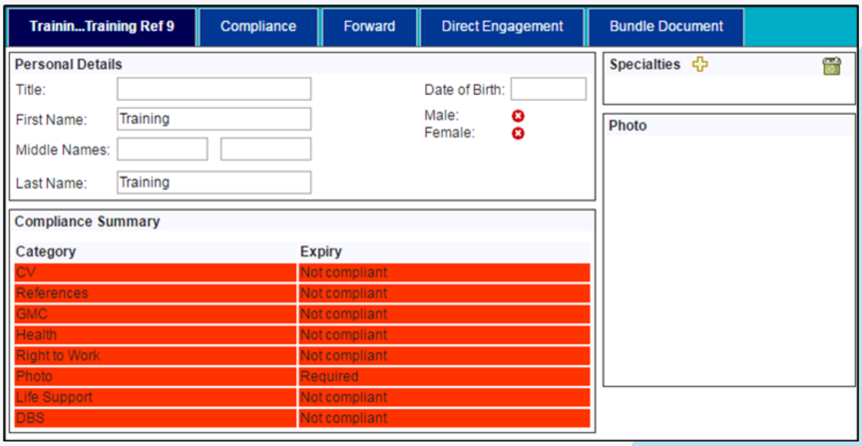


Clicking on the ⊕ will allow you to add a candidate:

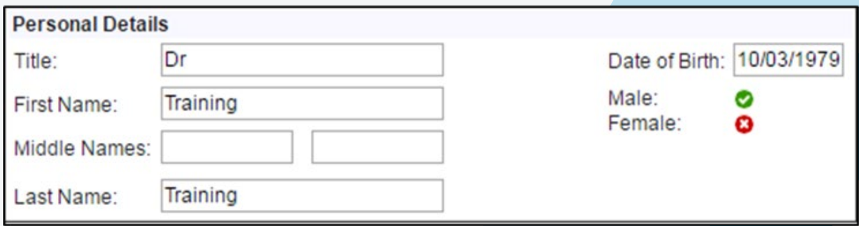
Enter the First name and Surname of the Candidate and click 'Ok'



Once you have entered the name of the candidate and clicked Ok, you will see the Candidate's profile has been created.



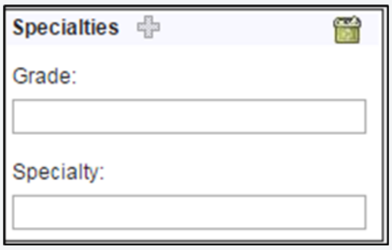
Enter as much detail as you can in the top portion of the screen



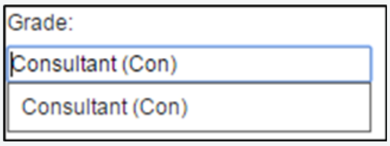
2.1 Adding Specialties

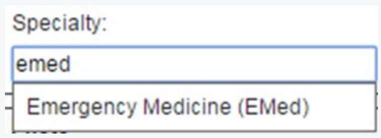
You will need to add the Grade/ Specialties of the candidate, if you wish to use the candidate to job matching function of NHSP:*Connect*

Click on the Add function in the Specialties box in the top right of the candidate's profile.



Start typing the Grade, and a drop-down list will appear – select the option from the list.

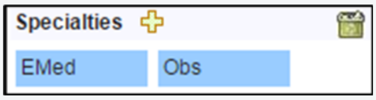




Do the same for the speciality

Once you click on the speciality, NHSP:Connect will added that grade speciality to the candidate's profile.

You can add more than one grade/ speciality to the candidate.



2.2 Removing Specialties

If you need to remove a grade/ specialty click the Bin icon and drag it on to the one you wish to remove.

Click it again and the Grade/ specialty will be removed

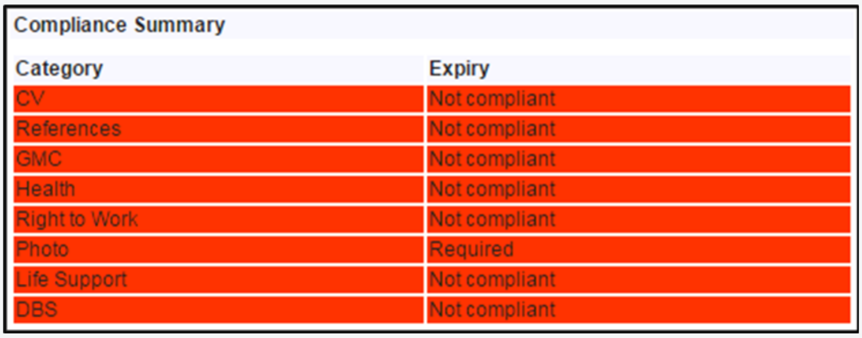
2.3 Compliance Details:

When you setup a new candidate, you will need to provide NHSP:Connect with their compliance details.

Initially these will all default to "Not Compliant" and you will not be able to book the candidate for any jobs:

You will need to add documentation and details to NHSP:Connect to allow you to book this candidate.

You have two options to do this. The first is in the compliance tab, which will allow you to update each element of compliance individually. The second is in the "Bundle Document" tab. This tab will allow you to upload one document and assign pages from that document to each element of the compliance check.



Compliance Summary

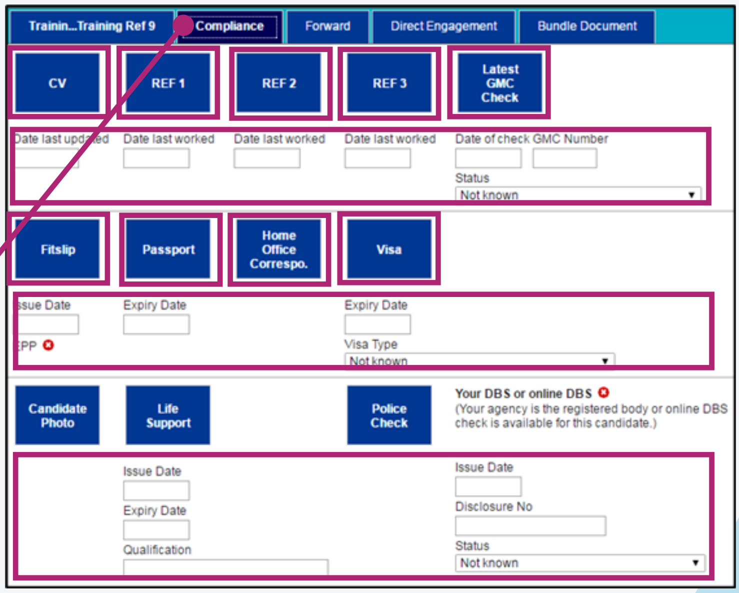
Category	Expiry
CV	Not compliant
References	Not compliant
GMC	Not compliant
Health	Not compliant
Right to Work	Not compliant
Photo	Required
Life Support	Not compliant
DBS	Not compliant

2.4 Compliance Details (Individual Documents)

Click the "Compliance" tab, the following screen will be displayed:

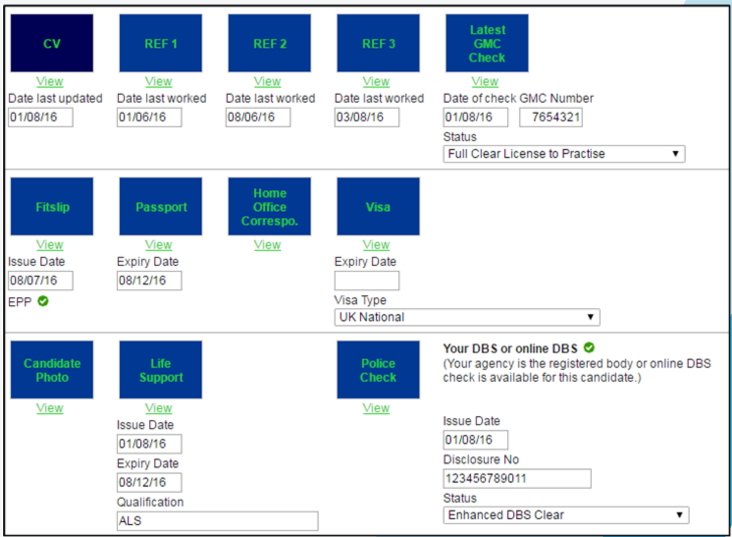
Each of the blue boxes indicates an area of compliance that you need to upload a document and details for.

Click on the blue button to upload a document. Once you have done this enter the details below to make the Candidate compliant in that area.



Once you have uploaded a document the text in the blue box will turn green.

A fully compliant candidate's profile will look like the example displayed here.

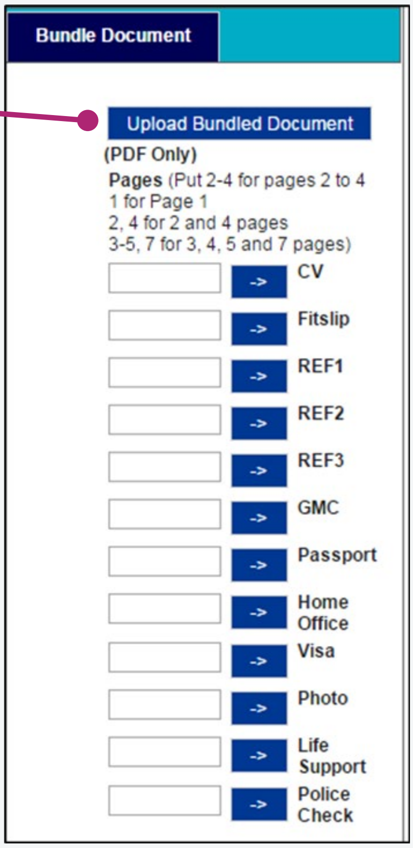


2.5 Compliance Details – Bundle Document

You can upload a single document and indicate which pages of the document relate to each area of compliance.

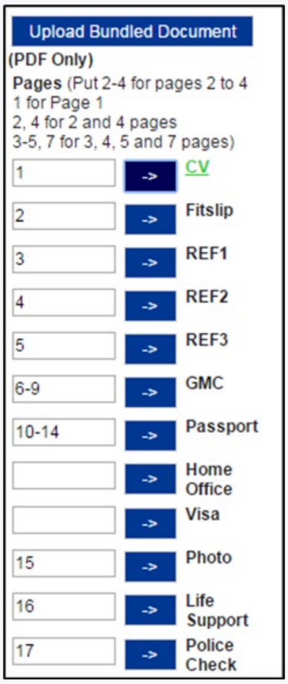
Click the ‘Upload Bundled Document’ to upload the document.

In each box enter the page number that relates to that area of compliance



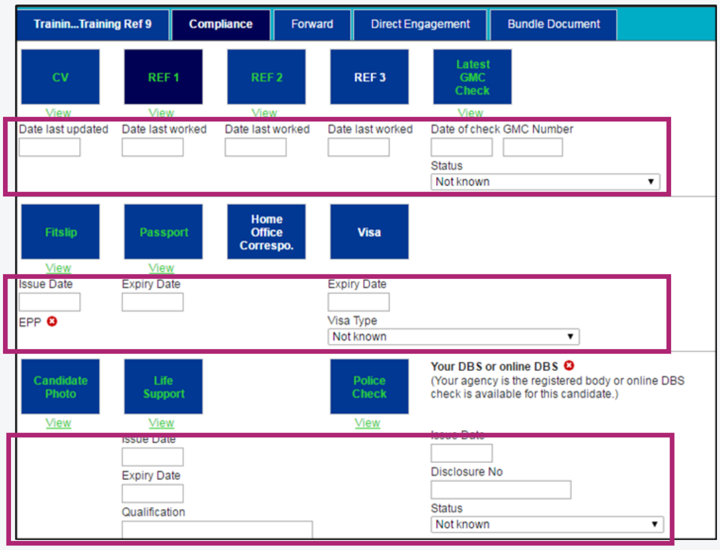
Once you have done that, click the -> button next to add that compliance.

Once the system has uploaded that section of the document, the link text will turn green.



Once you have uploaded the Bundle Document, you will then need to enter the compliance dates/details for each in the Compliance tab.

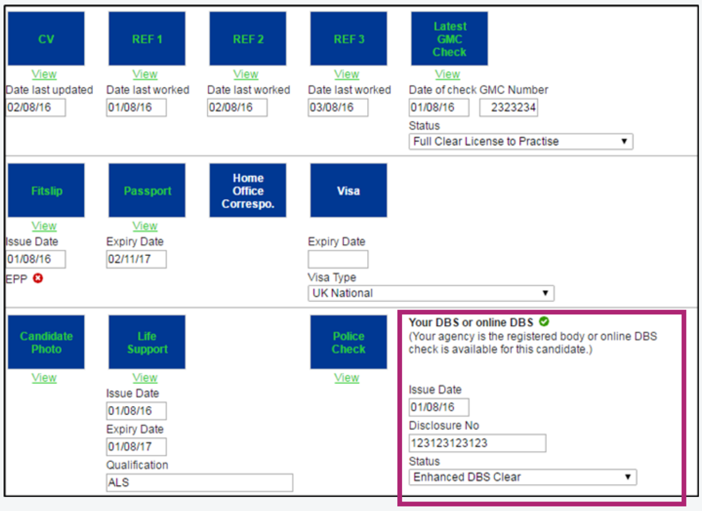
Once you have uploaded the Bundle Document, you will then need to enter the compliance dates/details for each in the Compliance tab.



You will see that the text on the buttons is green (indicating that the document has been uploaded).

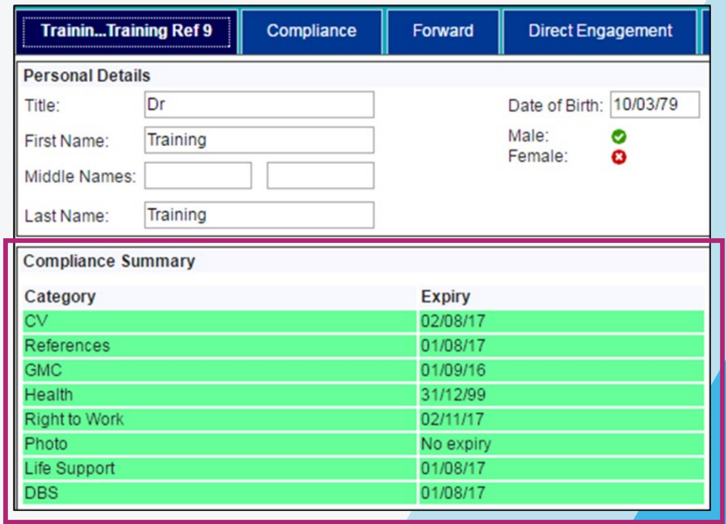
Underneath each compliance button, enter the details to indicate issue dates/expiry dates etc.

This is an example of a fully compliant candidate.



You will need to ensure that the "Your DBS or Online DBS" box is ticked, or the candidate will not be complaint for DBS.

If you click on the main tab for the candidate, you should now see the Compliance Summary section will be green for each of the areas that the candidate is compliant for.



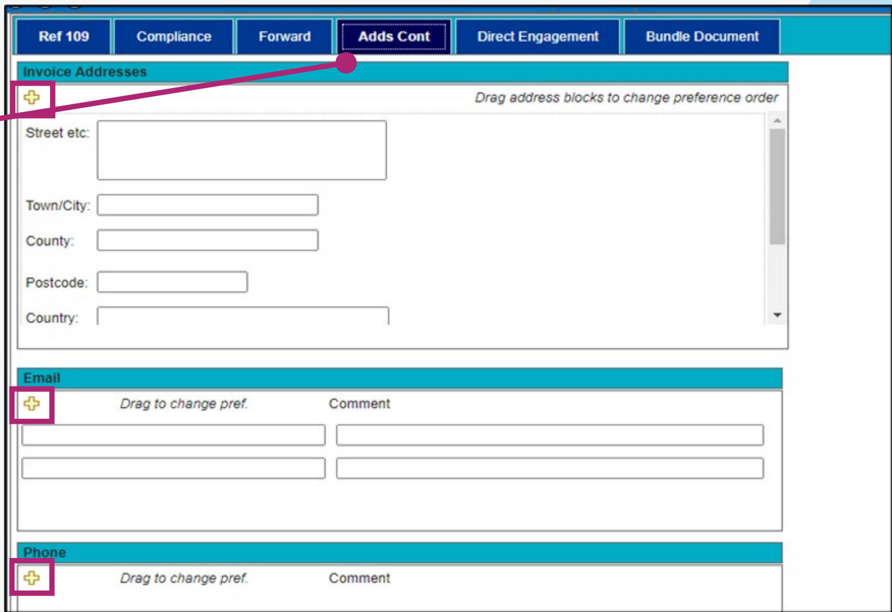
2.6 Compliance Rules:

Compliance document	Rules
CV	Must have been updated in the last month
References	Must have worked in the last year, for at least two refs
Professional registration check	Must have been checked in the last month, status must be eligible to work jobs
Fitness to Practice certificate	Must have been issued in the last year
Passport	Expiry date must be in the future
Home Office correspondence	Not required unless applicable
Visa	If visa type is EU eligible e.g., British Citizen or EU Rights, you will not need to upload a document. Otherwise, expiry date must be in the future.
Candidate photo	Must be a clear, complete picture of the candidate's face
Life Support qualification	Expiry date must be in the future
Police Check/ DBS	Must be dated within the last year, must be a valid 12-digit disclosure number and must have a status which is eligible for jobs

2.7 Adds Conts Tab:

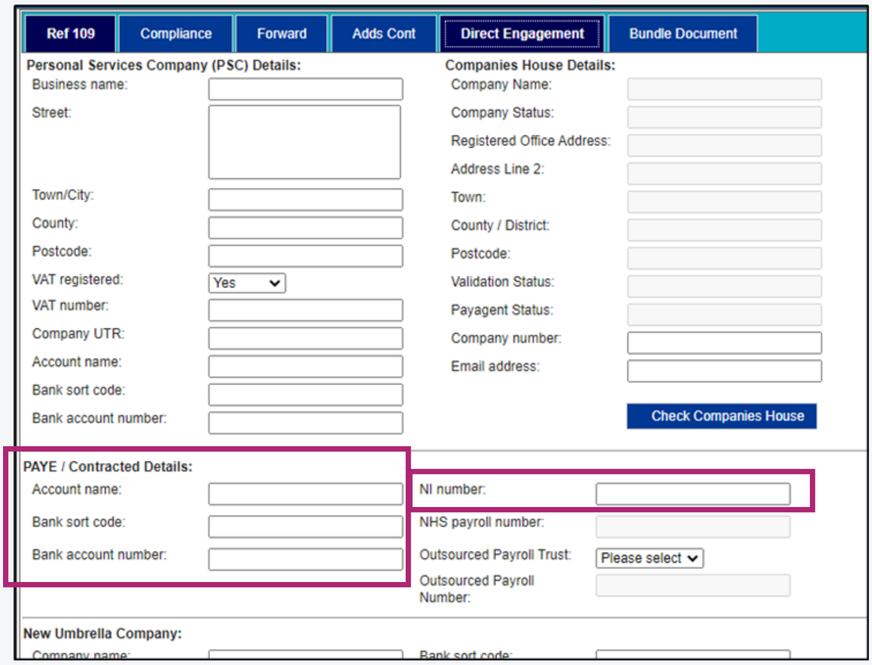
Click the "Adds Conts" tab, the following screen will be displayed:

Click the + icon and input the details.



2.8 Direct Engagement Details

Fill in the details outlined in red. The NHSP payroll number, outsourced payroll trust and outsourced payroll number will be completed by the direct engagement (DE) team.



Once the DE team populate the rest of the details, you will be able to see the candidate's ESR/payroll number on this tab.

Please note: This is for DE payments only.

3. Viewing Jobs/Proposing/Withdrawing Candidates

3.1 Viewing Jobs:

To view jobs, use the left side of the screen under the "View Jobs" tab.

You will probably want to click the "Action" filter at the top of the screen:

This will allow you to view all the unfilled jobs to offer to your candidates.

Each row within this panel is a separate request, which could be for a single day or for an extended period.

The grid shows you the basic information for the request, hovering over the detail in a column will display further information about that column. You can also sort the table by each of the column headers by clicking them.

No: The NHSP:Connect system number for the request.

Grd/Spc: This column gives you the Grade & Speciality of the request.

Job Start: Indicates the start date of the job.

Job End: Indicates the end date of the job.

Shifts: The shifts column indicates how many shifts are required within the job. Hovering over this will show a full list of the rota.

Client: Indicates the area in which the request is to be worked or was requested for.

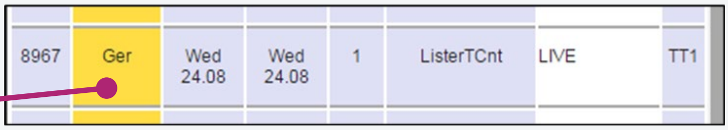
Status: The status column indicates each job's status.

No	Grd/Spc	Job Start	Job End	Shifts	Client	Status	Sta
9011	Derm	Tue 9.08	Fri 30.12	104	MedDivision(HCH	LIVE	RA
8969	Ger	Fri 26.08	Fri 26.08	1	ListerTCnt	LIVE	TT1
8968	Ger	Thu 25.08	Thu 25.08	1	ListerTCnt	LIVE	TT1
8967	Ger	Wed 24.08	Wed 24.08	1	ListerTCnt	LIVE	TT1
8966	Ger	Tue 23.08	Tue 23.08	1	ListerTCnt	LIVE	TT1
8965	Ger	Mon 22.08	Mon 22.08	1	ListerTCnt	LIVE	TT1
8964	EMed	Mon 15.08	Fri 19.08	5	Lister	LIVE	TT1
8963	EMed	Tue 9.08	Fri 26.08	14	Lister	LIVE	TT1
8957	EMed	Tue 9.08	Thu 15.09	24	Lister	LIVE	TT1
8956	EMed	Thu 11.08	Sat 27.08	22	Lister	LIVE	TT1
8955	Obs	Wed 10.08	Wed 31.08	16	WomenDiv(Lister	LIVE	TT1

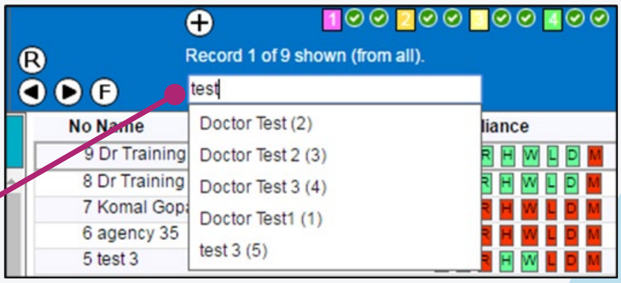
3.2 Propose/Forward Candidates for whole job

Once a candidate has agreed to be proposed for a job, you will need to select the job and their record.

1) Click on the job in the above grid, you will see it is selected with grey bars around it:

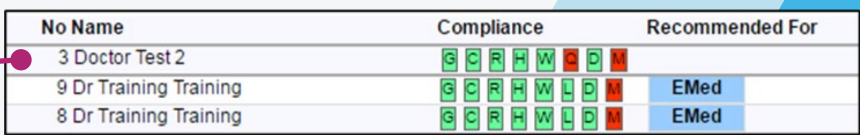


2) Select the candidate from the right-hand side of the screen – you can do this either by clicking their name, or by using the search box:

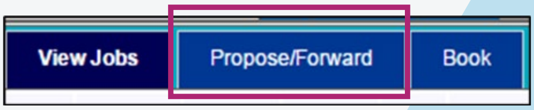


Enter the candidate's name and select them from the list.

This will bring them to the top of the list and select them.



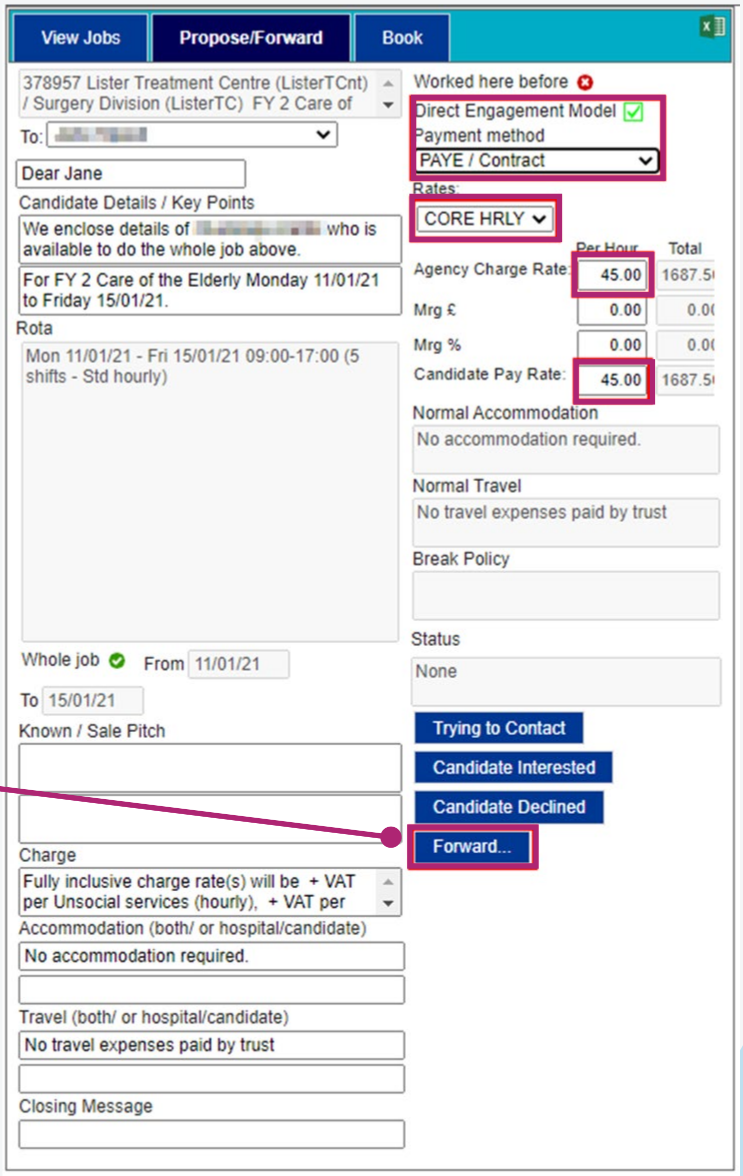
You will then need to click on the "Propose/Forward" tab:



Ensure the payment method is correct.

Check the
- Core/Uns hrly rates
- Agency charge rate
- Margin
- Candidate pay rate

…and ensure they are entered correctly.

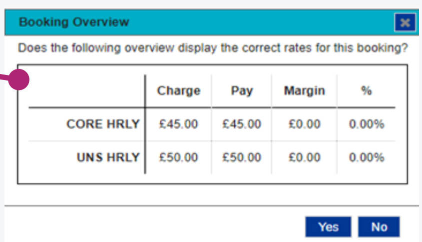


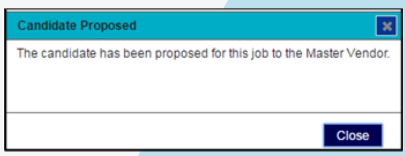
Once you are happy that the details are correct, click the Forward button.

If you enter a charge rate above the agreed limits, these will need to be approved by the trust – which may delay the booking of your candidate.

Once you click the forward button, you will need to confirm the rates for the booking.

Once you click yes you will receive a notification that your candidate has been proposed to the master vendor (NHSP).

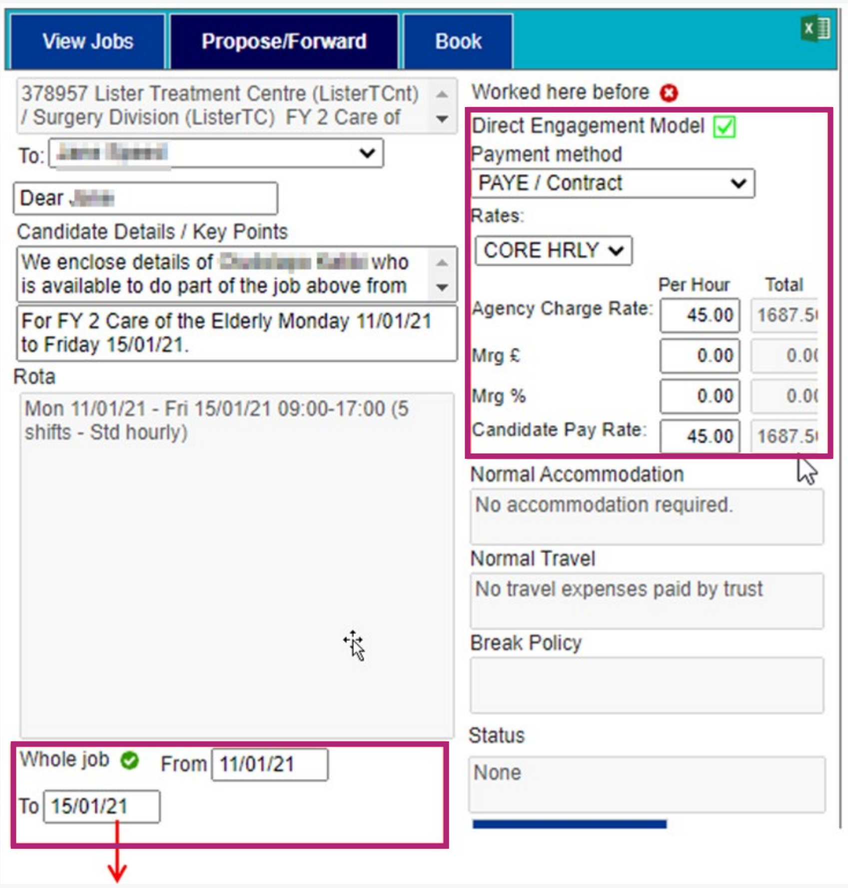




NHSP will then forward your candidate to the trust user. The trust user may then forward that candidate to be assessed by a consultant. If the consultant agrees to the candidate, the trust user will “Request Book” that individual. NHSP will then finalise the booking. When NHS Professionals finalise the booking, they will ask you to check that the candidate is still available for this job.

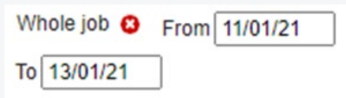
3.3 Proposing a Candidate for part of a job

If the candidate is not available for the whole job, you can select parts of the job to propose them for:



Ensure you have selected the Payment Method and checked the rates.

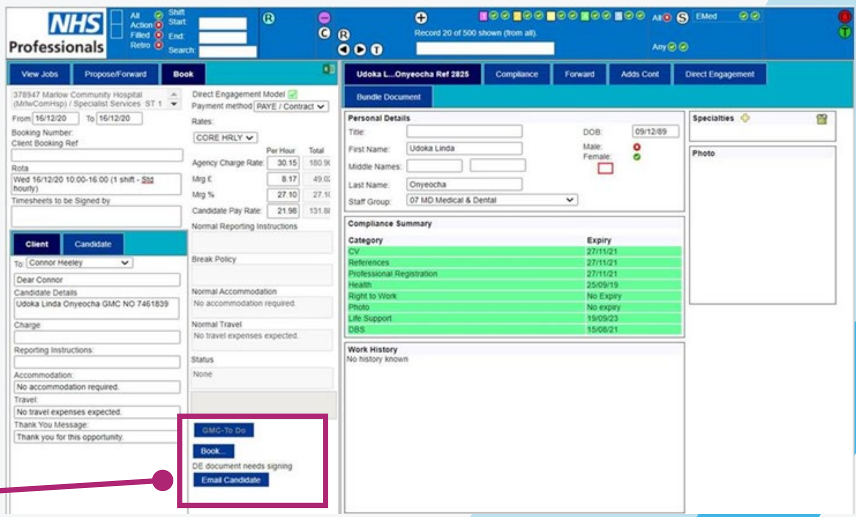
Untick the "Whole Job" box and then enter the dates that the candidate is available for using the From and To date boxes and calendars.



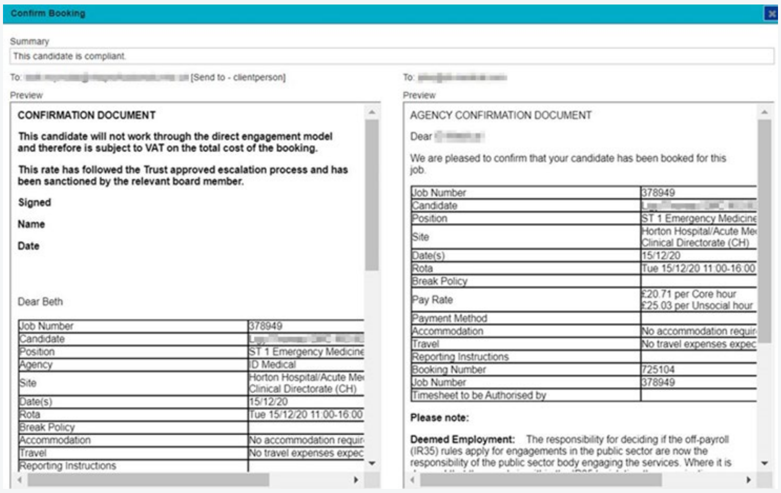
3.4 Booking a candidate

If a client request to book the worker, you will receive an email requesting you to book the worker. To do this, select the job and the worker, then go to the Book tab and click Book.

Click the Book button to complete the booking process. Previews of the emails that will be sent to the hospital and the worker will be displayed in a popup when you press this button. Check their details before confirming the booking.

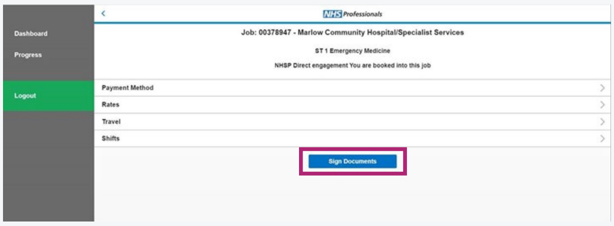


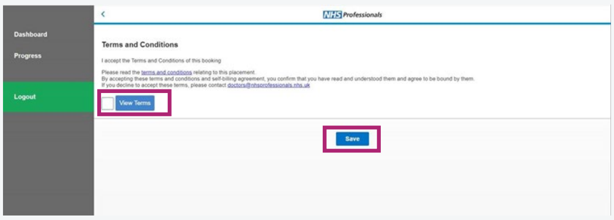
This will generate an email to the Trust confirming the booking and an email to your Agency with any induction documents for your worker attached. Please check that all the details are correct and then click the "confirm booking" – this will send the emails to the Trust and to the worker, respectively.



3.5 Accepting DE Terms and Conditions for a job

Before a timesheet can be submitted for payment an agency worker must sign Direct Engagement Terms and Conditions if they have been booked for a DE job.



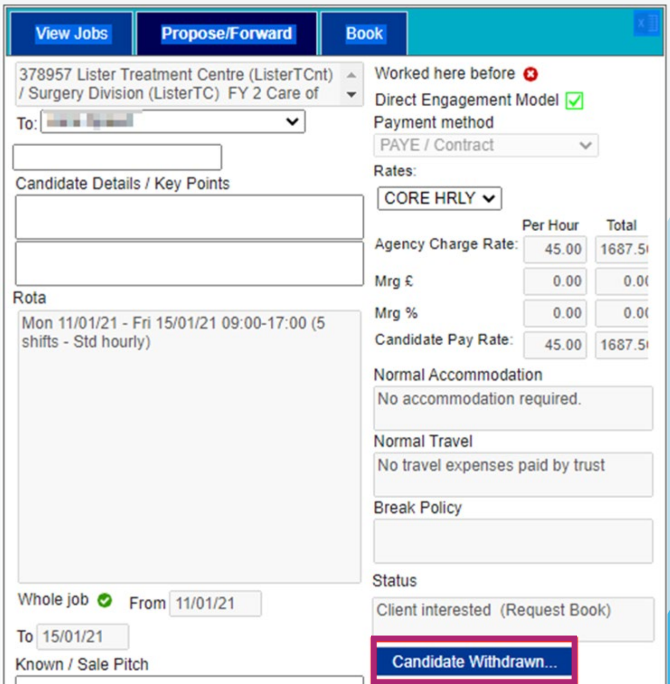


Once a booking is confirmed the worker will receive a temporary link (expires in 4 weeks and after this job must be re-confirmed) they can click on as shown below

3.6 Withdrawing a Candidate

Once you have proposed a candidate for a job, you can withdraw the candidate if they are no longer available.

You will need to select the job and the candidate. Then click the Propose/Forward tab and click the Candidate Withd (pre) button at the bottom of the page.



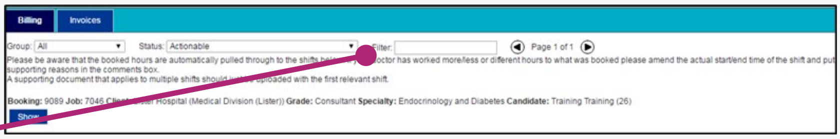
4. Billings

To access the billing functions within NHSP:Connect you will need to click on the lower of the two boxes next to the NHSP:Connect icon:

4.1 Timesheets

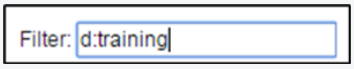
NHSP:Connect will automatically generate the timesheet for each job when each shift within the job finishes. You will need to manually update each timesheet and upload a scanned copy of the paper timesheet in order for the Trust to approve the payment.

When you click on the timesheet tab you will be presented with the following screen:



The best way of finding your candidate's timesheet is to use the filter option at the top of the page.

If you are entering using the candidate's name you will need to enter d: before you enter the name of your candidate.



Once you have entered the candidate's name press enter on the keyboard.

The job will be displayed with a "Show" button. Clicking show will display all the timesheets that you can modify for that job.

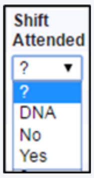
In the shift attended box, select the option applicable for that date.

You have the option for DNA, No and Yes.


Booking: 9039 Job: 7915 Client: Lister Hospital (Surgery Division (Lister)) Grade: Consultant Specialty: General Surgery Candidate: Training Training (10)

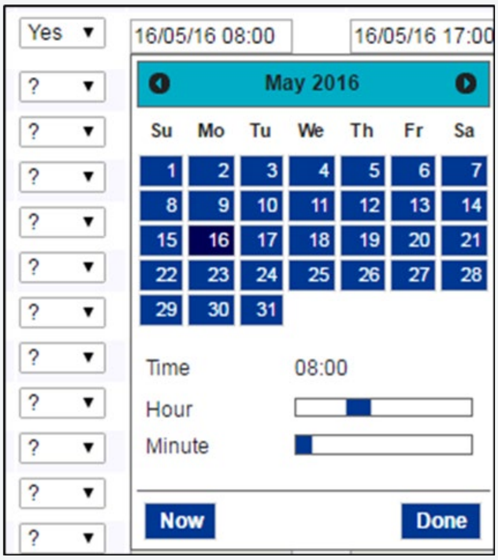
Status	Shift Attended	Start Time	End Time	Breaks	Quantity	Unit	Comments	Supporting Document (if required)
Unsubmitted	?	16/05/16 08:00	16/05/16 17:00	00:30	8.50	COR /UNS		
Unsubmitted	?	17/05/16 08:00	17/05/16 17:00	00:30	8.50	COR /UNS		
Unsubmitted	?	18/05/16 08:00	18/05/16 12:00	00:00	4.00	COR /UNS		
Unsubmitted	?	01/08/16 00:00	01/08/16 17:00	01:00	16.00	COR /UNS		
Unsubmitted	?	02/08/16 08:00	02/08/16 17:00	00:30	8.50	COR /UNS		
Unsubmitted	?	03/08/16 08:00	05/08/16 00:00	01:30	38.50	COR /UNS		
Unsubmitted	?	05/08/16 00:00	05/08/16 17:00	01:00	16.00	COR /UNS		
Unsubmitted	?	15/08/16 08:00	17/08/16 00:00	01:30	38.50	COR /UNS		
Unsubmitted	?	17/08/16 00:00	17/08/16 17:00	01:00	16.00	COR /UNS		
Unsubmitted	?	18/08/16 08:00	18/08/16 17:00	00:30	8.50	COR /UNS		
Unsubmitted	?	19/08/16 08:00	20/08/16 08:00	01:30	22.50	COR /UNS		
Unsubmitted	?	22/08/16 08:00	22/08/16 17:00	00:30	8.50	COR /UNS		

Clicking Yes will allow you to modify the timesheet.

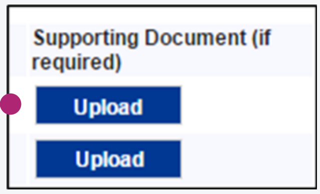


NHS Professionals

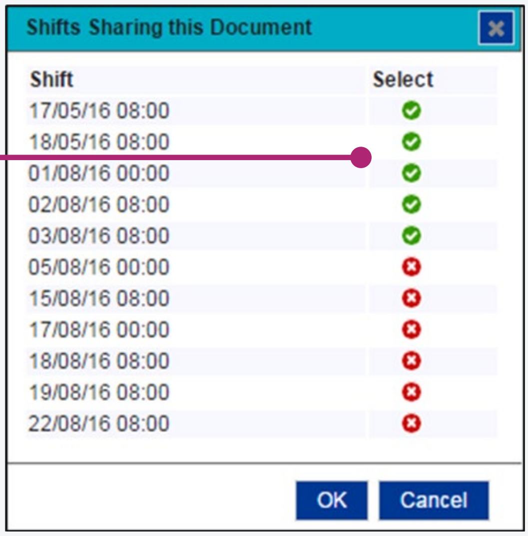
Once you have selected Yes, you can then modify the times worked by the candidate.



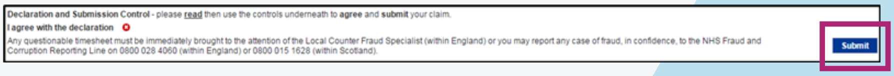
You can do this for several the timesheets and then upload a scanned copy of the timesheet, by clicking the 'Upload' button in the same row as the timesheet you have just modified.

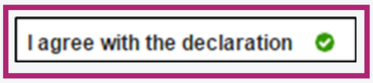


Once you have selected the file you can then assign the scanned timesheet for the date range that that timesheet applies to.

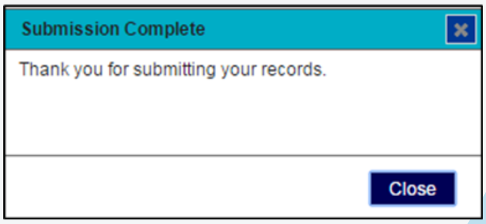


Once you have completed your timesheet entry you will need to read and agree to the declaration at the bottom of the page and then click submit





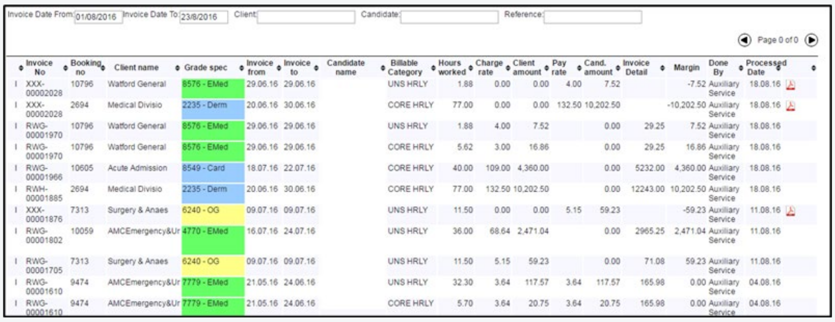
You will then receive a confirmation that the records have been submitted



4.2 Invoices

Once the trust has authorised the timesheets that you have submitted NHS Professionals will then raise and pay the invoices on your behalf.

You can view the details of these invoices in the invoices tab of the billing section of NHSP:Connect. You can also view the invoice documentation by clicking the pdf icon on the right of the page.


Invoice Date From: 01/08/2016 Invoice Date To: 23/8/2016 Client: Candidate: Reference:

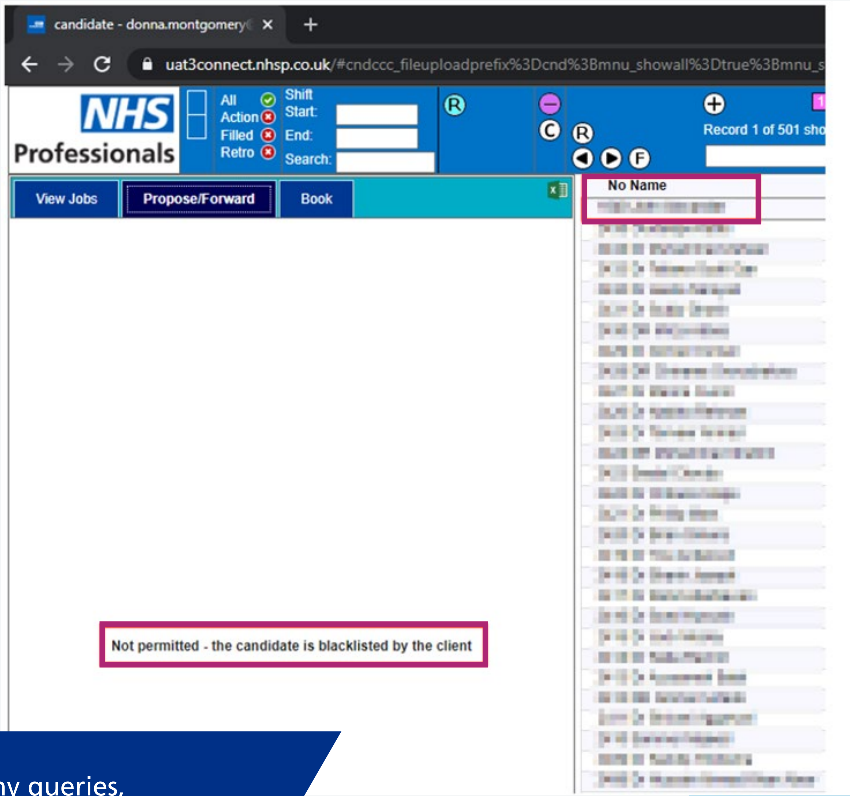
Page 0 of 0

	Invoice No	Booking no	Client name	Grade spec	Invoice from	Invoice to	Candidate name	Billable Category	Hours worked	Charge rate	Client amount	Pay rate	Cand. amount	Invoice Detail	Margin	Done By	Processed Date
I	XXX-00002028	10796	Watford General	8576 - EMed	29.06.16	29.06.16		UNS HRLY	1.88	0.00	0.00	4.00	7.52		-7.52	Auxiliary Service	18.08.16
I	XXX-00002028	2694	Medical Divisio	2235 - Derm	20.06.16	30.06.16		CORE HRLY	77.00	0.00	0.00	132.50	10,202.50		-10,202.50	Auxiliary Service	18.08.16
I	RWG-00001970	10796	Watford General	8576 - EMed	29.06.16	29.06.16		UNS HRLY	1.88	4.00	7.52		0.00	29.25	7.52	Auxiliary Service	18.08.16
I	RWG-00001970	10796	Watford General	8576 - EMed	29.06.16	29.06.16		CORE HRLY	5.62	3.00	16.86		0.00	29.25	16.86	Auxiliary Service	18.08.16
I	RWG-00001966	10605	Acute Admission	8549 - Card	18.07.16	22.07.16		CORE HRLY	40.00	109.00	4,360.00		0.00	5232.00	4,360.00	Auxiliary Service	18.08.16
I	RWH-00001885	2694	Medical Divisio	2235 - Derm	20.06.16	30.06.16		CORE HRLY	77.00	132.50	10,202.50		0.00	12243.00	10,202.50	Auxiliary Service	18.08.16
I	XXX-00001876	7313	Surgery & Anaes	6240 - OG	09.07.16	09.07.16		UNS HRLY	11.50	0.00	0.00	5.15	59.23		-59.23	Auxiliary Service	11.08.16
I	RWG-00001802	10059	AMCEmergency&Ur	4770 - EMed	16.07.16	24.07.16		UNS HRLY	36.00	68.64	2,471.04		0.00	2965.25	2,471.04	Auxiliary Service	11.08.16
I	RWG-00001705	7313	Surgery & Anaes	6240 - OG	09.07.16	09.07.16		UNS HRLY	11.50	5.15	59.23		0.00	71.08	59.23	Auxiliary Service	11.08.16
I	RWG-00001610	9474	AMCEmergency&Ur	7779 - EMed	21.05.16	24.06.16		UNS HRLY	32.30	3.64	117.57	3.64	117.57	165.98	0.00	Auxiliary Service	04.08.16
I	RWG-00001610	9474	AMCEmergency&Ur	7779 - EMed	21.05.16	24.06.16		CORE HRLY	5.70	3.64	20.75	3.64	20.75	165.98	0.00	Auxiliary Service	04.08.16

4.3 Viewing worker restrictions

If a worker has been blocked from working at a specific client site they cannot be booked for any jobs at those sites. A block will usually be requested by a client user which is then added by NHS Professionals Doctors Direct.

The block will appear as below when trying to book a specific worker at a blocked site:



If your agency requires support or has any queries, please visit our Help and Support platform: **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.