



## TIMESHEET

<b>First Name:</b>	<b>Hospital/Trust/Client:</b>
<b>Last Name:</b>	<b>Ward /Dept:</b>
<b>GMC/NMC Number (If Applicable):</b>	<b>Address:</b>
<b>Grade and Specialty:</b>	<b>Payment method: PAYE, Umbrella, PSC:</b>

Temporary Workers must fill in and return this original timesheet to the office no later than MONDAY 2pm of each week to ensure payment on Friday designated for that period. Temporary workers are solely responsible for the processing of their timesheets each week. Please note we will not accept any copies or scanned timesheets.

Day	Date	Time In	Breaks	Time Out	Hours Worked	Booking Reference	Authorizing Name	Authorizing Signature
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
<b>Total Hours:</b>								

### Placement Feedback

Please rate as, Excellent (E), Good (G), Average (A), Need Improvement ( NI)		For additional feedback, please email admin@blissfulhealthcare.co.uk	
<b>Clinical Skills demonstrated in line with the requirements of the position</b>		<b>Reliability</b>	<b>Organizational ability</b>
<b>Relationships with patients, other healthcare workers and the public</b>		<b>Supervisory Skills</b>	<b>Patient and other records management</b>
<b>Timekeeping and management of the workload</b>		<b>Communication skills</b>	
I confirm that Induction and orientation was given at the beginning of the placement. Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Additional Comments</b>			

### Worker Declaration

I declare that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Authority, other Public Sector body and private entities who have a similar requirement and the Counter Fraud Services (or other similar organization which operates in the same capacity for any other Public Sector organization) for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud).

### Authorised Signatory

I am an authorised signatory for my Ward/Department/NHS/Public sector body/Private sector body. I am signing to confirm that the Job profile Title and Band/Grade of Temporary Workers and the hours/shift that I am authorizing are accurate and I approve payment. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Authority, other Public Sector body and private entities who have a similar requirement and the Counter Fraud Services (or other similar organization which operates in the same capacity for any other Public Sector organization) for the purpose of verification of this claim and the investigation, prevention, detection, and prosecution of fraud.

<b>Print</b>		<b>Print</b>	
<b>Sign</b>	<b>Date</b>	<b>Sign</b>	<b>Date</b>
<b>Position</b>	<b>Contact</b>	<b>Position</b>	<b>Contact</b>

Please note that signing the timesheet by the Client constitutes acceptance of Blissful Healthcare's Terms and Conditions of detailed on the reverse side of the timesheet (in the absence of any other formal written agreement between Blissful Healthcare and the Client). The timesheet confirms that the Temporary Worker's services have been provided for the hours indicated. By signing, the Client acknowledges that these services have been satisfactory.

It is the Client's responsibility to ensure that only authorized persons sign the timesheet. Once signed, the timings recorded on the timesheet cannot be altered. This emphasizes the importance of accuracy and reliability in the signing process. The Client's signature is understood as agreement to the hours worked by the Temporary Worker

ONLY TO BE COMPLETED BY A COMPANY REPRESENTATIVE PLEASE RETAIN ONE COPY FOR YOUR COMPANY RECORDS AND PROVIDE ONE COPY TO THE TEMPORARY WORKER.



## **TERMS & CONDITIONS OF BUSINESS**

*Blissful Living LTD T/A Blissful Healthcare is an Employment Business for the provision of Qualified Nurses, Care Assistants and Support Workers (Hereinafter called "Temporary Workers").*

*The Carers / Support Workers are also involved in the medical care which includes but not limited to; preparation of meals and feeding residents, hoisting, changing pads, bathing, toileting, dressing, encouraging independency to residents, record keeping and overall providing care and support in their daily activities.*

*The following are the only Terms and Conditions of Blissful Living Limited T/A Blissful Healthcare (hereinafter called the "Company"), Company Registration No 8950389.*

*All previous Terms and Conditions of Business are superseded, and these shall be deemed to be accepted by and binding on a customer of the Company (hereinafter called the "Client") for any Temporary Worker introduced by the Company and appointed by the Client whether it be for a permanent position or temporary assignment (this includes bank staff). These Terms and Conditions are deemed accepted by the Client by virtue of an interview with a representative of the Company or subsequent engagement (this term includes employment or use under a Contract for Service) of a permanent or Temporary Worker introduced by the Company.*

## **DEFINITIONS**

*Contract for Service: This is when there is no obligation for the Company to provide work and no obligation for the Temporary Worker to accept work. Either party may terminate an assignment at any time. No Contract for Service exists between assignments, there is no disciplinary or grievance procedure and it is expressly stated that the Contract for Service does not constitute a Contract of Employment. This Contract applies to all Temporary Workers supplied by the Company. Under a Contract for Service a Temporary Worker has the right not to be discriminated against on any grounds of race, religion, age or gender, and the right to a safe place of work.*

*The Company makes every effort to give satisfaction to the Client by ensuring reasonable standards of skill, integrity and reliability through checking references, however, no liability will be accepted by the Company for loss, damage, expense or delay arising from failure to provide a Temporary Worker for all or part of the booking, or from the negligence, dishonesty, misconduct or lack of skill of the Temporary Worker. We will always endeavor to recruit and send the best possible staff whom both we and our client can trust and rely on. If on any occasion our staff are late/ fail to turn up due to; bad weather, traffic, health problems, transportation issues or any other emergency then we will try our best to find a replacement for you, provided we are informed on time. However, in case we fail to provide a replacement, and keeping in view that these situations may be beyond our control, we do not accept any responsibility and will not be held liable for any loss and or damage sustained due to this.*

*The Client undertakes to supervise the Temporary Worker sufficiently to ensure their own satisfaction with reasonable standards of workmanship. If the service of a Temporary Worker proves to be unsatisfactory, the Company may reduce or cancel the charge for the time worked by the Temporary Worker, provided that the Temporary Worker leaves the assignment immediately and that notification is received within 1 hour of the worker commencing duties. Confirmation of this telephone notification should be sent immediately by facsimile or in writing by recorded post within 48 hours.*

*The Client agrees to pay the fees, as agreed with the Company, at the hourly or daily charge rate advised at the time of booking. By signing this timesheet, the client agrees to pay the invoice within 28 days and accepts that there is an interest charge of 1.5% per day of the total invoice if the invoice is not paid within 28 days period. Any other special terms agreed, will be confirmed separately in writing. The Client is responsible for verifying the hours worked by the Temporary Worker by signing a time sheet. In the event that the Client is unable to sign the time sheet, then a representative of their choice must be appointed. The responsibility for this lies with the Client. The company reserves the right to charge for extra time worked by the member of staff if confirmed by the Client on the time sheet. In the event that the length of the booking time is reduced, whilst the temporary worker is on the Client's premises for any reason, the full period of the booking will be charged. Cancellation of any booking within 12 working hours of the start time will be subject to the full invoice value of the hours booked. Please note we consider 12 working hours as equal to a typical long day shift which is from (8am to 8pm).*

## **ENGAGEMENT OF A TEMPORARY WORKER BY THE CLIENT**

*If a client wishes to engage a Temporary Worker introduced to them by the Company, the Client can, by prior agreement with the Company and from an agreed date, hire the Temporary Worker for a period of 16 weeks at a minimum of 40 hours a week at the agreed hourly charge rate. At the end of the 16-week period, the Temporary Worker will transfer to the employment of the Client without charge.*

*The Company must be notified immediately by the Client when they engage a Temporary Worker introduced through our services. The engagement of a Temporary Worker or former Temporary Worker by a Client within the period of 12 months from the termination of any temporary assignment without prior written agreement from the Company, whether for a definite or an indefinite period on any basis whatsoever, or the introduction of such Temporary Worker or former Temporary Worker to other employers including other employment agencies, with a resulting engagement renders the original Client liable for the payment of a Recruitment Fee. The fee will be calculated as follows; the maximum past hourly rate, multiplied by 40 to represent hours in a normal week, multiplied by 52 to represent the weeks of the year. This is the total anticipated annual salary, and will form the basis of the fee. A fee of 15% of the annual salary is chargeable. A minimum fee of £2500 will apply in all cases if the Company's permission to employ in this situation was not sought.*