

When completing this Timesheet please:

- > Only use black ink.
- > Obtain authorised signatures for all the shifts you have worked
- > Complete one timesheet for each ward worked.
- > Please send to timesheets@medical-locums.co.uk / 01908 483 989

1. Personal Information

Name:

Band/Speciality:

Professional Registration Number:

Trust/Hospital/Department:

2. Timesheet

Day	Date	Start Time	Break Hrs/Mins	Finish Time	Total Hrs Exc. Breaks	Travel	
						Milage/Ticket Price	Cost
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total Hours						Total Cost	

To be completed by the agency worker (you):

I declare that the information I have given on this form is correct and that I have not claimed elsewhere for the hours/shifts details 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 time to time to and by the NHS body and the NHS CFSMS for the purpose of verification of its claim and the investigation, prevention, detection and prosecution of fraud.

Nurse Signature:

Date:

Please confirm that the above candidate undertook an induction orientation at this assignment. Yes No

Please confirm that the above candidate was present with a valid ID badge at their assignment. Yes No

To be completed by the authorised Trust/Hospital signator:

I confirm that I am signing to confirm that both the grade of Agency Worker and the hours/shift that I am authorising 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 time to time to and by the NHS body and the NHS CFSMS for the purpose of verification of its claim and the investigation, prevention, detection and prosecution of fraud.

First Name:

Surname:

Position:

Authorised Signature:

Date: