

UHL NHS TRUST: RECRUITMENT CONTROL: REVISED CASE OF NEED FORM (CRITICAL TO PATIENT SAFETY OR COVID-19 POSTS)

As part of UHL's financial recovery plans, tighter controls on recruitment have been agreed until further notice. Before proceeding, Recruiting Managers should therefore assure themselves that the post they are seeking to recruit to is **critical to patient safety**, or COVID-19 related. If it is not, please **do not** proceed with the recruitment request at this time, as the request will be rejected.

Exempted Posts

The default position is that recruitment will not continue for any post with the exception of the exempted posts below:

- Clinical Registered Nurses and midwives band 5-8a (Excepting specialist nursing posts)
- Theatre Staff in bands 5-8a
- HCA's / Renal and Midwifery Care Assistants / Nursery Nurses / Clinical Aides
- Ward Clerks and Housekeepers
- Junior Medical posts that contribute to an on-call / shift rota
- Research posts where signed off by R & D Finance
- Estates and Facilities posts considered to be front line operational staff (Band 2 & Band 3)
- Alliance Posts outside 'UHL Pillar'
- Any apprenticeship posts (with confirmation that a place on an apprenticeship course or programme have been secured).

A case of need form is not required for the exempted posts listed above.

Non-Exempt Posts

- If the post that you wish to recruit to **does not** fall into any of the exempt categories listed above, the Recruiting Manager will need to fully complete the case of need form below, providing a clear case of need to demonstrate the case to progress with the recruitment. This needs to be uploaded on TRAC under "Internal Documents"* in approvals. ***Please note that if it is uploaded anywhere else it can be seen by candidates).**
- All posts must have approval from either, the Corporate Director / Deputy Director, Head / Deputy of Operations (HOO) or Head / Deputy of Nursing / Midwifery (HON/M) or Clinical Director or Deputy (CD) **PLUS** Finance sign off for CIP and budget, as per the table in the flow chart below.
- RECRUITMENTCONTROL@UHL-TR.NHS.UK must be added to all posts as the final approver.
- Please note that only posts deemed **critical to patient safety** or COVID-19 related will be considered through this process. All other posts will be rejected.

Directorate / CMG Responsibilities

- It is important that Corporate Directorate's / CMG's challenge and agree all proposed recruitment **prior to** the 'Enhanced Recruitment Control Board' process robustly, particularly ensuring that any post submitted for recruitment is critical to patient safety. CMGs are required to have recruitment / vacancy approvals processes in place to ensure oversight and mitigations are in place.

Enhanced Recruitment Control Board (ERCB)

- The Enhanced Recruitment Control Board (ERCB) will continue to meet on a weekly basis and any posts to be considered for approval will need to be in by Midday each Tuesday. The ERCB consists of the Medical Director and the Chief Nurse.
- Any new posts will also be submitted to the Deputy Chief Finance Officer by Recruitment Services for approval. Further details may be requested for new posts.

RECRUITMENT CONTROL FLOW CHART FOR NON-EXEMPT POSTS

Step 1

The Recruiting Manager must complete a full vacancy review before completing the Case of Need form (Below) for non-exempt posts

Step 2

- The Recruiting Manager inputs the vacancy information AND uploads the **fully** completed Revised Case of Need Form on to TRAC under 'Internal Documents'* in approvals. ***Please note that if you upload anywhere else it can be seen by candidates).**
- RECRUITMENTCONTROL@UHL-TR.NHS.UK must be added to all posts as the final approver.

TRAC Vacancy Approvers				
	Approver 1	Approver 2	Approver 3	Approver 4
Nursing Posts	Head of Nursing/ Midwifery	CMG Head of Finance	Recruitmentcontrol@uhl-tr.nhs.uk	
Non-Medical Posts	Head of Operations or Deputy Head of Operations	CMG Head of Finance	Recruitmentcontrol@uhl-tr.nhs.uk	
R & D Posts	David Hetmanski or Elizabeth Moss	Martin Maynes	Recruitmentcontrol@uhl-tr.nhs.uk	
Medical / Consultant Posts	Clinical Director or Deputy Clinical Director	CMG Head of Finance	Recruitmentcontrol@uhl-tr.nhs.uk	
Corporate Posts	Director or Deputy Director	CMG Head of Finance	Recruitmentcontrol@uhl-tr.nhs.uk	
Apprentice Posts	As above (depending on which area your post falls under)	Liz Allison - Training Manager Elizabeth.Allison@uhl-tr.nhs.uk	CMG Finance Lead	Recruitmentcontrol@uhl-tr.nhs.uk

Step 3

- If no Case of Need is attached or the Case of Need is unclear, then CMG Panel should not authorise the vacancy on TRAC.
- Recruitment Services prepare a download of all vacancies which have been approved on TRAC in line with the above process each Tuesday – Posts must be approved by Midday on a Tuesday to be considered that week.

Step 4

All posts (critical to patient safety / COVID-19 related) that have a fully completed Case of Need and the necessary CMG authorisation on TRAC will be progressed to Enhanced Recruitment Control Board

There may be occasions where clarification is required by ERCB and this will be requested via the Recruitment Control mailbox.

The Recruitment Team will:

- Progress posts following Executive Approval via the ERCB, within 2 working days;
- Inform Recruiting Managers by TRAC within 2 working days that their post has been rejected by the Enhanced Recruitment Control Board.

Posts that are rejected will be removed from TRAC after a period of 4 weeks.

RECRUITMENT SERVICES WILL NOT PROGRESS ANY ADVERTS WITHOUT FINAL APPROVAL

REVISED CASE OF NEED FORM FOR NON-EXEMPT POSTS (CRITICAL TO PATIENT SAFETY)

SECTION A: POST DETAILS				
Post / Position Title	Biomedical Assistant			
Grade / Band	Band 2			
Number of Posts	2			
Medical and Dental Posts	Specialty			
	Grade			
	Duration			
CMG / Directorate	CSI			
Department/Service	Fast Track, Specimen Reception			
New or Existing Post		New	Existing	Yes
Name of Previous Post-holder(s)	Shivam Tailor, Echezona Maduka	Date Vacated	02/04/24	

SECTION B: HIRING MANAGER ON TRAC	
Name	Jason Blake
Designation	Specimen Reception Manager

SECTION C: HOURS AND TENURE			
Hours	37.5		
Tenure	Permanent	Yes	
	Fixed Term		Length of Contract
	Temporary		Length of Contract
	Bank		

SECTION D: EXTERNAL FUNDING				
Is the Post Externally Funded	Yes		No	X
Name of Funding Body				
Length of Funding		Value		

SECTION E: RECRUITMENT BUSINESS CASE: JUSTIFICATION AND EVIDENCE	
Please provide as much information as possible. Submission of minimal data may require form to be returned and a delay in processing.	
Why is this post critical to service provision / safety? Any risk to the Trust achieving its statutory requirements?	We require Biomedical Assistants as they are pivotal to covering essential shifts for ED Hot lab and main laboratory urgent sample processing. They are critical to delivering turn-around-times for patient samples. The only other option to maintain support for ED, ITU and support patient discharge from the Trust is to increase the overtime spend.
What have you done to mitigate the risk?	Bank staff and additional overtime spend.
Consideration of alternative ways to deliver the activity. (This might include skill mix changes, redesigning process, cross-CMG working, changes to rotas).	Skill mix review has taken place including re- training of staff in other areas to include additional duties as part of Specimen Reception. Process changes have been made to improve TAT of samples and efficiencies within department and further processes changes will be made to reduce the need for replacement staff in the future. A Management of change was completed to adjust staff shift patterns to enable more efficiencies within the department and reduce overtime and enhancement spend.
State how the proposed post would be funded - cost pressure / COVID / external funding.	Like for like replacement for Shivam Tailor. Restoration of Band 2 (Echezona Maduka) to 1 WTE from 0.53 WTE. Post was originally approved and advertised as 1 WTE but on appointment in May 2023, HR stated that the candidate must be appointed despite working hours restriction on Visa of 20 hours. The post was filled with Echezona Maduka (20 hours, 0.53WTE) and the remaining budget has not been re-used.
Please confirm support of senior CMG	Yes

team / Corporate Director	
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Name of Senior Authorising Manager (HOO/Dep HOO/HON/Dep HON/CD/Deputy CD)/R&D Approver's, the post will not be progressed if the below approval is signed by someone who is not listed in a role above

Name:	Matthew Archer	Date	08/04/24
Post Title:	Head of Operations		