



- Reyaansh Staffing -

**Your First Choice
for Nursing Staff**

Referral Program at Reyaansh Staffing

At Reyaansh Staffing, we highly value the collaborative effort of our team members and actively encourage participation in our referral program. As a token of appreciation, we offer an enticing £150 reward to staff who successfully refer individuals with specific skillsets crucial to our operations:

Registered Nurses

Registered Mental Health Nurses

Intensive Care Nurses

Theatre Nurses

Scrub Nurses

District Nurses

Locums

Allied Health Professionals (AHPs)

Upon the completion of either 5 shifts worked or 3 months of continuous service by your referred candidate, you become eligible to receive the £150 referral fee.

Comprehensive In-House Training Opportunities

As part of our unwavering commitment to continuous professional development, Reyaansh Staffing conducts thorough in-house Adult and Paediatric Basic Life Support and Manual Handling training. Our highly qualified trainers, available in London and Plymouth, are dedicated to facilitating a seamless process for obtaining your training certificates. For further details on available in-house training slots, we encourage you to reach out to our compliance team. Additionally, you can conveniently purchase training courses through our online shop.

In-House Phlebotomy Services

To enhance the onboarding experience, Reyaansh Staffing provides in-house phlebotomy services. Our onsite clinician is available by appointment to collect blood samples for serology checks. This ensures that all candidates receive the necessary occupational health clearance before placement, contributing to a streamlined and efficient onboarding process.

Policies

Aligning with our commitment to your success, we urge you to thoroughly familiarize yourself with our policies before embarking on assignments. Take the time to read, acknowledge, and fully understand the following documents:

- Reyaansh Staffing Policies
- Terms of Engagement

Expected Conduct Standards

At Reyaansh Staffing, we set high expectations for our candidates, demanding the utmost professionalism and care. Registered professionals are required to adhere to and be familiar with relevant standards, including those outlined by:

Nursing & Midwifery Council
Health and Care Professions Council
General Medical Council

The code of conduct, as published by Skills for Health and The Department of Health, underscores the importance of accountability for Healthcare Support Workers and Adult Social Care Workers in England. We anticipate our team members to be able to answer for their actions or omissions.

Accountability and Transparency : At Reyaansh Staffing, we emphasize the importance of accountability, ensuring that each team member can provide answers for their actions or omissions. This commitment is fundamental to maintaining the highest standards of professionalism.

Respect for Privacy and Dignity : Our commitment extends to promoting and upholding the privacy, dignity, rights, health, and wellbeing of individuals who rely on health and care services, as well as their careers.

Collaborative Healthcare Delivery : Working in collaboration with colleagues is a cornerstone at Reyaansh Staffing. This ensures the delivery of high-quality, safe, and compassionate healthcare, care, and support.

Effective Communication for Safety : Communication is key to promoting health, safety, and wellbeing. At Reyaansh Staffing, we emphasize open and effective communication to achieve these vital goals for the people who use health and care services and their careers.

Respecting Confidentiality : We value and respect an individual's right to confidentiality, recognizing the importance of maintaining trust and privacy in all interactions.

Commitment to Professional Development : Reyaansh Staffing encourages a commitment to professional growth and continuous improvement. Striving for excellence in healthcare, care, and support is achieved through ongoing professional development.

Upholding Equality, Diversity, and Inclusion : We actively uphold and promote equality, diversity, and inclusion, fostering an environment that respects and values the differences that make each individual unique.

Skills for Health Code of Conduct : We strongly advise you to thoroughly read the complete Skills for Health Code of Conduct. Should you have any queries, our Clinical Advisory Team is available to provide assistance and clarification.

Uniforms ID and Badges

At Reyaansh Staffing, we enforce a strict uniform policy to uphold professionalism and instill confidence. New team members receive uniforms before their first shift. Additional uniforms and Reyaansh Staffing branded clothing can be ordered through our compliance team.

Wearing the Reyaansh Staffing badge on all shifts is mandatory, and it must be in-date. In case of loss or damage, please contact us immediately for a replacement to avoid any disruptions during your shift.

Complaints Procedure

In line with our duty of care, Reyaansh Staffing takes complaints seriously. Our Clinical Advisory Team investigates complaints promptly and aims to provide a credible response to the client within 3 working days or 72 hours, when possible. If needed, our team may reach out to you for a statement to assist in the investigation. Your cooperation is valued in maintaining the highest standards of care and service.

Mobile Phone Usage : In strict adherence to professional standards, the utilization of mobile phones for personal calls or entertainment is strictly prohibited during work hours for individuals associated with Reyaansh Staffing. Access to mobile devices is limited to break times, and the devices should be switched off or set to silent mode while on duty. While recognizing the potential utility of technology and applications, any use for personal calls, business, or leisure must be confined to non-working hours.

Gift Policy : For individuals engaged with Reyaansh Staffing, the policy remains steadfast: the acceptance of gifts from patients or clients, including hospitality favours or testamentary bequests, is to be refrained from.

Drugs & Alcohol : Upholding a commitment to work without influence from drugs or alcohol is paramount. Allegations upheld against you will lead to immediate removal from your placement with Reyaansh Staffing, with no further opportunities through the agency. In such cases, a referral to your professional body will be made if deemed appropriate. Additionally, a minimum notice period of one week is required should you wish to terminate your assignment with Reyaansh Staffing.

Smoking Policy : Smoking within a trust or client's property is strictly forbidden unless expressly indicated otherwise.

Assignment Handling : In the event of a complaint or concern, compliance with removal from shifts or immediate contact with Reyaansh Staffing is essential. Depending on the severity of the concern or complaint, removal from working within a ward or Trust, or withholding from further shifts may occur.

Payment Information : Regarding payment methods, individuals working with Reyaansh Staffing have the option to be paid through PAYE (Pay as You Earn), with tax and National Insurance deductions facilitated by our in-house Payroll Team. Alternatively, the choice to be compensated through a Limited Company or Umbrella Company is available. For detailed discussions on payment methods, individuals are encouraged to contact a member of the Reyaansh Staffing Payroll team via email at payroll@reyaanshstaffing.com.

Timesheet Submissions : Operational procedures for timesheet submissions under Reyaansh Staffing involve prompt submission following each worked shift, with a deadline of no later than 4 pm every Wednesday. Payslips will be sent to your designated email address, and corresponding funds will be credited to your bank account. Timesheets, complete with references and the signature of a supervising nurse or relevant personnel from the Trust, should be emailed to timesheets@reyaanshstaffing.com.

If engaged through a third party (Master or Neutral Vendor) utilizing an online timesheet system, payment will be processed upon the shift's online approval and inclusion in our report. PAYE agency staff can anticipate payments on Fridays, while Umbrella payments are processed on Thursdays weekly.

Our Responsibilities To You

Database Registration and Work Opportunities:

(a) While your details reside on our database, Reyaansh Staffing is empowered to periodically search for work opportunities tailored to your profile.

(b) Our commitment involves notifying you of suitable opportunities, arranging interviews with Clients, and facilitating negotiations. It's important to note that the progression of opportunities isn't guaranteed.

(c) Upon your acceptance of a proposal, you must promptly inform us if you have worked for the specified Client or End User post-September 30th, 2011, providing details such as client name, placement dates, role, and reasons for placement conclusion.

Client Exclusion Preferences:

If there are specific Clients you prefer not to engage with, communicate this in writing, specifying the individuals or organizations to be excluded. We undertake not to disclose your information to any non-excluded Clients.

Agreement for Exceptional Service:

(a) Your commitment to providing a comprehensive and accurate curriculum vitae is appreciated, along with the provision of evidence of your right to work in the UK and relevant qualifications upon request.

(b) Information shared for Client decisions, especially health-related details impacting your role, is pivotal to ensuring a seamless and informed engagement.

(c) Your consent for information use and verification is implicitly assumed, with the flexibility to withdraw such consent in writing at your discretion.

(d) Immediate notification of any changes to the provided information is expected.

(e) Furnishing suitable referees upon request, excluding relatives, is considered a professional standard.

Commitment to Professionalism:

- (a) Upholding the highest standards of professionalism, Reyaansh Staffing reserves the right to remove your details from our database while acting in good faith.
- (b) Our commitment is expressly defined within the terms of this agreement, with no obligation beyond what is specified or mandated by applicable law.
- (c) Acknowledging that work placement cannot be guaranteed, Reyaansh Staffing maintains the right to determine engagement terms based on separate agreements with us, personal service companies (PSCs), or approved Umbrella Companies.
- (d) Recognition of potential IR35 implications and consent for data processing beyond the European Economic Area is integral to our engagement.
- (e) Assignment-specific details, payment terms, and notice periods will be meticulously outlined in assignment confirmations.
- (f) Our liability is circumscribed to direct loss, with a ceiling not exceeding £50,000, unless constrained by legal provisions.
- (g) Preserving rights against discrimination is a paramount aspect of our agreement.
- (h) Survival clauses post-termination ensure the enduring validity of specified terms.
- (i) Governed by English law, the agreement falls under the exclusive jurisdiction of English courts.