**Appendix 3 Guidance Documentation**

**V&SCP form filling guidance notes**

* + V&SCP forms should be completed in as much detail as possible. The onus falls on the Manager (requestor) to ensure all details are complete and accurate. Should insufficient detail be provided in order for the panel to make a decision, the request will be rejected and a new submission will need to be made.
  + In free text boxes, please do not include any one-line statements. Explain the case fully and provide supporting evidence/rationale for the answer to each question.
* Provide detailed explanations on the impact of quality, patient safety (including examples), and effectiveness.
* Confirm what level of redistribution of work has already been completed and why further redistribution is not possible or practical.
* Confirm the level of % vacancy gap a failure to fill the post will result in.
* Where quality would be impacted, name the relevant quality standard or guideline, and provide supporting evidence as applicable.
* Provide detailed rationale and quantify the expected annual savings by comparing the hourly/daily rate of the role being applied for, vs the role being replaced (as applicable).
* Where not possible to generate savings, as stated above one-line statements will not be accepted. Note that in the trust’s current financial position, it will be difficult for the panel to approve a post that does not generate savings or provide more income to the Trust than the cost of the post.
* Where applicable, the ICB VCP form must be completed and submitted at the time the vacancy is placed onto TRAC