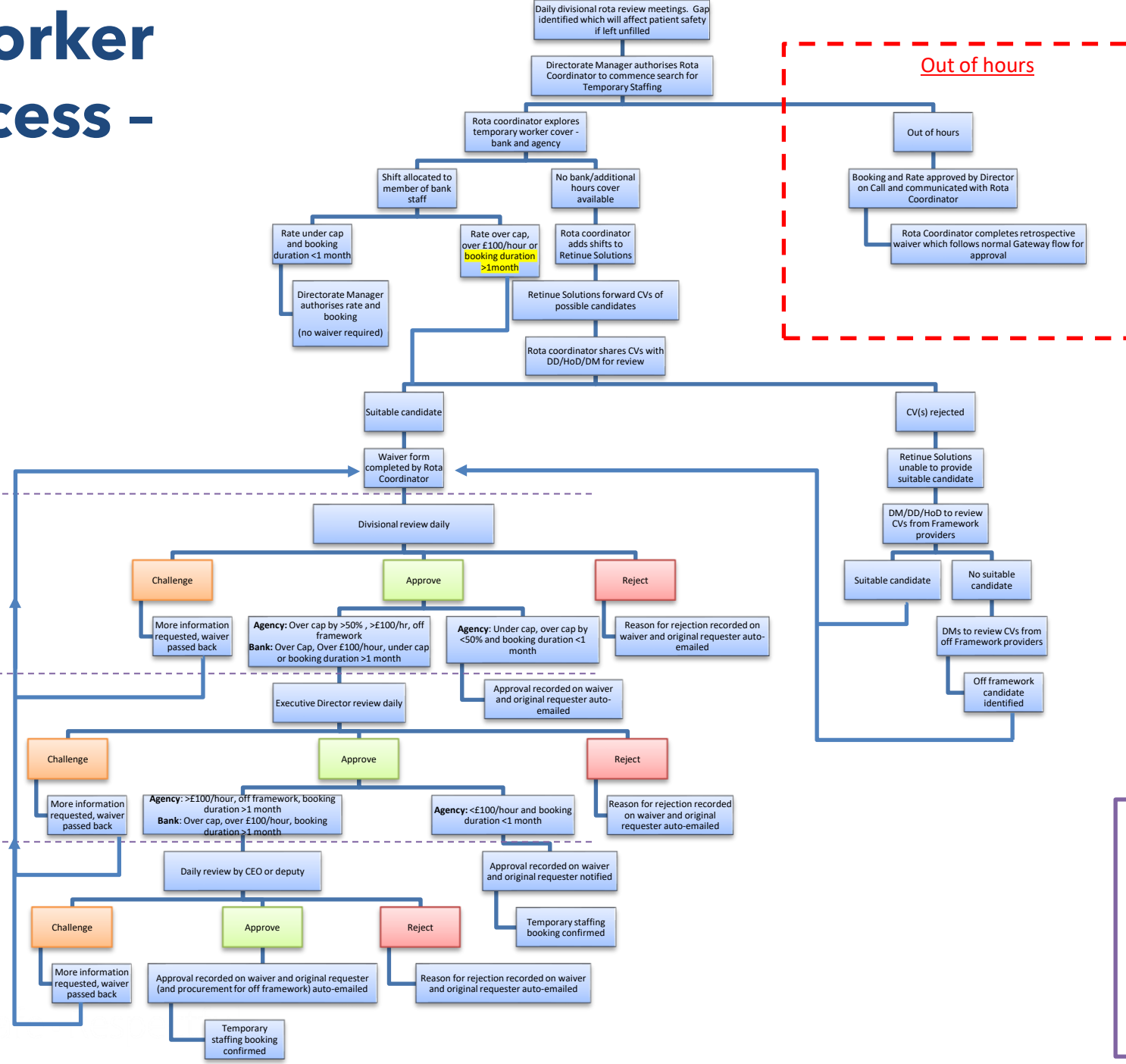


Temporary Worker Approval Process - Medical Staff



Approval Gateway 1: Division
Signatories: DDOP or DD
Threshold
Agency: Under cap or over cap by less than 50% (but not >£100hr) and booking duration <1 month

Approval Gateway 2: Executive Directors
Signatories: MD then DoF
Threshold
Agency: <£100/hr and booking duration <1 month

Approval Gateway 3: Chief Executive Officer
Signatories: CEO
Threshold
Agency: >£100/hr, off framework or booking duration >1 month
Bank: Over cap, over £100/hour or booking duration >1 month

- Principles**
- Requests must pass through gateways in succession
 - Thresholds indicate rates up to which each Gateway can completely approve a request for booking
 - Signatories will engage their deputy in their absence