

Name

Mobile Number

Department / Specialities

The West Suffolk NHS Foundation Trust runs an in-house medical staffing bank for those doctors who wish to work additional shifts. The in-house bank is a voluntary arrangement which you are welcome to join.

If you do decide to sign up Medical Staffing will text details of available shifts at your level and for the departments in which you have experience. These are usually short notice shifts to cover sickness or vacancies that need filling.

You need only respond to these texts should you wish to work a shift, by calling the Booking Co-ordinator for the Medical Staffing Bank to confirm.

To enable to you do these bank shifts (if it results in your working over 48 hours per week) you will be required to opt-out of the WTR. Please be aware that you should never exceed 56 hours per week, or 72 hours in a period of 7 consecutive days.

We would like to remind you, under the Terms and Conditions of Service for NHS Doctors and Dentists in Training 2016 - Schedule 3.43 – Locum Work, it states you are required to inform us of your intention to undertake additional hours of locum work.

On those occasions where you know you would like to work some additional hours, the process is outlined below:

- **Inform the Rota Co-ordinator no later than 2 weeks prior to the additional date/hours you can work.**
- **Rota Co-ordinator will confirm no later than 1 week prior to the hours you can work if they have shifts available for you.**

If you would like to sign up to the in-house medical staffing bank, we would be very grateful if you could indicate your acknowledgment and agreement as applicable.

Opt-out agreement – optional introduction

This Form of Agreement is drawn up under the Working Time Regulations Statutory Instrument 1998/1833 Regulation (5) 1 and provides for you to enter into an agreement with West Suffolk Hospital NHS Trust to disapply the 48 hour limit in respect of the total weekly average hours required in your case.

Under Terms and Conditions of Service for NHS Doctors and Dentists in Training 2016 - Schedule 3 – Locum Work – you must not work in excess of 56 hours per week, or 72 hours in a period of 7 consecutive days.

1. **I agree that the 48 hour average weekly limit specified in the Working Time Regulations 1998- Regulation 4(1) shall not apply in my case when undertaking locum shifts.**
2. **I agreed that I will not exceed 56 hours per week, or 72 hours in a period of 7 consecutive days, as outlined in Schedule 3 of the Terms and Conditions**
3. **I understand that this agreement will apply from the date this form is signed below and will continue indefinitely unless otherwise specified.**
4. **Despite agreeing to disapply the limit, I am fully aware that I have responsibility not to work so long that it may impair my efficiency or expose colleagues, the public or property to risk.**
5. **I agree to keep accurate records of my working hours in accordance with Trust requirements.**
6. **Each side agrees to give not less than 7 days' notice to bring this agreement to an end. In these circumstances, Schedule 14 - Protection of Pay will not apply.**
7. **I am aware that I am under no obligation to sign this agreement and that it is illegal for me to be subjected to any detriment if I decline to sign.**

I would like my details added to the Medical Staffing Bank database and acknowledge that this may require me to work over 48 hours per week. Your signature is required as the agreement must be in writing.

Signature:

Date:

If you have any questions about this, then please do not hesitate to contact one of us in the team.