

## 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](mailto: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](mailto: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
<b>Nursing Posts</b>	Head of Nursing/ Midwifery	CMG Head of Finance	<a href="mailto:Recruitmentcontrol@uhl-tr.nhs.uk">Recruitmentcontrol@uhl-tr.nhs.uk</a>	
<b>Non-Medical Posts</b>	Head of Operations or Deputy Head of Operations	CMG Head of Finance	<a href="mailto:Recruitmentcontrol@uhl-tr.nhs.uk">Recruitmentcontrol@uhl-tr.nhs.uk</a>	
<b>R &amp; D Posts</b>	David Hetmanski or Elizabeth Moss	Martin Maynes	<a href="mailto:Recruitmentcontrol@uhl-tr.nhs.uk">Recruitmentcontrol@uhl-tr.nhs.uk</a>	
<b>Medical / Consultant Posts</b>	Clinical Director or Deputy Clinical Director	CMG Head of Finance	<a href="mailto:Recruitmentcontrol@uhl-tr.nhs.uk">Recruitmentcontrol@uhl-tr.nhs.uk</a>	
<b>Corporate Posts</b>	Director or Deputy Director	CMG Head of Finance	<a href="mailto:Recruitmentcontrol@uhl-tr.nhs.uk">Recruitmentcontrol@uhl-tr.nhs.uk</a>	
<b>Apprentice Posts</b>	As above (depending on which area your post falls under)	Liz Allison - Training Manager <a href="mailto:Elizabeth.Allison@uhl-tr.nhs.uk">Elizabeth.Allison@uhl-tr.nhs.uk</a>	CMG Finance Lead	<a href="mailto:Recruitmentcontrol@uhl-tr.nhs.uk">Recruitmentcontrol@uhl-tr.nhs.uk</a>

**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	Breast Clinic Co-ordinator				
Grade / Band	2				Band 2
Number of Posts	1				
Medical and Dental Posts	Specialty				
	Grade				
	Duration				
CMG / Directorate	CSI Breast				
Department/Service	Breast Imaging				
New or Existing Post	New		<input checked="" type="checkbox"/>	Existing	<input checked="" type="checkbox"/>
Name of Previous Post-holder(s)	Samantha Milne	Date Vacated	March 2024		

SECTION B: HIRING MANAGER ON TRAC	
Name	Gillian Knott
Designation	Breast Imaging

SECTION C: HOURS AND TENURE			
Hours	37.5		
Tenure	Permanent	<input checked="" type="checkbox"/>	
	Fixed Term		Length of Contract
	Temporary		Length of Contract
	Bank		

SECTION D: EXTERNAL FUNDING			
Is the Post Externally Funded	Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
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 have a vacant full time post due to a F/T staff leaving. We had already identified that a short fall of Band 2's to continue to deliver the breast screening service. The service needs to ensure that all enquires are dealt with in a professional and timely manner. Due to the staff leaving and not being replaced is now impacting on this and it will have a negative impact on the screening service with only a couple of part-time band 2's left to manage all the workload which could result in delay of results for the screening population
What have you done to mitigate the risk?	We do not have the capacity to ask existing staff to continue to pick up the vacant role and responsibilities substantively
Consideration of alternative ways to deliver the activity. (This might include skill mix changes, redesigning process, cross-CMG working, changes to rotas).	This will be the 3 <sup>rd</sup> Band 2 that has left/or leaving in the next 2 weeks. This will delay the telephones being answered in the timely manner and potential
State how the proposed post would be funded - cost pressure / COVID / external funding.	Post 1 Funding is from replacement WTE role
Please confirm support of senior CMG team / Corporate Director	Yes

**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:	Matt Archer	Date	
Post Title:	Head of Operations		