

## VACANCY MANAGEMENT RISK ASSESSMENT FORM

This form must be completed and uploaded to TRAC as an internal additional document for review by the Vacancy Management Panel for all positions excluding Band 2 Healthcare Assistants and Band 5 Registered Nurses (see Vacancy Management Guidance for process for these posts). Please provide a sufficient level of detail, including facts/numbers, in order that relevant authorisers and the Vacancy Management Panel can make an informed decision. Please ensure relevant authorisers are set up on TRAC (Finance Management Accountant, senior department manager (Band 8b or above), Divisional triumvirate leaders\* or, for corporate services, the relevant Deputy Director / Head of service). Positions will only be considered by the Vacancy Management Panel subject to all relevant authorisers having approved it. Please refer to Vacancy Management Guidance for further information.

Post:	HSDU ASSISTANT TEAM LEADER
Ward/department/division:	HSDU
WTE requiring recruitment:	1.0
How long has the post been vacant for?	NEW POST
How has the work been covered during this period?	NEW POST
WTE budgeted establishment:	1.0
WTE vacancies:	1.0
Appointing manager completing this form (name /job title):	Debbie Wilby

Reason require post to be recruited to (please include how this fits with the Trust's priorities, impact on CIP target, service delivery, skill mix and workforce plans):	To meet the needs of the Orthopaedic Elective Hub HSDU service in all areas so that it supports the trust need in all sterile areas optimising service delivery and ensuring the skill mix is adequate in the department. Assistant Team Leaders line manage the Band 2's in the department and ensure they are all working to standard.
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	Shifts are covered between 0600 – 2100 5 days a week and 0800 – 1600 Saturday and Sundays
What is the maximum period recruitment to this post could be postponed without an unacceptable level of impact? (Please provide rationale for answer)	Less than one month as Band 2's need support from Assistant Team Leaders each shift. Assistant Team Leaders are needed on all shifts covering the service from 0600 – 2100 5 days a week and 0800 – 1600 at weekends
If this post was not approved for recruitment, how could the work be absorbed (what are the options) and what would be the implications? (Please consider this in the context of quality, safety, patient / staff impact)	This would have an impact on patient care as if sterile instrumentation not available procedures would have to be postponed or cancelled. This could also have an impact on staff wellbeing as fewer staff would be expected to cover the shortfall which would mean more pressure on staff with the possibility of increased sickness levels.