



Caring is our passion... Compassion is our belief...

NOA Healthcare Ltd., Margaret Powell House, 417 Midsummer Boulevard, Milton Keynes, MK9 3BN
Tel: 020 3130 1773 • www.noahealthcare.co.uk • Email: info@noahealthcare.co.uk

Assignments''

Policy Number 04

Introduction

Members' assignments are booked through JMS, a fully automated Job Management System. JMS is the sole property of NOA Healthcare. Hirers post their specific assignment requirements on JMS.

Policy

NOA Healthcare's unique Job Management System (JMS) manages all aspects of the Assignment process.

Clients have the facility to post vacancies on JMS. Set assignment details; view eligible Members profiles' qualifications; training; experience; suitability and eligibility to work within a health care setting enabling them to determine which Members'(and with what priority) they would prefer to fulfil assignments at their establishment. Identified officers of the Client are informed instantly an assignment has been accepted.

Members are informed of assignments', with job number, by email and text message with the facility for acceptance. Members have access to the assignment details, enabling their informed choice. Information obtained from the Hirer includes:-Shift Times, Staff Member Grade required, Pay Rate and Location / Place where assignment will take place (Hospital Location and Ward.

JMS facilitates and records all communications relating to an Assignment, job number; postings; dates; times; notifications; acceptances; confirmations; variations; additional instructions or requests and cancelations (with reasons) between the Member and Client. Communications are logged and timed for any future investigation.

NOA Healthcare is agreeable for Members to accept, on their behalf, future personal bookings from Clients which must then be entered on JMS by the Client.

Policy Origin	<i>In House Policy</i>
References	NOA Policy 45 Information Obtained from the Hirer.
Date Policy Active.	<i>October 2014.</i>
Last Review Date	<i>Jan 2017</i>

Quality Assurance Reference

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