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**APPENDIX 2**

**WORKING AT AN ALTERNATIVE LOCATION WITHIN ANOTHER BOARD AREA**

It is recognised that for some members of staff, depending on their home address, the nearest NHS establishment might be within another Board area from the one in which they are employed. If having made every effort to attend their own place of work or an alternative location within their own Board area, it may be appropriate for the member of staff to offer their services at an alternative NHS establishment within another Board area. In these circumstances, the employee should contact their own line manger to agree this course of action, who in turn will then contact the relevant duty manager at their nearest appropriate NHS establishment to determine whether or not the member of staff should present themselves to work at this location to provide assistance.

It is important that staff do not just turn up at these establishments without first making contact with their line manager to determine if assistance is required or indeed appropriate.

In these circumstances the following checks should be carried out where an NHS Identity Badge is available:

* Within standard/normal working hours, contact should be made with the Board’s own HR Department, using the appropriate contact number below, who in turn will make contact with the employing NHS Board and check currency of employment and with the appropriate registration body if necessary.

NHS Borders – HR Administrator 01896 826162

NHS Fife - contact Workforce Directorate 01592 648187

#### NHS Forth Valley - HR Connect - 0330 041 4694

#### NHS Lothian - Medical Staff - 0131 465 7737 or General Staff - 01506 523418

* Outwith standard/normal working hours, it will not be possible to check the authenticity of a member of staff’s Identity Badge and therefore the contact details should be kept so that the appropriate checks can be made and the individual recalled if necessary. However, in the event of severely low staffing, and after a thorough risk assessment, the member of staff may be allocated tasks that can be supervised and have either minimal or no patient contact in a clinical area where patients have lower dependency / less complex needs.

If the member of staff does not have an NHS Identity Badge the following would apply:

* Copy any other photographic identification that they have brought with them;
* Within standard / normal working hours, contact should be made with the Board’s own HR Department who in turn will make contact with the employing NHS Board and check currency of employment and with the appropriate registration body if necessary. Following a risk assessment, the member of staff may be allocated tasks that can be supervised and have either minimal or no patient contact in a clinical area where patients have lower dependency / less complex needs.
* Outwith standard / normal working hours, it will not be possible to check the authenticity of a member of staff’s identification and therefore the contact details should be kept so that the appropriate checks can be made and the individual recalled if necessary. In these circumstances it would not be appropriate to do any risk assessments and the individual should not be allowed to commence work of any kind until the necessary checks have taken place.

All hours worked by a member of staff working at an alternative location must be recorded and either sent to the individual’s line manager if employed within the same Board or forwarded to the HR Department for individuals employed in another Board along with copies of the identification and contact details and they will be forwarded to the individual’s line manager in their own Board.