

# AGENCY TIMESHEET



Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

HEALTHBOARD: \_\_\_\_\_

HOSPITAL: \_\_\_\_\_ LOCATION: \_\_\_\_\_

INVOICE NO
PO NO
IF POOL SHIFT - AREA ALLOCATED -

Date Worked	Booking Ref No.	Shift	Time Worked		Unpaid Break**	TOTAL HOURS WORKED	THIS SECTION MUST BE SIGNED BY SISTER OR NURSE IN CHARGE						
			From	To	In mins		Print Name	Signature	WARD	BAND	DATE		
SUN													
MON													
TUE													
WED													
THURS													
FRI													
SAT													
<b>Total hours excluding unpaid breaks</b> →							** Please note that breaks will automatically be deducted in line with WTD unless specifically authorised and noted on this timesheet						

I re that the information I have given on this form is correct and complete and that I have not claimed elsewhere for the hours/shifts detailed on this timesheet. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by Cardiff and Vale University Health Board and the NHS Counter Fraud and Security Management Service for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

**Signature of Agency Nurse:** \_\_\_\_\_



Performance Feedback/Reference:			
Please assign one of the following: E: Excellent G: Good S: Satisfactory U: Unsatisfactory			
Questions	E/S/G/U	Questions	E/S/G/U
Clinical skills demonstrated in line with the requirements of the position		Communication skills	
Relationships with patients, other healthcare workers and the public		Reliability	
Timekeeping and management of workload		Organisational ability	
Patient and other records management		Sickness/absence record	