



Within the Patchwork hub, how do I review an agency proposal shift?

Learn how to approve or decline an agency worker proposal

The Patchwork hub will send you an email notification when an agency worker has been proposed for a shift you have posted.

Shift proposals requiring your attendance, will appear in your 'To-Do List':

My Tasks

Shifts	Blocks	Itemised	Staff
38	1	2	3
<ul style="list-style-type: none">0 Applications0 Agency Proposals25 Sign-off requests5 Approve for payment6 Escalation requests2 Expense Claims	<ul style="list-style-type: none">1 Agency Proposals	<ul style="list-style-type: none">2 Receipts for Signoff0 Receipts for Approval	<ul style="list-style-type: none">3 Activation requests0 External recruitment

View/approve/reject a pending shift on the hub:

1. After clicking the shift in question, click **'Agency Proposals'**.
2. Review the rate for the proposal.
3. **'Select'** the worker's name to view the profile.
4. If you wish to see their CV/credentials you can download them here.
5. Click **'Approve Proposal'** or **'Reject Proposal'**.

Shift Blocks 1

BLOCK NAME	STATUS	BLOCK DATE	STAFF GROUP	GRADE	WORKER
B619 Blocky	Unfilled	1st Apr 2024 - 30th Apr 2024	Medical 22 Shifts	Consultant	1 AgencyProposal

Rejecting;

- Select I have reviewed all proposed rates
- Select reject red button
- Enter reason for rejection

The agency will receive a notification, informing them that their proposal was rejected and the reason for rejection as per rejection notes entered.

Block Details

Agency Options

Agency Proposals 1

Assign a Worker

Audit Trail

Block Calendar

Show Shifts

Agency Proposals

The following agency workers have been proposed by their agency for this block.

Harbans Bahara Direct Engagement PAYE

gurjit.bahara+bankworker@rsglobal.com
Consultant

Agency: MEDacs 2 Reg Body Number: 123456 NI Number: JB091973C

Rate Card Breakdown Compliance Documents

	CORE	UNSOCIAL	SATURDAY	SUNDAY	BANK HOLIDAY
Charge Rate/hr (inc. VAT):	37.46	37.46	37.46	37.46	37.46
Vs rate card:	£6.46	£6.46	£6.46	£6.46	£6.46
Pay to worker/hr:	£27.65	£27.65	£27.65	£27.65	£27.65
Employer NI/hr:	£3.82	£3.82	£3.82	£3.82	£3.82
Agency margin/hr:	£5.00	£5.00	£5.00	£5.00	£5.00

I have reviewed all proposed Rates. Rejection Reason Cancel Confirm Reject

Approving;

- Select I have reviewed all proposed rates
- Attach DE contract
- Confirm contract

Block Details

Agency Options

Agency Proposals 1

Assign a Worker

Audit Trail

Block Calendar

Show Shifts

Agency Proposals

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Agency margin/hr:	£5.00	£5.00	£5.00	£5.00	£5.00

I have reviewed all proposed Rates. ShortListed Reject Attach DE Contract

Block Details

Agency Options

Agency Proposals 1

Assign a Worker

Audit Trail

Block Calendar

Show Shifts

Agency Proposals

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Consultant

Attach Contract

Select Contract

PAYE DE TEST BW (de_paye)

DE PAYE (de_paye)

Assign to worker
Audit Trail

Block Calendar

Show Shifts

Sort:
Rate: Low to High

Filters:
 DE
 Non-DE

Search:
Search by name

gurjit.bahara+bankworker@rssglobal.com
Consultant

Attach Contract
DE PAYE (de_paye) Clear

DATED
AGREEMENT_DATE
CONTRACT FOR SERVICES
between
TRUST_NAME
and
WORKER_NAME
THIS AGREEMENT is dated AGREEMENT_DATE

PARTIES
(1) TRUST_NAME whose principal office is TRUST_ADDRESS (Health Board).
(2) WORKER_NAME of WORKER_ADDRESS (Locum).

Cancel Confirm Contract

The agency will receive a notification, informing them that their proposal was successful. All other unsuccessful proposals will automatically be declined and receive a notification of this. When you have booked the agency worker, please notify Litmus WoS team.