



## 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 38	Blocks 1	Itemised 2	Staff 3
<ul style="list-style-type: none"><li>0 Applications &gt;</li><li>0 Agency Proposals &gt;</li><li>25 Sign-off requests &gt;</li><li>5 Approve for payment &gt;</li><li>6 Escalation requests &gt;</li><li>2 Expense Claims &gt;</li></ul>	<ul style="list-style-type: none"><li>1 Agency Proposals &gt;</li></ul>	<ul style="list-style-type: none"><li>2 Receipts for Signoff &gt;</li><li>0 Receipts for Approval &gt;</li></ul>	<ul style="list-style-type: none"><li>3 Activation requests &gt;</li><li>0 External recruitment &gt;</li></ul>

### 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						
<input type="checkbox"/>	BLOCK NAME	STATUS	BLOCK DATE	STAFF GROUP	GRADE	WORKER
<input type="checkbox"/>	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

Sort:

Rate: Low to High

Filters:

☒ DE

☒ Non-DE

Search:

Search by name

**Agency Proposals**

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

**Harbans Bahara**

Direct Engagement

PAYE

**gurjit.bahara+bankworker@rssglobal.com**

Consultant

Agency  
MEDacs 2

Reg Body Number  
123456

NI Number  
JB091973C

Rate Card Breakdown

Compliance Documents

	CORE	UNSOCIAL	SATURDAY	SUNDAY	BANK HOLIDAY
<b>Charge Rate/hr (inc. VAT):</b>	37.46	37.46	37.46	37.46	37.46
Vs rate card:	<b>£6.46</b>	<b>£6.46</b>	<b>£6.46</b>	<b>£6.46</b>	<b>£6.46</b>
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

Sort:

Rate: Low to High

Filters:

☒ DE

☒ Non-DE

Search:

Search by name

Harbans Bahara

Direct Engagement

PAYE

gurjit.bahara+bankworker@rssglobal.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.

ShortListed

Reject

Attach DE Contract

Block Details

Agency Options

Agency Proposals

1

Assign a Worker

Audit Trail

Block Calendar

Show Shifts

Sort:

Rate: Low to High

Filters:

☒ DE

☒ Non-DE

Search:

Search by name

Harbans Bahara

Direct Engagement

PAYE

gurjit.bahara+bankworker@rssglobal.com

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:

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.