INTER HSC AGREEMENT

For the purposes of this agreement the ‘Host HSC Organisation ’ is the receiving organisation and the ‘Originating HSC Organisation ’ is the normal employer of the individual

Name of Host Trust and Contact Manager  <insert details>

Name of Originating Trust and contact manager  <insert details>

The <host Trust name> agrees that <name of individual> should be engaged to work within its facilities for the period <start date> to <end date> for the purposes of <reason for engagement>.

In receiving <name of individual> for the above period and purpose, the <originating Trust name> confirms that;

- There are no outstanding or current disciplinary issues that would pose a risk to patient / client safety that needs to be shared
- The named individual is eligible to work in the UK
- The named individual is ‘fit’ for duty in accordance with Occupational Health requirements
- The named individual is suitably qualified and on the relevant live register (if applicable). <In instance of Medical staff this must also confirm they have a licence to practice>

<The following should be included where relevant to the post in question>
• The named individual has been checked through Access NI and has made a further self declaration that they have no cautions, convictions, bind-overs, current or pending.

• The named individual holds a valid driving license which facilitates the relevant categories required.

• Specific training - which should be stated. For example Right Patient Right Blood, Manual Handling etc. - is this valid and up to date?

• Agreed Recharge arrangements have been put in place.

Signed ______________________________(Host Trust Manager)  Date 

Signed ______________________________(Originating Trust Manager)  Date 

**Appendix 3.1 - Managers checklist for first day of work**

| Ensure the Inter Trust Agreement has been received and signed by appropriate parties. |
| Ensure there are no untoward matters raised by any party. |
| On arrival the ID of the named individual must be formally checked prior to commencing duty. |
| Normal departmental induction must be undertaken on arrival to work area; including all Health & Safety instructions. |