

## COLLECTIVE FACILITIES AND INFORMATION ON VACANCIES

### Guidance for Agency Workers

As an agency worker, you are entitled to access the same collective facilities as our directly employed staff, and also to have information on our job vacancies. These rights apply from 1<sup>st</sup> October 2011 as a result of the implementation of the Agency Workers Regulations.

This guidance sheet tells you what facilities are available and how to access them. Details on some of these facilities can be found on the Trust's intranet. If you do not have access to our intranet, ask your manager in the Trust to provide you with the information.

You should note that where relevant, you will still need to meet any eligibility criteria (apart from being a Trust employee), you must pay any existing charge and you must take your place on any existing waiting list. You will not be entitled to any associated staff discounts.

- **Staff restaurants**

There is a staff restaurant on the main Trust site. For opening times and menu options, please see the Trust's intranet. Vending machines and staff kitchen facilities are available in a number of locations across the Trust.

- **Staff bicycle facilities and car parks**

Staff are encouraged to use public transport, cycle or walk where appropriate. The Trust has bicycle cages available to all staff, access to which will be given on application and is subject to a deposit. Male and Female showering facilities, changing rooms and lockers are also available for staff who cycle into work, access to these is given on application and is also subject to a deposit for keys and door codes.

There are unlocked bicycle racks situated across the Trust available for staff and patients to use.

If you have to come to work by car there are numerous pay and display car parks sited across the Trust. There are also designated staff parking areas on site, you may apply for a parking permit for one of these areas, application forms are available on the Trust's intranet on the Facilities micro site or via the travel office in Rowan Suite. As and when spaces become available priority is given to those with the greatest need. You will be charged for your parking permit.

- **Toilets, shower rooms, rest rooms, prayer rooms, library facilities, and mother and baby rooms**

Your manager will be able to inform you if any of these facilities are available on your ward or in your department. If they are not available there, you can access the same ones that are available for general use in the Trust (including those for use by patients and visitors). Your manager or the Trust reception team will be able to show you where to find them. Staff with an I.D. badge will be able to access the resources in the Trust library.

- **Job vacancies**

Current vacancies are advertised on the Trust intranet, the NHS jobs website ([www.jobs.nhs.uk](http://www.jobs.nhs.uk)) and in local job centres as well as some specialist journals when appropriate. If you do not have access to a computer with the internet you can use the facilities in the onsite internet café and in the Trust's library.