

RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the **Framework Contract RM6160**: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	Surrey and Borders Partnership NHS Foundation Trust
Contracting Authority Contact	Charles Sant
Contracting Authority Address	Leatherhead House, Station Road, Leatherhead, KT22 7ET
Invoice Address (if different)	SURREY & BORDERS PARTNERSHIP RXX PAYABLES 6595 PO BOX 312 LEEDS, LS11 1HP

Supplier Name	Hunter Healthcare Resourcing Ltd
Supplier Contact	Mandy Honig - mhonig@hunter-healthcare.com Mobile: 07395 790 878
Supplier Address	Berkshire House Floor 2, 168-173 High Holborn, London, England, WC1V 7AA

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 3
Order reference number (e.g. purchase order number)	TBC
Date order placed	03/02/2023
Call off Start Date	08/02/2023
Call-Off Expiry Date	28/04/2023
Extension Options	Yes

Order Form Template (Short Form)

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GDPR Position	Independent Controller (default unless specified); or Controller to Processor; or Joint Controller
Job role / Title	Digital Training Lead - Emma Blondrage
Temporary or Fixed Term Assignment	Fixed Term
Hours / Days required	30 hours per week – maximum on 37.5 hours per week when required
Unsocial hours required – give details	
High cost area supplement details (NHS only)	3. Outer London
Immunisation requirements? (Fee type 1 only)	
Notice Period	2 weeks

Pay band (use rate card to determine this)		
Fee Type	1. Patient Facing 2. Non-Patient Facing (Disclosure required) 3. Non-Patient Facing (No Disclosure required)	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR £272.70 (Day) £36.36 (per hour)	Post-AWR £272.70 (Day) £36.36 (per hour)
Method of payment	BACS via invoice	
Discounts applicable		

Criminal records check required	Yes / No
BPSS required	Yes / No
State any other required clearance and/or background checking	
State any skills, mandatory training and qualifications necessary for the role	

CALL-OFF INCORPORATED TERMS

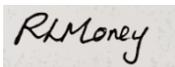
The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the Non Clinical Temporary and Fixed Term Staff web page and click the 'Documents' tab to view and download these.

CALL-OFF DELIVERABLES

The requirement
<p>Experience required</p> <ul style="list-style-type: none"> • Extensive experience of designing, developing and delivering effective training of digital systems to end users. • Working knowledge of EPR, its user facing applications and an aptitude to become a subject expert. • Ability to coach and impart knowledge and experience to others. <p>Suitable for someone who has excellent communication skills and is able to influence staff at all levels. Is able to learn new technologies quickly but understands it is the way technology is used that is paramount to its effectiveness. It will suit someone who likes a challenge and is able to facilitate/coach others in driving forward high-quality training.</p>

PERFORMANCE OF THE DELIVERABLES

Key Staff
Ronwynne Money
Key Subcontractors
Emma Blondrage

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:	MANDY HONIG	Name:	Ronwynne Money
Role:	RELATIONSHIP MANAGER	Role:	Learning and Adoption Manager
Date:	03/02/2023	Date:	03/02/2023