

COMPLIANCE PASSPORT GUIDE

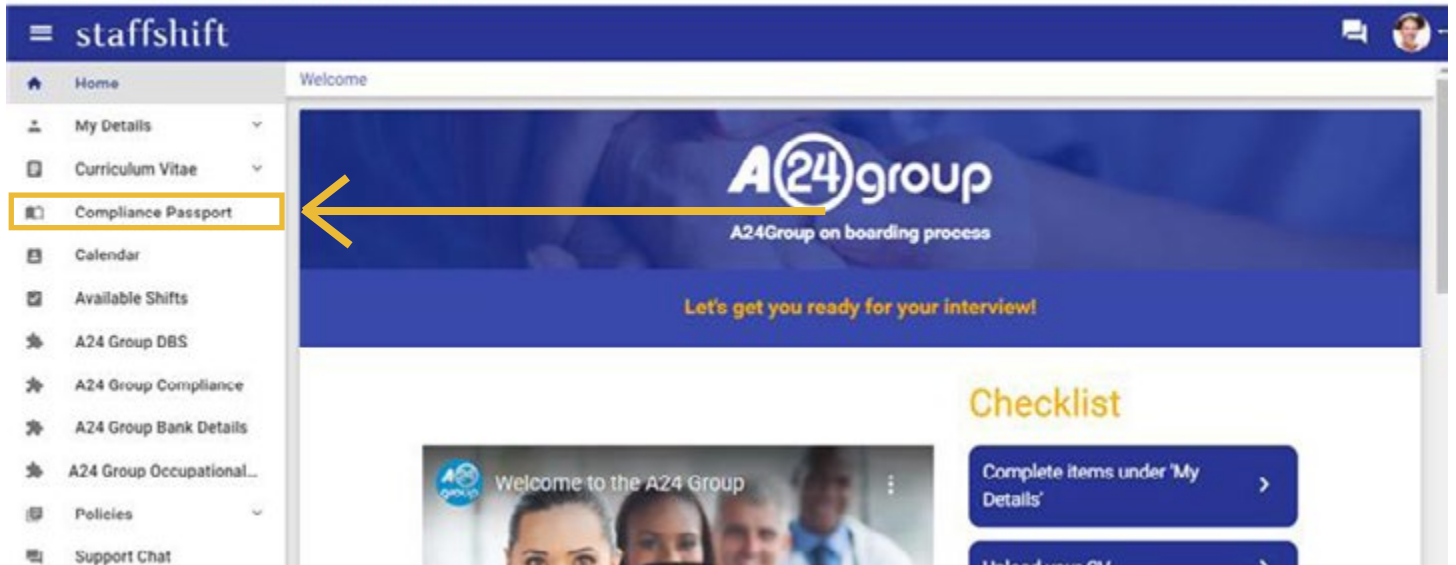
Your Staffshift profile will now give you an accurate overview and description regarding your Compliance Status (or eligibility for shifts) with the A24Group.

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Log in on your Staffshift Profile **HERE**

Once you are logged in on your Staffshift Profile you will find the **Compliance Passport** on the drop-down menu on the left of your screen.



Below is an overview of the **compliance passport**:

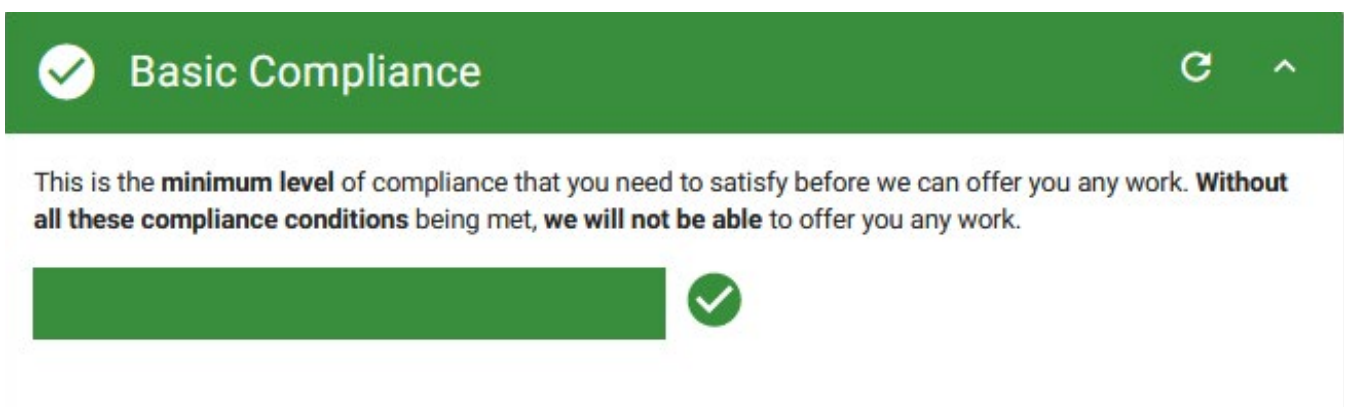
1. Compliance descriptions

When viewing your **compliance passport**, this will **display your current compliance level**. This will **indicate the minimum/basic documents you need** to supply before we can start placing you at selected clients.

Without **ALL** of these items on your profile, we will not be able to offer you **ANY** work.

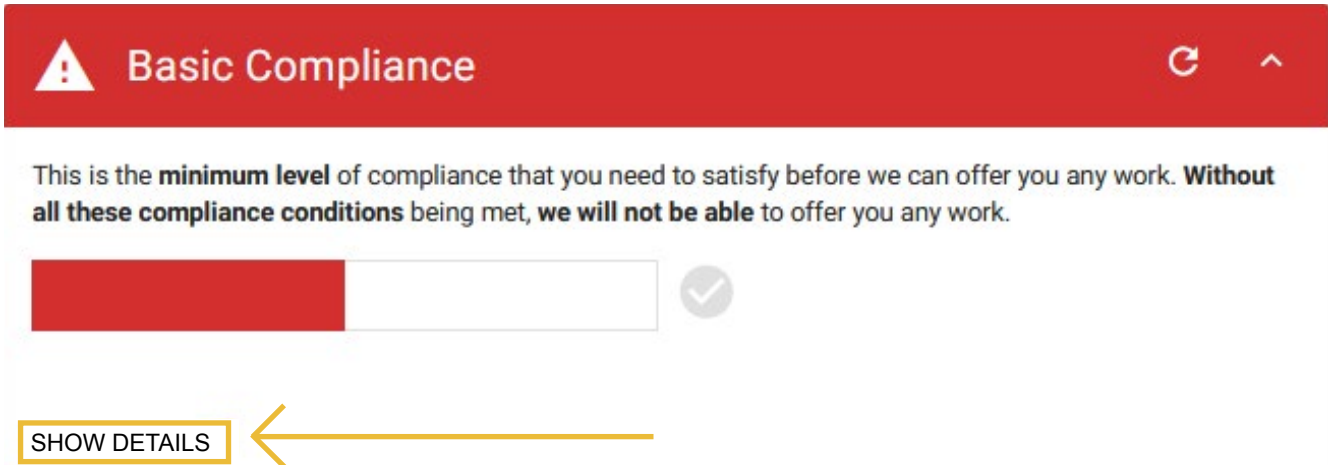
If this section shows **Green**:

- You are ready to start undertaking shifts at certain clients, **who only requires the very basic compliance level**.



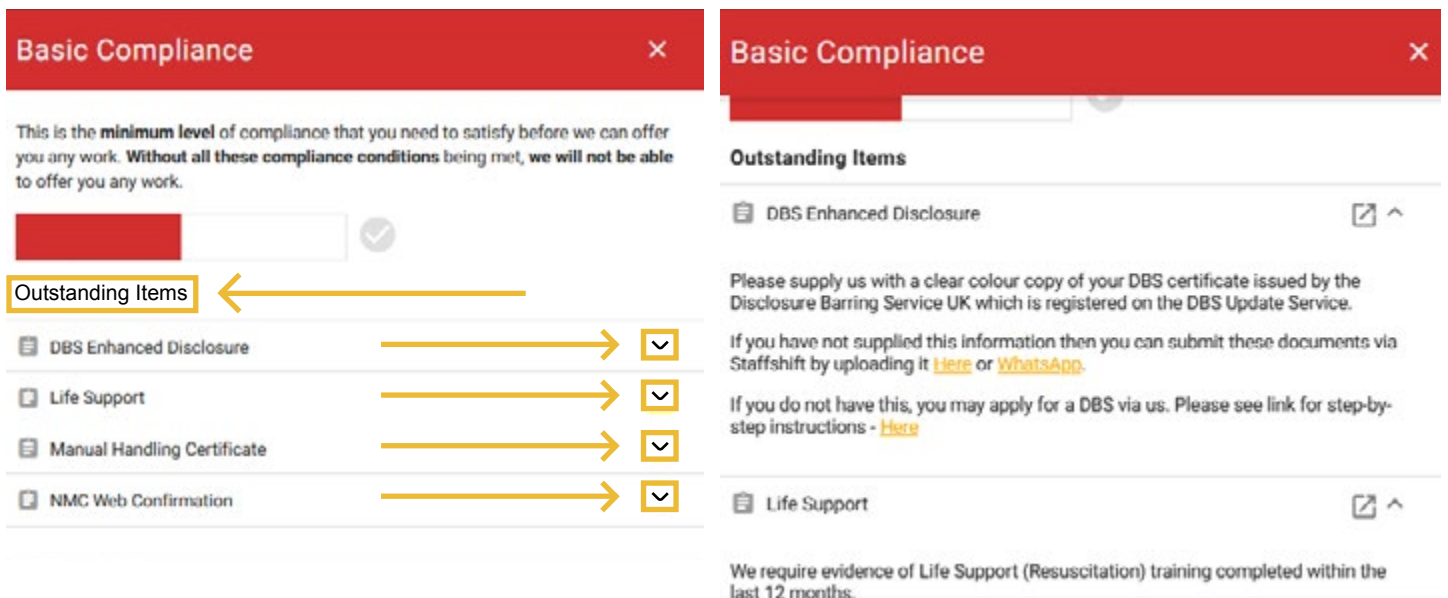
If this section shows **RED**:

- Please click on **SHOW DETAILS**, and we will **display the individual compliance items still outstanding**.



The screenshot shows a red header bar with a warning icon and the text "Basic Compliance". Below the header, there is a progress bar that is mostly red, indicating a low level of compliance. A "SHOW DETAILS" button is highlighted with a yellow box, and a yellow arrow points from it to the left.

You can **click on any of the individual compliance items, for a detailed explanation** of what each item is, how to obtain it, and where to send it to.



The left screenshot shows the "Outstanding Items" section with a list of four items: DBS Enhanced Disclosure, Life Support, Manual Handling Certificate, and NMC Web Confirmation. Each item has a yellow arrow pointing to a dropdown menu icon. The right screenshot shows a detailed view of the "Outstanding Items" section, with a yellow arrow pointing to the "Outstanding Items" header.

Below is an overview of the **list of compliance items soon to expire**:

2. List of compliance items soon to expire

This section will display all important compliance items due to **expire within 30 days** to maintain your access to shifts.

If this section is **GREEN**, it means:

- **None of your compliance items are due to expire within 30 days, but please remember to check this section regularly, as lapsed compliance will negatively affect your eligibility to receive assignments.**



List of compliance items soon to expire



Please check back periodically as items may expire over time.

If this section is **ORANGE**, please treat these items as urgent as it indicates that:

- **These items will expire in 30 days or less, and may cause you not to be considered for shifts, or possibly have your shifts cancelled.**

To view which items will expire, **click on SHOW DETAILS**, and Staffshift will identify all items due to expire, how to obtain it, and how to send it to us.



List of compliance items soon to expire



You need to **treat these** items as **urgent**, as **lapsed compliance** will **affect your eligibility to work**. Avoid not being considered for work!

[SHOW DETAILS](#)



List of compliance items soon to expire



You need to treat the items marked as orange as urgent, as lapsed compliance will affect your eligibility to work. Avoid not being considered for work!

Expiry Items

Right to Work

31 May 2022



Name

Right to Work

Expires On

31 May 2022

Below is an overview of **compliance health:**

3. Compliance Health

In this section, we will **show the compliance health of your profile**, in relation to your specific Job Profiles (Position Held) **for all shifts we currently have available and all shifts we had available in the last 30 days** covering a **30-mile (40 km) radius from your home address**.

In other words, we will indicate to you, that **if the skills we have shifts available for matches the skills on your profile, this will be displayed to you**.

This will display irrespective if you are compliant or not for these shifts, which would also give you an indication of how much work you may be missing out on, and what are the individual compliance items needed to be considered for these shifts.

If this section is **GREEN**, it means:

- **You are compliant for all clients within a 30-mile (40 km) radius of your home address.**
- **That the Position Held on your profile does not currently match any of the Job Profiles our clients are currently requesting.**

This status bar changes frequently as we get more, and new clients, so please check back regularly.

If you have any queries regarding the Job Profiles indicated, please contact us via WhatsApp, so we may review these, to ensure these are accurate.

- WhatsApp (UK): **0772 355 9602**
- WhatsApp (SA): **060 070 2991**



Compliance Health



Position Held **Critical - Nursing - Band 5 Nurse ITU/HDU** OR **Critical - Nursing - Band 6 Nurse-ITU, HDU - Experienced** OR **General - Nursing - Band 5 Nurse RGN - Hospital**

Current Compliance Health

Current available shifts



Previous 30 Days of eligible shifts



Your current compliance **profile is healthy** and you are **eligible** for all shifts based on the job profiles we have for you. Remember as new clients come on board or our client requirements change, this situation can change. Please check back regularly.

[SHOW DETAILS](#)

If this section is **ORANGE**, it means:

- **You are missing out on work close to you, and we are indicating to you what percentage of shifts you are missing out on due to non-compliance**, and how much work you have missed out on in the last 30 days.

Please click on **SHOW DETAILS**, to view all the individual compliance items needed for these shifts.

Compliance Health

Position Held **General - Care - Band 2 Carer/Support Worker - On Call** OR **General - Care - Band 2 Clinical Support Worker - Hospital-General** OR **Nursing/Residential/Care Homes - Care - Band 2 Carer Assistant**

Current Compliance Health

Current available shifts

Previous 30 Days of eligible shifts

The **higher** your compliance level, the **more likely** it is that we can offer you work. Your compliance **profile currently** makes you eligible to qualify for **80% of our active shifts** based on your specialty selection above.

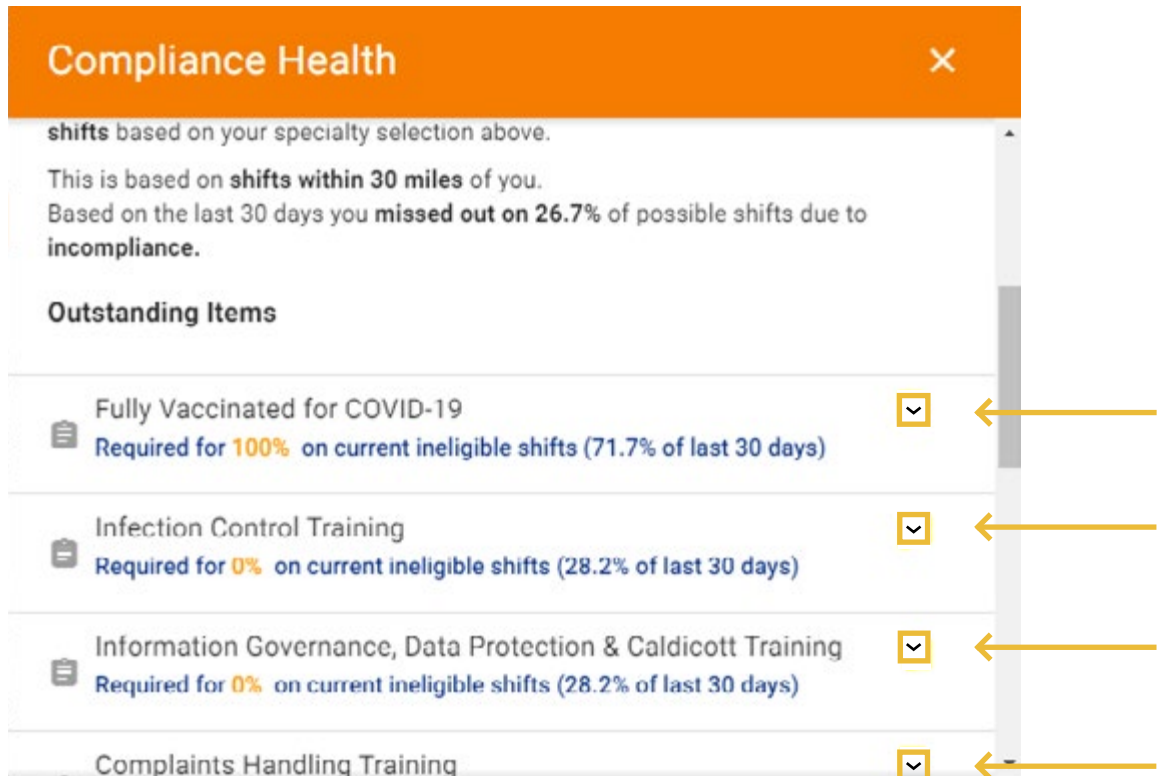
This is based on **shifts within 30 miles** of you.

Based on the last 30 days you **missed out on 26.7%** of possible shifts due to **incompliance**.

SHOW DETAILS
←

Please **click on each of the individual compliance items**, for a **full description** as to:

- What the item is
- How to obtain it
- How to send it to us



The screenshot shows a 'Compliance Health' window with an orange header. Below the header, there is a summary of compliance status based on specialty selection and a 30-mile radius. It states that 26.7% of possible shifts were missed due to non-compliance. A section titled 'Outstanding Items' lists four items, each with a dropdown arrow pointing right, which are highlighted by yellow arrows in the image:

Item	Required for	Current Status
Fully Vaccinated for COVID-19	100%	71.7% of last 30 days
Infection Control Training	0%	28.2% of last 30 days
Information Governance, Data Protection & Caldicott Training	0%	28.2% of last 30 days
Complaints Handling Training		

Below is an overview of position held information:

4. The Position Held information originates from 2 sources:

1. The **first source** is the **information you have provided to us on your Work History**, which you can access **HERE**.

Please click **HERE** for a quick guide that will explain **How to capture your Work History on Staffshift.**

- **The Job Family and Job Profile information** you have captured for each employer **combines to form a Position Held**
- The selections you make in the Job Family and Job Titles on your work history are critical, as this will be the main method of matching the work you have done elsewhere with the types of job roles our clients are requesting from us

2. The **second source is from all the assignments we have booked you previously** according to the **Position Held** our clients were requesting from us.

As such, Staffshift **combines all of your previous experience via other employers, as well as all the assignments we have booked you as, to display all the Positions you have Held thus far.**

We will now match these Position Held contained on your profile, to those our clients are requesting agency staff for. Ultimately, **we are matching the experience you have** (either via other employers or via us), **to the types of job titles our clients are requesting from our agencies.**


When you view our Available Shifts, **HERE**, you can now:


- **Match the Job Family of the particular shift, to the Position Held currently on your profile.** If the Job Family of the shift available does not match that of your profile, we will not show you which compliance items is missing for that shift, as your experience does not match the experience required for the shift.

However, **if your Position Held does match that of the shift in question, and you need additional documents for that specific client**, we will indicate which documents are needed to become compliant, as you clearly have the suitable experience.

SA18 (27 miles) Sat 21 May 2022
19:45 - 08:00

£44.28 p/h
Band 5 Nursing General

 **Agency name**
Ambition 24hours

Job Family
Nursing/Residential/Care Homes - Nursing 

Distance
Approximate distance is 27 miles from your physical address

Order Reference.
JE22484

VIEW LESS ^

Seeing error pop-ups?

Here is what you should do:

If you should see below error:

- Please **navigate to your Work History** on your Staffshift profile **HERE**.
- **Capture a 10-year work history** on your Staffshift profile. The selections you make in the **Job Family and Job Titles** on your work history are critical, as **this will be the main method of matching the work you have done elsewhere with the types of job roles our clients are requesting from us**

Compliance Health



 Position Held data missing.

Please update the candidate's Employment history for this card to show meaningful data

If you see the below error, it **means the home address you have captured is not recognized**.

- Please notify us of this ASAP, so we can rectify the issue.

Notify via us:

- WhatsApp (UK): **0772 355 9602**
- WhatsApp (SA): **060 070 2991**

Compliance Health



 No geo location for the candidate

The GEO coordinates for the candidate's address needs to be fixed before we can show information on this card.

CURRENT COMPLIANCE HEALTH DIRECTLY AFFECTS YOUR AVAILABLE SHIFTS

Regularly check your Compliance Passport in Staffshift, in order to be work-ready. The better your Compliance Health, the more shifts you will be eligible for. Maximise work opportunities by keeping a healthy Compliance Status. Our friendly team is available 24/7 to assist you, **WhatsApp 0772 355 9602 in the UK, 060 070 2991 in SA or contact us.**