



## Accommodation Policy for

## Locums

### 1. Introduction

1.1 Locum/Agency staff are those who temporarily fill substantive posts whilst the substantive incumbent is away for any reason, or the post is vacant.

1.2 Locum/Agency staff are those who temporarily fill substantive posts whilst the substantive incumbent is away for any reason, or the post is vacant.

1.3 Locum/Agency staff may be employed by the Trust for any period of time, from a few hours to a year. This policy applies to *all* Locum/Agency staff.

1.4 Locum/Agency staff filling a post may be offered accommodation, subject to availability, and will pay rent from the first day the accommodation is required. Booking reference numbers for RMNs are requested from the Agency for the Accommodation Team to check availability. These must be sent in a paste-and-copy format. Word document format will **NOT** be accepted.

1.5 For all other medical professionals, once accommodation is requested by the agency, we will contact our temp staffing department for confirmation of their booking. Once we have received this, we can book accommodation, subject to availability. If the trust is unable to help, they will forward a list of local hotels & bed and breakfast/letting agencies to the agency to secure alternative accommodation. It is not the Trust's responsibility to arrange this. To apply for accommodation please complete the form via this link: [Staff accommodation - University Hospitals Sussex NHS Foundation Trust \(uhsussex.nhs.uk\)](https://www.uhsussex.nhs.uk)

### 2. Payment

2.1 Rent is payable in advance over the telephone by credit/debit card only.

2.2 Bookings of less than 21 days are charged at £25.00 per night/per day, and any longer-term bookings are charged at a monthly rate, also payable in advance. The deadline for payment will be emailed to the candidate once the booking is confirmed. Payment is required before arrival and the key will not be released unless payment has been received.

2.3 Same-day bookings must be made before noon and payment received before 12.30 pm.

Emergency same-day bookings made after 1 pm must be paid for at the time of booking and key collection will be after 4 pm. No same-day bookings are accepted after 3.30 pm.

Cut-off periods for payment requests must be adhered to otherwise the reservation will be cancelled and the room will be reallocated.



2.4 Agency nurses are booked based on the shifts they work and **are not** block-booked.

**If the locum/agency worker is on nights and wants to sleep after their shift finishes, they will need to book the accommodation from the night before.**

2.4 Weekend or Bank Holiday periods. A minimum of a 2-night booking will be required. Where a Bank holiday is longer than 3 days, Easter & Christmas, a minimum 3-night booking will be required.

### **3. Conditions**

- 3.1 Rent is payable in advance by arrangement with the Accommodation Team. Payments are made by credit/debit card over the telephone. The rate is reviewed annually.
- 3.2 Locums/Agency staff must stipulate, via their locum agency, the exact dates that on-site accommodation is required. This will be checked with the temp staffing department and accommodation will not be booked until confirmation is received from them.
- 3.3 Keys may be collected from the switch room at Worthing Hospital or Main Reception at St Richard's Hospital from 1.00 pm and must be returned to the same place by 10:00 am on the morning the candidate vacates. There is a £25.00 charge for late key returns. If the key is lost, a charge of £30.00 will be made for a replacement.
- 3.4 Bedding and linen are provided in all Rooms. Fresh linen is then available weekly on a Tuesday morning only. Dirty linen should be left outside the bedroom door before 10 am. A fresh set will then be left outside the door for them in a clear plastic bag.
- 3.5 Smoking/Vaping is **not permitted** in any part of the accommodation including your room and the grounds of the property.
- 3.6 The Trust has the right to ask a Locum/Agency staff member to leave the premises if the terms and conditions of Trust policies are not being met.

### **4. Cancellation**

- 4.1 If the Locum/Agency staff is on a monthly rate and the shifts are cancelled by the trust, then the stay will revert to the daily rate of £25.00 for any nights that they have stayed before any refund is processed. If the shifts are cancelled by the candidate or agency there will be no refund.
- 4.2 **An extension of employment by the hospital/agency does not automatically guarantee an extension in accommodation. Please check room availability with the accommodation team first.**



## University Hospitals Sussex NHS Foundation Trust

### **Accommodation Worthing Office**

19 Horton Court Ground Floor Offices Worthing,  
West Sussex, BN11 2BF  
Phone 01903 285115

Opening Hours: Mon-Fri 8.00 am – 4.00 pm.

**Closed – Weekends & Bank Holidays**

### **Accommodation St. Richards Office**

54 Aberdare Close  
Chichester, West Sussex  
PO19 6UQ

Phone 01243 831729 /01243 831755

Opening Hours: Mon-Fri 8.30 am – 4.30 pm.

**Closed – Weekends & Bank Holidays**