

## PLACEMENT / ATTENDANCE RECORD SUMMARY

First Name: \_\_\_\_\_ Date: \_\_\_\_\_

Surname: \_\_\_\_\_ Day: \_\_\_\_\_

Class/Grade: \_\_\_\_\_ Dept/Ward: \_\_\_\_\_

Registration No: \_\_\_\_\_ Start Time (24hr): \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Finish Time (24hr): \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Break: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

In Charge: YES / NO

Orientation Yes / No / NA. Orientation 15 min \_\_\_\_\_ Orientation 30 Min \_\_\_\_\_

1. NurseLine invoices include pays/wages paid to personnel. The Client agrees to forward payment of invoices within 7 days and no later than 14 days from receipt or by special arrangement with NurseLine Management.
2. The placement of our personnel will be deemed to be acceptance of our terms, conditions and agreements. Any placements cancelled within 2 hours of shift commencement time - NurseLine will charge equivalent to 2 hours at our client's hourly rates. Our minimum duration of shifts will be 4 hours or by special arrangement.
3. The client recognises the significant cost incurred in the recruitment and ongoing placement, admin and development of NurseLine personnel. Clients that directly engage the services of NurseLine personnel within a three month period from the last period of duty with that client, shall pay a fee equivalent to NurseLine permanent recruitment fees.
4. As our personnel are contracted to NurseLine they are not authorised to negotiate any private placement or employment with our clients whilst in NurseLine employ, unless authorised by NurseLine Management.
5. The Client will be responsible for maintaining a safe working environment in accordance with Occupational Health and Safety Regulations of each state.

## PERSONNEL INFORMATION

- Always inform NurseLine **first** of any shift/placement alterations or changes to any bookings.
- Always wear NurseLine ID badge whilst on duty.
- Please contact NurseLine if you have any concerns during your placement – **1800 688 180**.

### Attendance/Placement Copies

- Copy – To Client/Hospital
- Copy – To NurseLine Office by Monday 9am [timesheets@nurseline.com.au](mailto:timesheets@nurseline.com.au)
- Copy – NurseLine members