**YOUR WORLD HEALTHCARE®**
Supplying Healthcare Professionals

**Your World Recruitment Ltd trading as Your World Healthcare**
Level 5, Broadgate Tower, 20 Primrose Street, London, EC2A 2EW
Registered Company Number: 5460751
Your World Recruitment Ltd is part of Your World Recruitment Group

# Your World: ODP Timesheet

PLEASE USE BLOCK CAPITALS WITH BLACK INK ONLY

| | |
|---|---|
| **Candidate First Name:** | |
| **Candidate Last Name:** | |
| **Recruiter Name:** | |
| **Job Title:** | |
| **Band / Grade:** | |
| **Name of Trust / Hospital:** | |
| **Ward / Department:** | |
| **Reporting to:** | |

**Email: odp@ywtimesheets.com** **(max 5MB)**
*Upon receipt, you will receive email confirmation. You will not receive confirmation if you fax your timesheet in.*

Fax: 0207 220 6657
Tel: 0207 220 0824
Web: ywhealthcare.com

**Timesheets must be received by midday on Monday by Email or Fax (Scans only NOT photographs)**

| | Date DD/MM/YY | Start Time | Break Time | Break Finish | Finish Time | Hours Worked | Booking Reference Number | Authorised Signature |
|---|---|---|---|---|---|---|---|---|
| MON | / / | : | : | : | : | | | |
| TUE | / / | : | : | : | : | | | |
| WED | / / | : | : | : | : | | | |
| THU | / / | : | : | : | : | | | |
| FRI | / / | : | : | : | : | | | |
| SAT | / / | : | : | : | : | | | |
| SUN | / / | : | : | : | : | | | |
| **PLEASE USE 24-HOUR CLOCK** | | | | **Total Hours Worked:** | | | | |

## Clinical / Character Assessment:

**Please assign one of the following: G: Good S: Satisfactory U: Unsatisfactory**

*To share your feedback with us, please email: feedback@ywrec.com*

| Questions | G/S/U | Questions | G/S/U |
|---|---|---|---|
| Is able to provide a full range of care to patients and their family | | Punctuality and reliability | |
| Ability to organise work within guidelines and professional boundaries | | Appearance | |
| Demonstrates clinical competence | | Relationship with patients | |
| Uses initiative and experience to make the right decisions | | Relationship with colleagues | |
| Maintains legible and accurate willingness to follow hospital procedure records | | Would you be prepared to have this healthcare worker back in the Ward/Dept.? (Yes / No) | |

| Client Details | |
|---|---|
| Signature: | |
| Print Name: | |
| Position: | |
| Date: | |

**I confirm that I am an authorised signatory and I am authorising the above details in accordance with the policies and procedures, as detailed on: https://www.yourworldhealthcare.com/uk/about-us/timesheets**

| Candidate Details | |
|---|---|
| Signature: | |
| Print Name: | |
| Date: | |

**I confirm that the information I have given is correct and in accordance with Your World Recruitment Group's policies and procedures, as detailed on: https://www.yourworldhealthcare.com/uk/about-us/timesheets**