

Case of Need Form for Recruitment Restriction Exceptions

This form must be completed for **all** proposed exceptions to the recruitment restrictions before submission to the relevant Site Managing Director / Exec lead for review.

The post must have been risk assessed and reviewed through each step of the vacancy control process before progressing to this stage.

Post title:	Clinic Utilisation & RTT Co-ordinator	Band:	3	WTE:	0.80
Division:	Medicine – Aintree	Care Group:	Respiratory Medicine		
Recruiting manager:	Jill Billington, Operational Support Manager			TRAC ID:	6074247

Is this a like for like replacement? (if no, details to be provided)	No	Is this a permanent or temporary position? If temporary, for how long?	Permanent
What is the funding source? i.e. budget / external funding etc	In budget (using B3 budget within establishment)	What is the budget position of the area? i.e. underspent / overspent on pay?	Resp admin budget is under utilised but the M10 position for resp overall is overspent YTD
How long has the post been vacant?	Newly created post with review of skill mix and admin review	Is the post currently being covered with temporary hours? If yes, what type? i.e. bank, agency, overtime etc.	No

Confirm the risk of not recruiting and the score considering: <ul style="list-style-type: none"> Quality of care Patient safety and experience Staff engagement and wellbeing Clinical effectiveness Operational performance Activity / income 	Score:	Likelihood	Consequence	Risk Control	Total
		4	4	3	11
	There are no other staff members within this area to pick up the duties, the workload is currently sat within sleep (who need to ensure they are concentrating on DM01/RTT and filling all available clinic slots) and ambulatory NIV are picking up unnecessary admin work currently which this post will pick up increasing their clinical time. This role will support the ambulatory NIV team/Sleep admin team and take NIV Oximetry booking process out of the sleep lab long term. The role will also support the B5 VIC manager with her various workload demands.				
Confirm there is no viable candidate to redeploy an existing member of staff . Describe why redeployment is not an option.	No.				
Confirm there is no viable alternative method of delivering the workload (e.g. lower band / less hours / restructure of existing team etc.) Describe the options considered and why they are unsuitable.	No				
Confirm the exception reason(s) that apply to this role and provide details: a) There is a statutory/legal requirement to have this role in post AND/OR b) The role is connected to funding (either specifically named or in relation to meeting KPIs) where the funding would be lost AND/OR	The Role is related to delivery of performance targets RTT and ensuring full utilisation of the ambulatory NIV set up clinics along with diagnostic testing appointments for MND patients who require oximetry.				

c) The role is intrinsically related to delivery of national performance targets / the Trust's exit from SOF4.	
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Exec decision (circle):	<i>Approved</i>	<i>Declined</i>	<i>Further review required</i>
Name and signature of Exec approver:		Date of decision:	