

Dear Colleague

As you be aware through the Maternity and Neonatal Redesign Programme, we are taking forward plans to expand our Neonatal facilities at the Queen's Medical Centre by the end of 2024. This will give us 21 more cots, taking the total number to 38, and will create a better working environment for staff and more space and privacy for families. This increase will also include a growth in establishment for all professional groups but in particular nursing.

To support this expansion of the nursing workforce, we need your help in recruiting Band 6 Nurses to work in Neonates here at NUH.

The scheme starts in April 2023 and will run until March 2024 but may close earlier without notice.

Our staff are our greatest and most valuable asset. You are also our ambassadors and know best about what it is like to work for us.

If you know someone who you think would enjoy working for our Neonates team, why not refer them through our new Employee Refer a Friend scheme? You will be rewarded with £500 and they will also receive £500 if they are successfully appointed and following six months in their new role!

Terms and Conditions

This scheme only applies to applicants who are **successfully employed** in our Permanent Band 6 vacancies within Neonates on Agenda for Change terms and conditions.

There are no limits on the number of friends you can refer.

This promotion is being run by Nottingham University Hospitals NHS Trust.

The offer is for £500 to be paid through payroll and subject to tax and National Insurance and is non pensionable.

To participate in this scheme, you'll need to do the following:

- **You will need to refer your friend using the form below titled "Refer Your Friend." This needs to be completed before your friend is interviewed by Neonates @ NUH.**
- **Your recommended friend needs to fill in the form below titled "Referral Confirmation." They will be notified of this link, during their recruitment checks.**

For a referral to be successful, the person being recommended must not be already employed in any capacity by Nottingham University Hospitals NHS Trust, and the referred employee must be successfully appointed through the recruitment process and become employed by the Trust. Where an applicant is referred by more than one person, the first referral will be the one that attracts the refer a friend payment- a refer a friend payment will only be paid once for any given applicant.

The person being referred must be offered a post within 3 months of the date of the referral.

Payment will be made to the referring employee through payroll. This will take place as soon as is possible once the referred applicant has started and completed 6 months employment, and will need to fit in with the payroll timetable which will mean that payment could be the pay day up to eight months after the referred applicant starts.

All eligible referrers agree to abide by each and all of these terms and conditions. Nottingham University Hospital NHS Trust reserves the right, with or without cause, to exclude referrers, withhold payments and/or amend these terms and conditions at any time. In the event of a dispute Nottingham University Hospital Trust's decision is final.

We need to make you aware that any attempts to claim payments by employees who are not eligible under the terms of the scheme may be subject to investigation under the Trust Disciplinary Policy and/or by counter fraud.

Refer a Friend (NUH Employee)

Your details		
First name:	Last name:	Assignment number:
Email address:		
Contact number:		
Your friend's details		
First name:	Last name:	Contact Number:
Email address:		
Current role:		
Comments:		

Referral Confirmation	
First name:	Last name:
Vacancy Reference Number:	Application number:
Contact phone number:	
Email address:	

Name of person who referred you: (First name)
Name of person who referred you: (Last name)