

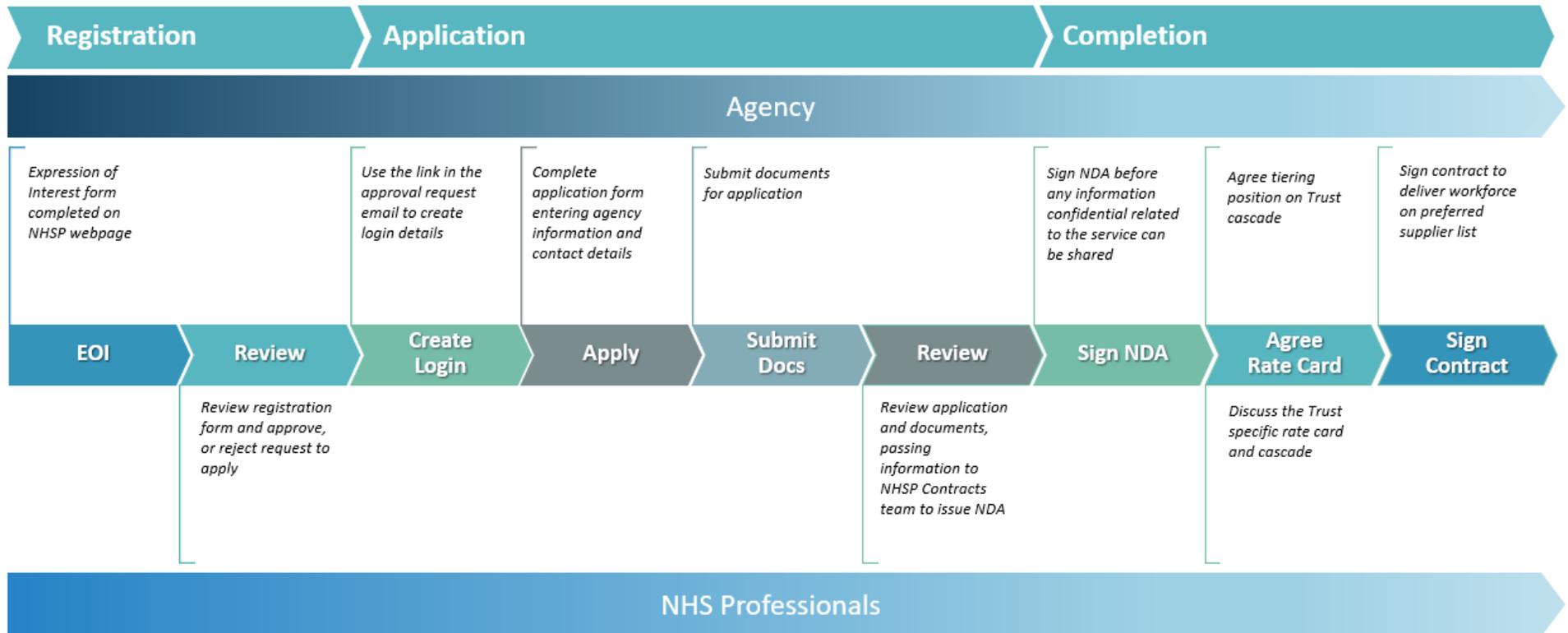
Comprehensive Agency Management Service

REGISTRATION PROCESS USER GUIDE

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Comprehensive Agency Management Service - Onboarding Journey

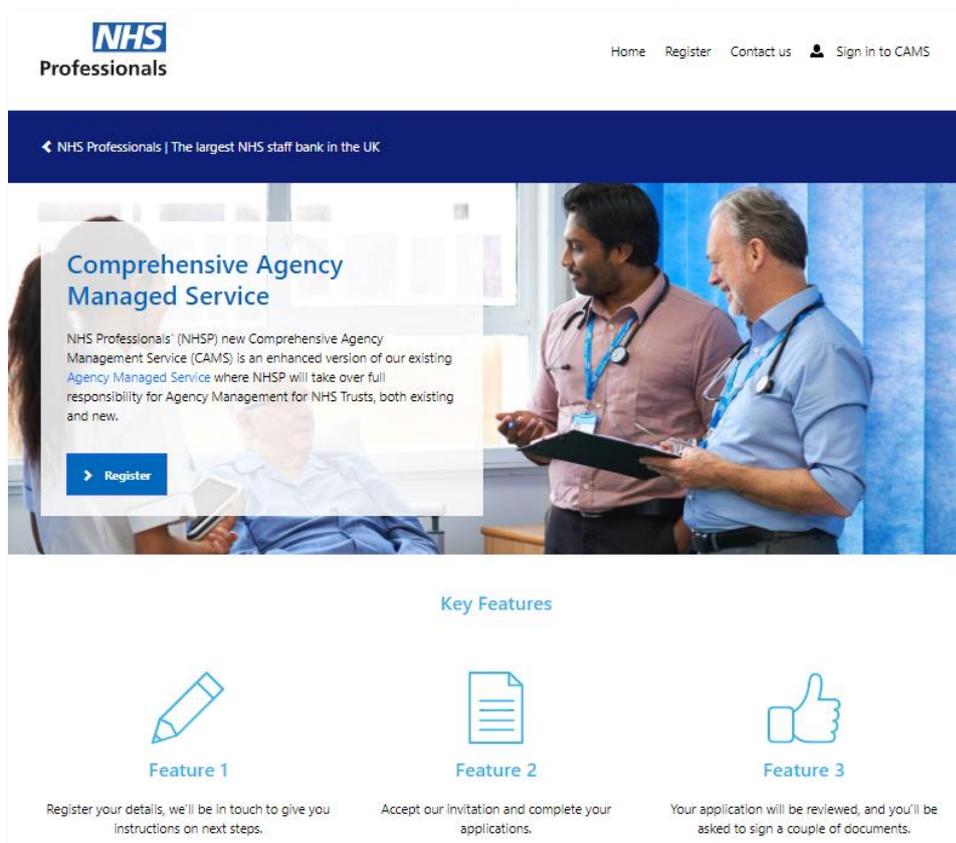


Agency Registration Process

Registering as a prospective Comprehensive Agency Management Service supplier

The first stage of your onboarding journey is to register your interest in joining the Comprehensive Agency Management Service. From the webpage [click here](#), by selecting on the Register button you will be directed to the Expression of Interest form.

NHS Professionals - Comprehensive Agency Management Service website



By completing and submitting the Expression of Interest form, a request will be sent to the NHS Professionals Agency team to review. Anyone can complete the form on behalf of your agency.

All fields within the Expression of Interest form are mandatory, (*denoted by a red asterisk **), except for the additional comments field.

Expression of Interest form

Express your interest

Please register your interest to become a valued supplier by completing the form below.

Once reviewed the team will contact you to confirm the next steps.

Title *

First name *

Last name *

Company name *

Position *

Email address *

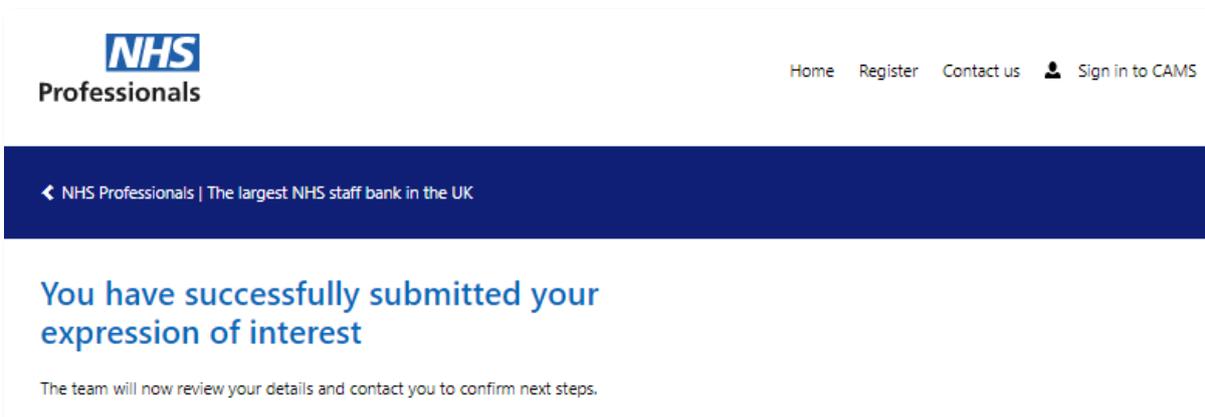
Telephone number *

Additional comments

Submit

Once you have submitted the Expression of Interest form, you will receive a confirmation of submission on the webpage, along with a follow-up email.

CAMS registration confirmation page



The screenshot shows the top of the CAMS registration confirmation page. It features the NHS Professionals logo on the left and navigation links (Home, Register, Contact us, Sign in to CAMS) on the right. A dark blue banner below the header contains the text "NHS Professionals | The largest NHS staff bank in the UK". The main content area displays the message "You have successfully submitted your expression of interest" in a large blue font, followed by the text "The team will now review your details and contact you to confirm next steps." in a smaller black font.

CAMS registration confirmation email



NHS Professionals Review Process

Following the submission of your Expression of Interest form, the Agency Management team will review your details. Once they have done so, they will either accept, or reject, your request to apply. If they have any questions, they may contact you directly.

Agency Application Process

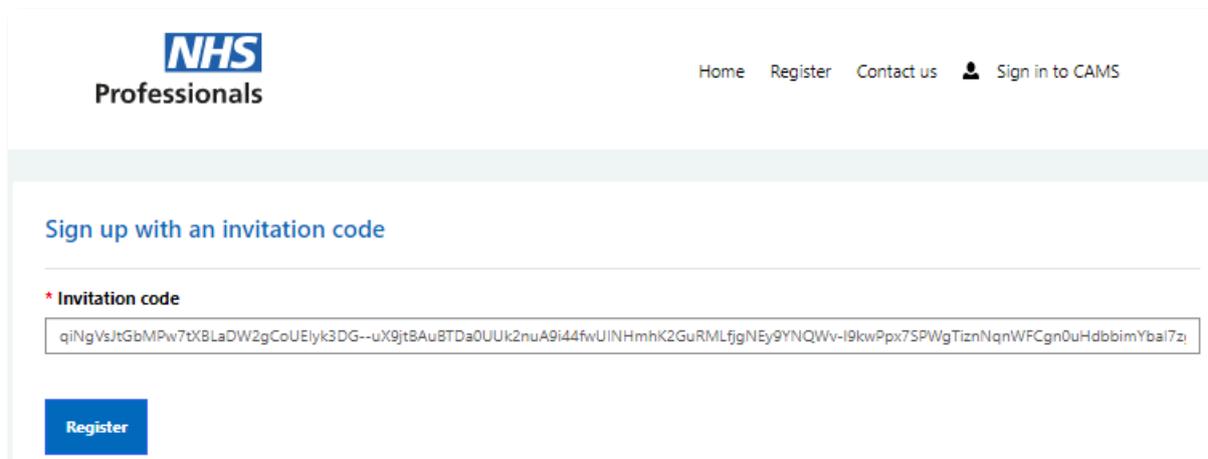
Creating your profile

If your request to apply has been accepted, you will receive an email containing a link to setup your login information. This link contains a unique invitation code.

Registration Acceptance & Invitation to Apply email

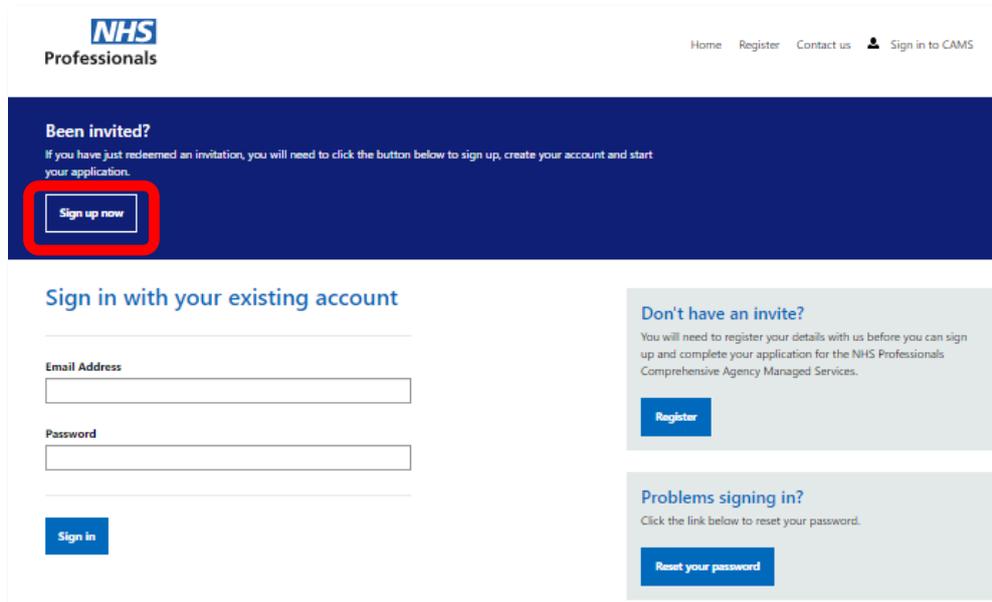


Invitation Link Page



To create your profile, select “Sign up now” and enter your email address and create your password. You will then be directed to the application portal.

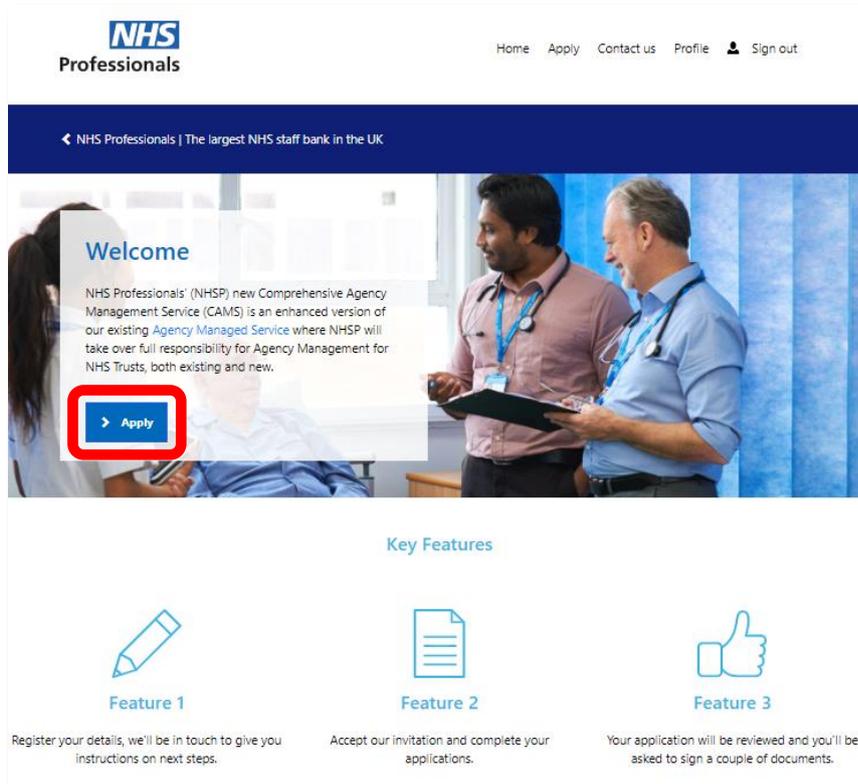
CAMS login page



Completing your application

From the Comprehensive Agency Management Service portal, click apply to begin.

Comprehensive Agency Management Service Application Portal



The application itself contains 3 separate parts, each with subsections that must be completed.

- 1. Registering Company Details**
 - a. Company Information
 - b. Company Address
 - c. Company Contact Details
- 2. NHS Contingency Worker Supplier Activity**
- 3. Decision-makers Contact Details**
 - a. Registration Admin Contact Details
 - b. Business and Operational Contacts
 - i. Senior Authorised Signatory
 - ii. Legal Contact
 - c. Operational Contacts
 - i. Account Manager
 - ii. Key Operational Contact
 - iii. Deputy Key Operational Contact

When completing this information

- All mandatory information (denoted by a red asterisk *****) must be completed.
- Elements where a format is associated to the field must be entered in the correct way, e.g., Companies House Registration Number/VAT Registration Number
- The contacts provided under section 3 can be the same individual where required, they do not need to be different.

When completing the application, if your company has a head office and satellite offices, it is important to include the correct information. The below table will support you in filling this out if this is the case.

Application Field	Required Contact Information
Company Information	Companies House Details
Company Address	Companies House Details
Company Contact Details	Companies House Details
NHS Contingency Worker Supplier Activity	Company Details
Registration Admin Contact Details	Local Site Administrator
Senior Authorised Signatory	Organisational Director
Legal Contact	Organisational Representative
Account Manager	Local Account Manager
Key Operational Contact	Local Operational Manager
Deputy Key Operational Contact	Local Operational Manager

Registering Company Details page

Home Apply Contact us Profile  Sign out

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Company information

Company name *

Companies house registration number *

Date incorporated
 

Number of business trading years

NHS Contingency Worker Supplier Activity page

Home Apply Contact us Profile  Sign out

[← NHS Professionals | The largest NHS staff bank in the UK](#)

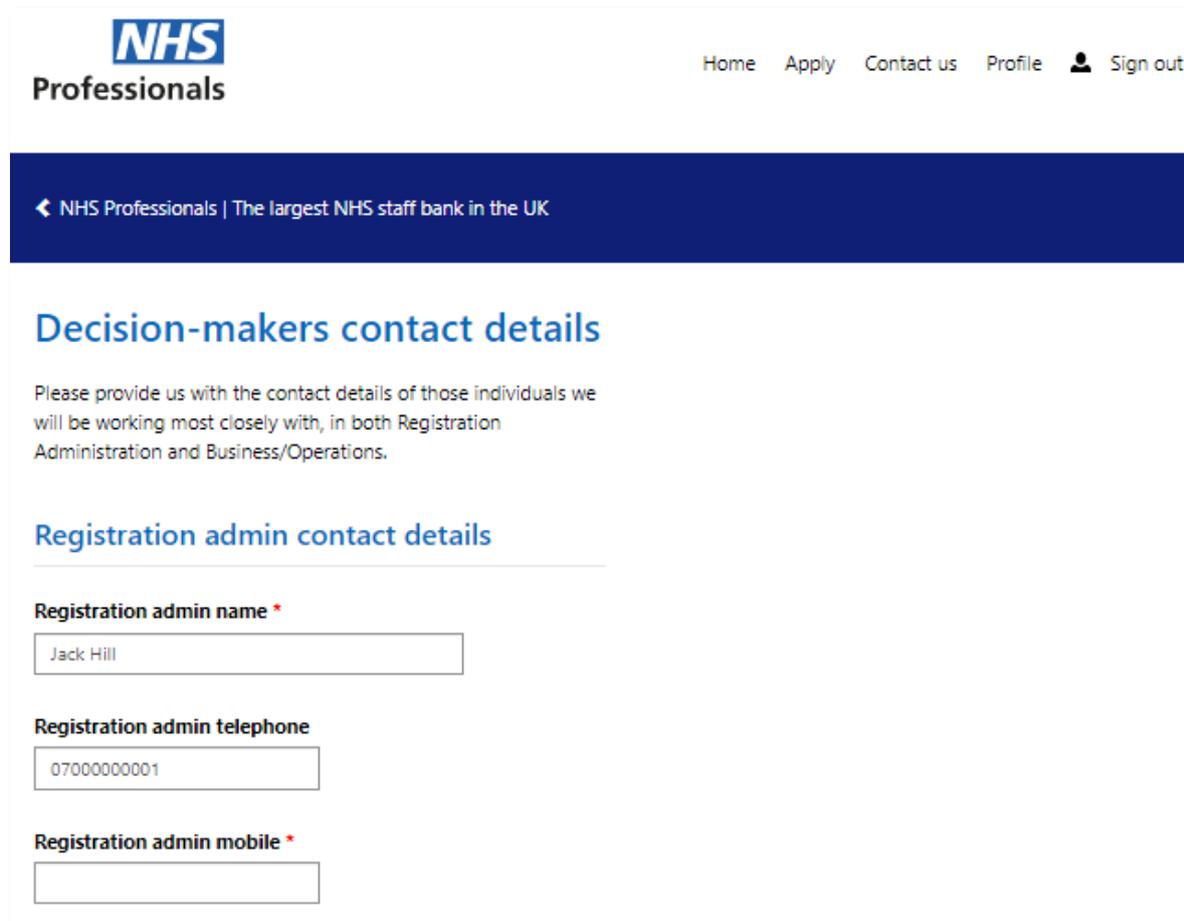
NHS contingency worker supplier activity

Number of years delivering to NHS trusts

NHS Framework that is being used

NHS Framework reference number

Decision-makers Contact Details page



NHS Professionals Home Apply Contact us Profile  Sign out

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Decision-makers contact details

Please provide us with the contact details of those individuals we will be working most closely with, in both Registration Administration and Business/Operations.

Registration admin contact details

Registration admin name *

Registration admin telephone

Registration admin mobile *

Submitting your Supporting Documents

Following completion of the application information, supporting documents must be uploaded before the application can be submitted.

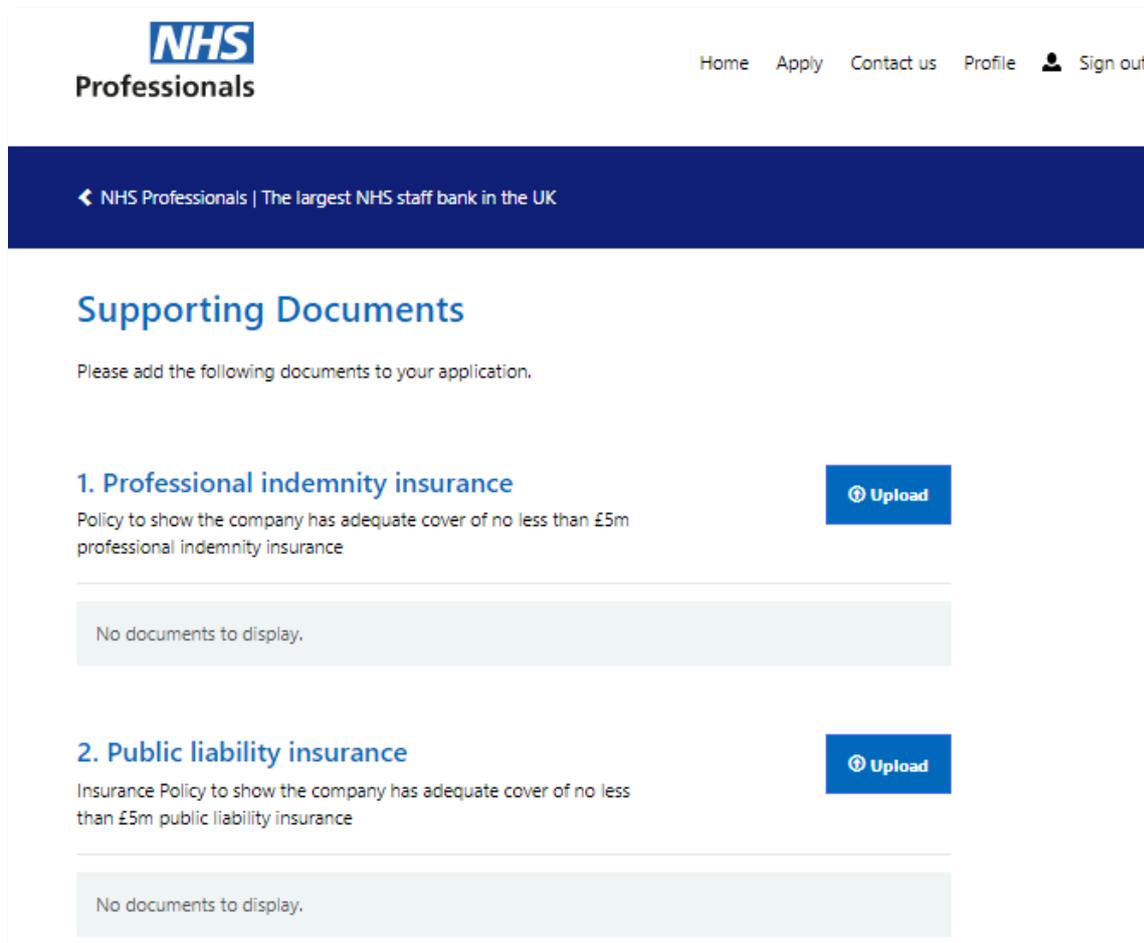
The documents required are:

1. Professional Indemnity Insurance
2. Public Liability Insurance
3. Employers' Liability Insurance
4. Anti-bribery Policy
5. Modern Slavery and human Trafficking Policy
6. Corporate Social Responsibility Policy

In addition, the to the documents, you must:

- Confirm that all candidates are compliant with framework rules
- Confirm that all candidates are supplied within IR35

Document submission page



The screenshot shows the NHS Professionals website interface. At the top left is the NHS Professionals logo. To the right are navigation links: Home, Apply, Contact us, Profile, and Sign out. Below the navigation is a dark blue banner with the text "← NHS Professionals | The largest NHS staff bank in the UK". The main content area is titled "Supporting Documents" and includes the instruction "Please add the following documents to your application." There are two document categories listed:

- 1. Professional indemnity insurance**: Policy to show the company has adequate cover of no less than £5m professional indemnity insurance. A blue "Upload" button is to the right. Below this is a light grey box containing the text "No documents to display."
- 2. Public liability insurance**: Insurance Policy to show the company has adequate cover of no less than £5m public liability insurance. A blue "Upload" button is to the right. Below this is a light grey box containing the text "No documents to display."

Confirmation of compliance

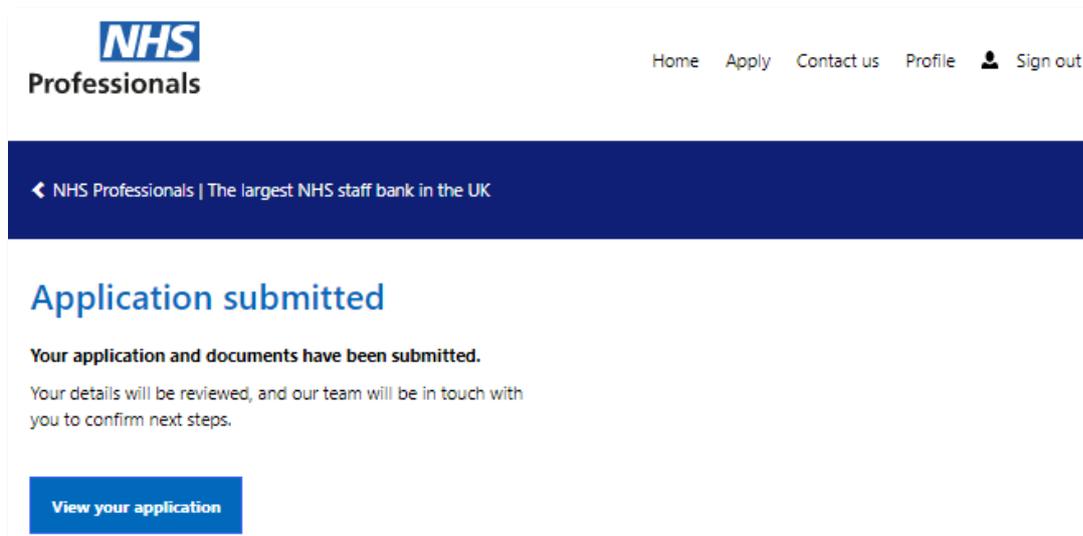
Please confirm the following:

- Tick here to confirm that the company will check all candidates are compliant to carry out duties under NHS Framework rules**
- Tick here to confirm that all candidates supplied will be under IR35**

Once completed, by submitting the application, you will receive confirmation of application submission on the webpage, along with a follow-up email.

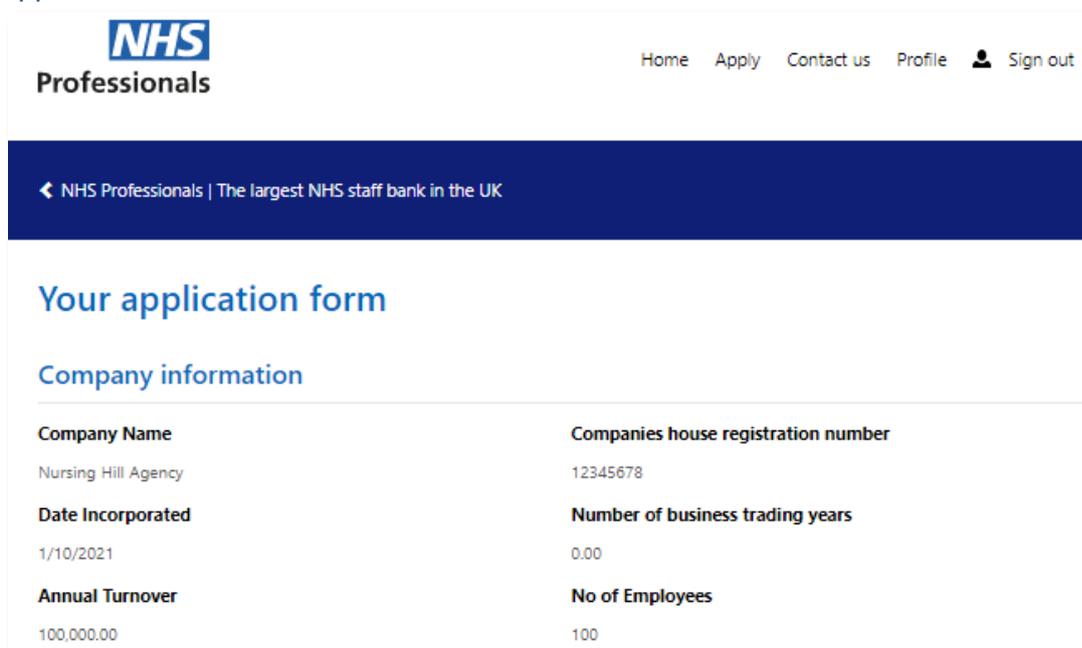
You have the option to view the details that you have populated at any point by clicking "View your application"

Confirmation of submission page



The screenshot shows the 'Application submitted' confirmation page. At the top left is the NHS Professionals logo. At the top right are navigation links: Home, Apply, Contact us, Profile, and Sign out. Below the navigation is a dark blue banner with a back arrow and the text 'NHS Professionals | The largest NHS staff bank in the UK'. The main heading is 'Application submitted' in blue. Below it, a message states: 'Your application and documents have been submitted. Your details will be reviewed, and our team will be in touch with you to confirm next steps.' At the bottom is a blue button labeled 'View your application'.

Application form review



The screenshot shows the 'Your application form' review page. At the top left is the NHS Professionals logo. At the top right are navigation links: Home, Apply, Contact us, Profile, and Sign out. Below the navigation is a dark blue banner with a back arrow and the text 'NHS Professionals | The largest NHS staff bank in the UK'. The main heading is 'Your application form' in blue. Below it is a sub-heading 'Company information'. A table displays the following information:

Company Name	Companies house registration number
Nursing Hill Agency	12345678
Date Incorporated	Number of business trading years
1/10/2021	0.00
Annual Turnover	No of Employees
100,000.00	100

Following the submission of your application, the Agency Management team will review the information that you have provided and the supporting documents. Once they have done so, they will either accept, or reject, your application. If they have any questions, they may contact you directly.

You will receive an email advising you of the outcome of their decision.

If your application has been accepted, you will be required to sign an NDA before any further actions can take place.

Completion of Onboarding Process

Once the application has been accepted the rest of the onboarding process will occur directly between the NHS Professionals Agency Management team and your representatives. This will be made up of:

- Sharing the NDA for signature
- Discussing the rate card and tiering structure
- Agreeing your agencies position on the cascade
- Sharing the contract for signature
- Supporting you with training requirements to manage your workforce with NHS Professionals.