

***We Understand Care***

BPro Nursing Agency, Unit 24 Viking Way, Canvey Island, Essex, SS8 0PB Tel: 01268952767

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| Boxes 1-3 to be completed by BPro Care/Support and Nursing staff. Failure to do so will result in the time sheet being rejected. It is the responsibility of care/support or nursing staff to ensure that BPro Nursing Agency receive this time sheet by the following Wednesday. |
| 1. Name of staff: |
| 2. Speciality: |
| 3. Name & Address of service user: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date  e.g. 01/01/19 | Day  e.g. 0700 - 1900 | Night  e.g. 1900 - 0700 | Hrs worked excl. breaks | Staff signature | In charge signature | For office use only |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |  |

I can confirm that the above named care/support/ nursing staff worked the above hours and will accept your accounts for the chargeable hours at the agreed rate.

In Charge signature:-----------------------------------------------------------------------------------------