

**LONDON AMBULANCE SERVICE NHS TRUST**  
**Better ways to utilise operationally single staff**

- Management will ensure that when such movements are necessary staff safety will be taken into account at all times and will be in accordance with the Staff Safety Policy.
- Operationally 'single' staff will need to proceed without delay to other locations to crew up with a single colleague.
- It is acceptable that the movement of single staff should be as a last resort. Every effort will be made by management to optimise core cover on a station by station basis prior to asking staff to move another station.

Prior to the commencement of shift

- Core staff who are single on a shift by shift basis, can be given advance notice of a requirement to commence work at an alternative station within their completed or, by mutual agreement, at a neighbouring complex regardless of sector boundaries. Staff will be notified of this requirement before the end of their previous shift. Where this presents difficulties, managers and trade union representatives will work together to ensure that appropriate arrangements are made to overcome such difficulties.
- Such movements by core staff will be reimbursed in accordance with the Whitley Council terms and conditions of service.

During the shift

- Where appropriate staff will be invited to use their own transport to move to other stations to crew-up with another single member of staff. Such journeys will attract reimbursement at the Trust Mileage rate and Comprehensive Insurance cover will be provided by the LAS Motor Fleet Policy.
- In situations where this is not possible/appropriate, other options should be considered e.g. using an Ambulance vehicle with appropriate "out of Commission" signs or seeking assistance from the Duty Officer.
- CAC will be the final arbiter on movements on the basis of where ambulance cover is needed.

Date of issue: March '02	Review Date March '04
Approved by: Director of HR & OD	Reviewer: Staffside Chair/HR Manager
Index no: HR/03/010	Page 1 of 2

- It is the intention of the service to ensure that staff who have moved in such circumstances should book off duty on time. CAC should return
- such staff to their base station before the end of their shift.

The review and monitoring process will take place as follows:-

- The names and frequency of staff and vehicle movements will be collated and made available to Senior Sector Representatives (SSR's).
- Designated liaison officers will be appointed between DRS's, CAC and Senior Sector Representatives.
- This information will be reviewed by Sector Staff Committees on a monthly basis and these meetings will be attended by the appropriate representatives of the DRC and CAC.

This agreement will be jointly reviewed on a regular basis.

Date of issue: March '02	Review Date: March '04
Approved by: Director of HR & OD	Reviewer: Staffside Chair/HR Manager
Index no: HR/03/010	Page 2 of 2