

## **Trueblue Nurses Policy on Gifts, Client Wills & Bequests**

Trueblue Nurses provides Nursing and Care services to Clients for a set fee. The Agency Workers are paid for completing work and should not seek any other money, gifts, favours, or rewards for services rendered.

Registered Nurses should refer also to the NMC guidelines on gifts. Failure to comply with this policy may result in removal from the Company Register.

On occasion, a Client, their friend or relative may offer a voluntary gift as a mark of appreciation for care they have received. The Company believes that giving and receiving such gifts is not generally appropriate to the provision of professional care. Wherever possible, any offer of a gift should be politely refused; with an explanation that acceptance would be against Company policy.

If refusal is likely to cause serious offence to the Client, the gift may be accepted under the following rules:

- All offers of gifts should be disclosed to the Registered Manager who will discuss the matter with your Client, or their advocate as appropriate, to explain Company policy. The gift will be noted on a gift register.
- A gift of money may only be accepted with the stated intention that it will be passed in full to a charitable Organisation nominated by the Company.
- Gifts of consumables (e.g. flowers, chocolates) if unlikely to cause offence, should be left in the client's possession, to be shared and enjoyed by all members of the nursing and care team.
- Other gifts should be refused with the suggestion of an equivalent donation to charity. The Registered Manager will acknowledge all gifts in writing.

Our Agency Workers have a personal duty to ensure that neither themselves, nor the Company, may legitimately face charges or allegations of malpractice or corruption in their conduct at work.

Any agency worker who seeks gifts or favours from Clients in return for the services rendered will be subject to formal action which will, almost certainly, lead to removal from the Company register.

National Minimum Standards preclude staff involvement in assisting in the making of, or benefiting from Client's Wills. As such Agency Workers of the Company are instructed to not to offer any advice whatsoever, either to the Client, or anyone connected with the Client, on the making of Wills, or their contents. All Agency Workers are required to act openly, honestly, responsibly and without criminal intent in respect of a client's Will or Estate.

Agency Workers are only allowed to assist the client where the client has no family, advocate or friends that can assist the client and where the assistance that the staff member is giving is to merely contact an advocate, solicitor or Citizens Bureau on the Client's behalf.

All Agency Workers must report any knowledge of the Client appointing them as an executor of the Client's estate immediately by making a record in the Client's file and advising the Registered Manager. There will however be situations where the Agency Worker has had no prior knowledge. If this should occur, then the Agency Worker should advise the Registered Manager immediately.