



CANCELLATION OF A PANEL MEMBER

PURPOSE

The purpose of this policy is to ensure that MHR panel members are cancelled at a fair and reasonable time.

SCOPE

This policy applies to:

- MHR Clients
 - MHR Office Personnel
 - MHR Panel Members
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POLICY STATEMENT

1) **Cancellation times (Client):** Client must inform MHR Coordinator/Call Centre/Recruitment Consultant of the cancellation:

- NIGHT SHIFT - **At least 3 hours** before the shift starts.
- DAY SHIFT - **Preferably the previous night, but no later than 2½ hours** before the shift starts.

2) **Cancellation times (MHR):** MHR Coordinator/Call Centre must cancel the panel member:

- NIGHT SHIFT - **Before 16h45.**
- DAY SHIFT - **Before 05h00.**

3) **Cancellation fees charged (MHR/Client)**

According to the *'Agreement in respect of temporary nursing services'*, the client or MHR will be liable for the following if a panel member is cancelled after the prescribed time confirmed in Section 1 above:

- LATE CANCELLATION - A cancellation fee equal to **2 hours of the average hourly rate** charged for the specific job description.
- ARRIVAL ON DUTY - A cancellation fee equal to **4 hours of the average hourly rate** charged for the specific job description.

4) **IMPORTANT notice regarding cancellation SMS messages**

NB: Panel members must check their cell phones regularly for a cancellation SMS and ensure that their phones are switched on when they are off duty to prevent potential SMS delivery failures. MHR does not take responsibility for an SMS delivery failure, once our server releases the SMS.

ASSOCIATED DOCUMENTS

Document	Location
Agreement in respect of temporary nursing services	Secured docs