



## CANCELLATION BY PANEL MEMBER

### PURPOSE

The purpose of this policy is to ensure that Panel members cancel at a fair and reasonable time to ensure that patient safety is adhered to.

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### SCOPE

This policy applies to

- Client
  - Panel Member
  - MHR Branch Manager
  - MHR Assistant Branch Manager
  - MHR Senior Coordinator
  - MHR Coordinator
  - MHR Recruitment Consultant
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### POLICY STATEMENT

- Panel members must inform MHR Coordinator or MHR Recruitment Consultant of cancellation:
  - Night duty - 3 hours prior to commencement of shift
  - Day duty – the previous night or 2.5 hours prior to commencement of shift
- Should the panel member not comply with the above, with the exception of unforeseen circumstances, the following will be imposed:
  - Corrective measures will be imposed in the following sequence:
    1. First offence
      - Panel member will be made aware of the cancellation policy telephonically
      - The penalty for late cancellation form will be signed
    2. Second offence
      - According to the shift that you were booked at, a 3 hour penalty will be charged after telephonic conversation

3. Third offence

- According to the shift that you were booked at, a 6 hours penalty will be charged after a disciplinary interview

4. Fourth offence

- Panel member will be disabled after a disciplinary hearing was conducted.
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