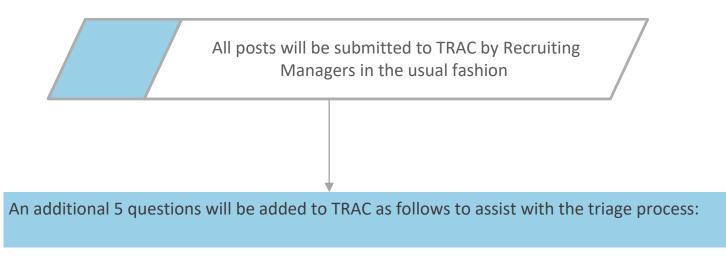




MAY 2023

VACANCY APPROVAL PROCESS USING TRAC



- is this post part of the current agreed budgeted establishment?
- is this post being covered by bank/agency? If so, please provide details
- if this post is not part of your agreed budgeted establishment is it part of an agreed business case with an agreed funding route?
- is this a MMUH specific post?
- is the Group on target to deliver its Cost Improvement Plan (CIP)? If you are

Recruitment team and Finance to triage posts

Those required to have Executive approval:

- All posts that are not identified as being part of the current establishment (excluding MMUH posts) and /or being filled by bank and agency
- All administrative, clerical and management posts

If approval is granted the post will move forward to advertisement stage

- All Band 5 Nursing posts
- All Band 7 and above AfC clinical nosts

Those identifed as excluded from Executive approval and can proceed with advetising without seeking further authorisation

- MMUH Specific posts
- Clinical and Clinical support roles below Band 7 that are part of the establishment or have an agreed funding route
- Medical roles that are part of the establishment or have an agreed funding route

