



NETWORK NURSING AGENCY

www.nursing-agency.com.au
Suite 8, Level 2, 30 Atchison
Street, St Leonards NSW 2065

Fax: 9966 5414

STAFF NAME

Jane Smith

QUALIFICATION (Please tick)

☒ RN ☐ RM ☐ FAC ☐ EN / EEN ☐ AIN ☐ WM

DAY	DATE	NAME OF HOSPITAL/ CLIENT	WARD WORKED	SHIFT DESCRIPTION (Please circle)	HOURS OF DUTY				SHIFT VERIFICATION	
					START *24hr CLOCK	END *24hr CLOCK	BREAK	TOTAL HOURS WORKED *EXCL. BREAKS	AUTHORISED WARD MANAGER/ TEAM LEADER	
MON	/ /			RN / RM / FAC / EN / AIN / WM						
TUE	16/06/2017	Northside Clinic	Unit 1	<input checked="" type="checkbox"/> RN / RM / FAC / EN / AIN / WM	1400	2200	30 min	7.5	Jenny Marsa (Ward Manager)	
WED	17/06/2017	Mater Hospital	McAuley	<input checked="" type="checkbox"/> RN / RM / FAC / EN / AIN / WM	1350	2000	30 min	8	Maria Roldin (Team Leader)	
THUR	/ /			RN / RM / FAC / EN / AIN / WM						
FRI	19/06/2017	North Shore Private	Short Stay	<input checked="" type="checkbox"/> RN / RM / FAC / EN / AIN / WM	0700	1430	30 min	7	Daniel Wilson (Supervisor)	
SAT	/ /			RN / RM / FAC / EN / AIN / WM						
SUN	21/06/2017	Dalcross	Madden Level	<input checked="" type="checkbox"/> RN / RM / FAC / EN / AIN / WM	2130	0730	30 min	10	David Smith (NUM)	

PLEASE NOTE

1. All shifts worked must be signed off by client – unsigned timesheets may result in delayed payment.
2. Any corrections must be initialled by client.
3. Please submit timesheets for processing by 8am Monday either by fax to (02) 9966 5414 or email bimal@nursing-agency.com.au
Any timesheets received past this deadline cannot be processed until the following week.

NNA timesheet available for download from
<http://www.nursing-agency.com.au/>