**Appendix 2 – TAC Card Log Sheet**

**TEMPORARY ACCESS CARD LOG**



 ***The TAC log sheet should be used every time the card is used to sign it out and in to enable audit. a separate log should be used for each card.***

|  |  |  |
| --- | --- | --- |
| **TAC Role:** | **Nurse/Medic/Clinical Support****\***please select |  |
| **TAC Name:**\*Found on the front of the card |  |
| **TAC UUID number:**\*Found on the front of the card |  |
| **Department/Ward Name:** |  |
| **Full Name** | **Job Title** | **Date TAC Signed Out** | **Time TAC signed out** | **Signature** | **Date TAC returned** | **Time TAC returned** | **Signature** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |



Should you require any support regarding the TAC processes or the external user process to issue agency and locum staff with their own cards please contact : rdash.workforcesytems@nhs.net or telephone: 03000 2113388