

**OPERATIONAL POLICY FOR STAFF BANK**

Post holder responsible for Policy:	<b>Staff Bank Manager</b>
Directorate/Department responsible for Policy:	<b>Governance and Patient Services</b>
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This document replaces:	<b>Operational Policy for Nursing &amp; Midwifery Bank</b>

This policy etc. covers: (Please tick ✓ relevant box below)

Healthcare Standards (CORE)	<input type="checkbox"/>	Monitor	<input type="checkbox"/>
Healthcare Standards (DEVELOPMENTAL)	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Service Development Strategy	<input type="checkbox"/>	Performance Management	<input type="checkbox"/>
Local Delivery Plan	<input type="checkbox"/>	Business Planning	<input type="checkbox"/>
Assurance Framework	<input type="checkbox"/>	Complaints	<input type="checkbox"/>
Other (Please specify):			

**Note:** This policy has been assessed for any equality, diversity or human rights implications.

**Controlled document**

This document has been created following the Royal Devon and Exeter NHS Foundation Trust Policies, Procedures, Protocols, Guidelines and Standards Policy. It should not be altered in any way without the express permission of the author or their representative.

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**Note:**

Sections within the policy should include, but are not limited to those listed above.

## INTRODUCTION

The bank exists to support the Royal Devon and Exeter Hospital (RD&E) in providing bank workers to supplement staff shortfalls in establishments. The bank workers are registered on the bank and are not contracted employees of the Trust. There is no obligation to offer work and no obligation on the worker to accept work via the bank.

### Aims of the Policy

This document aims to provide clear guidance to managers on:-

The principles of using the bank

The Application and Registration process for bank workers

Who is able to work a "Bank Shift"

The process of booking a bank shift

The process of allocating work to bank workers

Cancellation of Shift/Assignment

by ward/department

by bank worker

What constitutes "Bank work" and payment

The process of completion and submission of Bank Claim forms

The process of booking External Agency Workers

Proof of Professional Registration

Management of Complaints/Poor performance/Misconduct

Complaints

Poor performance

Misconduct

IV Drug administration for Bank workers and Agency workers

Training and Induction

## **1. The Principles of using the Staff Bank**

1.1 All requests for bank workers should be affordable, within the ward/departmental funded established budget i.e. planned staff shortages e.g. to cover leave and vacancies

1.2 External Agency workers can only be booked by Bank Office Staff and must be authorised by Directorate Manager, Senior Matron, Senior Matron on call or a designated deputy.

1.3 Bank workers should not work in one area for a period of no more than 11 continuous weeks, work with a specified role should be reviewed by the manager. Advice should be sought from the Recruitment Manager as to how to undertake short term cover if there is a continuing vacancy i.e. maternity leave and long term sickness

1.4 Individual managers are responsible for ensuring that bank workers do not continuously book a worker with the department for more than a continuous 11 week period. Further advice can be sought from the Staff Bank Manager or HR Manager. Regular monitoring will be carried out to ensure compliance.

1.5 The Trust has introduced an electronic rostering tool. Requests with the electronic rostering tool – rosterpro, will request bank workers directly via the system. If the cover request is at less than 24 hours notice it will be necessary to contact the staff bank office by phone and request directly.

## **2. The Application and Registration Process**

2.1 Advertisements for bank workers will be displayed on the Trust internal website and accessible also through [www.rdehospital.nhs.uk](http://www.rdehospital.nhs.uk). The advert will be actively suspended depending upon the needs of the organisation at the discretion of the Staff Bank Manager

2.2 All applicants will be dealt with in accordance with the Trust Recruitment and Selection Policy

2.3 All applicants for band 1 and band 2 roles will be asked to undertake a Literacy and Numeracy test at interview.

2.4 Interviews will be held at regular intervals by the Staff Bank Manager and an appropriate member of Trust staff e.g. Midwife, Registered Children's Nurse, Admin Manager.

2.5 Workers new to the Trust must attend Trust Induction. If necessary supernumerary shifts will be arranged with an established bank worker and the Check List (appendix 5) will be completed. Payment for Induction and supernumerary shifts will be made on the basis of one shift worked for one induction days pay. Payments for shifts will not be set up on the Electronic Staff Record (ESR) until the bank worker has worked the equivalent number of regular bank shift. All shifts undertaken prior to being set up must be worked within 3 months of attending Induction.

2.6 Candidates interviewed for substantive posts who are unsuccessful and are suitable for the bank should be encouraged to contact the Staff Bank. Details should be forwarded to the Staff Bank Manager for further consideration.

2.7 Staff who have a substantive contract with the RD&E and wish to join the bank will be required to formally register with the bank if they wish to undertake additional bank work. This they do by completing a Rosterpro Application Form (appendix 1). These forms are available on Comex via the Staff Bank.

### **3. Who is able to work a bank shift?**

3.1 All staff and bank workers must be registered with the Staff Bank in order to work a bank shift.

3.2 It is the bank workers responsibility to ensure that they do not exceed the working time limits set out in the Working Time Directorate regulations for a maximum 48 hour working week, reference, section 27 Agenda for Change NHS Terms and Conditions of Service Handbook. If a bank worker has alternative work alongside the bank work performed for the Trust he or she must advise the Staff Bank office of this and keep the Staff Bank up to date as to the hours worked.

### **4. The Process of booking a Bank Shift**

4.1 All bank shifts must be booked through the Staff Bank office

4.2 Requests must be made by an authorised member of staff, either the ward manager or person in charge of the ward/area/department using the rosterpro system. If rosterpro is not accessible, requests must be made by email. If cover is required at less than 24 hours notice then it must be phoned through to the staff bank office directly.

4.3 All requests for cover by email or phone must contain the following information:-

- \* Name of department/area/ward
- \* Date and time of cover required
- \* Reason for cover i.e sickness, vacancy
- \* Any special skills required
- \* Band of worker required
- \* Name of person authorising request

A template is available on Comex, Staff Bank to use for email submissions for cover at less than 24 hours.

4.4 Requests for bank workers out of hours must be made to ward support which operates 4.45 pm – 8am weekdays and all weekend. This service is only provided to assist with cover relating to the out of hours period. All other queries to be directed to the Staff Bank office.

4.5 Whenever possible, requests which are more than 24 hours to the start of the shift should be made directly on to rosterpro.

### **5.0 The Process of allocating work to bank workers**

It should be noted that the Staff Bank cannot guarantee to provide cover for the requests made.

5.1 Bank workers must add their availability on to the rosterpro system. They must also input dates of annual leave. Availability can be entered for any length of time into the future.

- 5.2 Shifts will be allocated on rosterpro no more than 2 weeks in advance
- 5.3 Assigned shifts will be available to view for 2 weeks in advance. Any changes to the roster in a 2 week period will be phoned through to the person/people concerned.
- 5.4 If a shift is accepted by a bank worker the worker will be committed to undertaking the shift.
- 5.5 Where by prior arrangement workers are pre-booked to an area, the worker needs to submit their availability, the dept/ward will also need to submit a cover request in order that there is a record of the work being covered. The pattern of booking can not extend beyond an 11 week period without a break in placement of at least one calendar month.
- 5.6 Any changes to arrangements by the wards should be phoned through to the Staff Bank office as soon as possible.
- 5.7 Bank workers will be allocated to areas of preference as circumstances allow.
- 5.8 If unable to fill a shift with the band of worker required the area will have the option to change the band of staff. Staff Bank team will check availability and cover the shift if able.
- 5.9 When allocating a bank worker the staff bank team will take into account any special requests or information given by the ward/area i.e. 1:1 care, infected bay etc

## **6.0 Cancellation of Shift/Assignments**

### **a. by ward/department/area**

- 6.1 Cancellation of a bank worker must be made at least 8 hours prior to the start of the booked shift/assignment, this must be done via the Staff Bank or out of hours through Ward Support.
- 6.2 Cancellations of bank work by the department of less than 8 hours will incur the full cost of the worker to the department/area if other suitable work is not available.
- 6.3 If on arrival to the dept/ward/area the bank worker is surplus to requirements the department must contact the staff bank team during working hours. Out of office hours the site management team/ward support should be contacted, to find other suitable work.

### **b. by bank worker**

- 6.4 Cancellations should be notified to the Staff Bank team as soon as possible, for reasons other than sickness this should be not less than 24 hours prior to the start of the shift/assignment. Any cancellation in the last three months will be taken into account when implementing the short notice cancellation procedure

When a bank worker cancels a shift within 24 hours of the start of the shift for reasons other than sickness the following will apply:-

\* **One short notice cancellation:** the bank worker will receive a call from the Staff Bank Team to explain the implications of the cancellation

\* **Two short notice cancellations:** you will be asked to meet with the Staff Bank Manager to discuss the reason for cancellation

**\* Three short notice cancellations:** You will not be allocated any work for a period of 2 weeks

6.5 If a bank worker has to cancel a shift at short notice due to sickness the staff bank office should be notified during the hours of 8.30am and 4.45 pm Monday – Friday, otherwise the department/ward/area should be notified directly.

6.6 Attempts to find a suitable replacement will be made by the staff bank team or ward support.

## **7.0 What constitutes “Bank work” and payment?**

7.1 All work booked though the Staff Bank will be deemed bank work and agreed bank rates will apply, these rates do not apply to Agency workers.

### **Bank workers with a substantive post for the same role in the Trust**

Bank workers with a substantive post for the same bank position as stated in the bank job descriptions listed in table 1 below and the same level of responsibility in the Trust will be paid at own incremental point for bank shifts up to band 6.

Staff covering a bank shift for the Site Management Team will be paid at band 7.

### **Bank only workers**

There will be a standard rate of pay for all bank workers

Table 1 outlines the bands, a full description of each post is detailed in the job description which is available to view on Comex.

Table 1

Banding	Point	Job Title
Band 2	Point 0.0	Bank Clerical Assistant, Bank Nursing Auxiliary
Band 3	Point 0.0	Bank Secretary, Bank Healthcare Assistant, Bank 2 <sup>nd</sup> year Nursing Student
Band 4	Point 0.0	Bank Senior Secretary, Bank 3 <sup>rd</sup> Year Nursing Student
Band 5	Point 0.0	Bank Registered Nurse, Bank Midwife-Newly Qualified
Band 6	Point 0.0	Bank Sister, Bank Midwife

Bank workers who work a minimum of 488 hours per annum will benefit from annualised incremental credit, within the hourly rate, unless already placed on the maximum of the appropriate scale

If the allocated shift is designated as a lower pay scale then the substantive post the bank worker will be paid at the top of the incremental points for the lower band.

7.2 Jury Service, daily net loss of earnings will be calculated based on last three months bank work and all questions relating to availability for work will state that bank workers are available to work unless in court.

## **8.0 The Process of Completion and Submission of Bank Claim Forms**

8.1 All bank work must be claimed for on the Bank Payment Claim form (appendix 2).

8.2 At the end of each shift it is the responsibility of the individual worker to ensure their bank claim form is checked and signed by the manager/person in charge of the area/department/ward.

8.3 All bank claim forms for ward work must be left on the ward/department. They should be completed including totals and with bank workers signatures by the 1<sup>st</sup> of the month. If the 1<sup>st</sup> falls on a bank holiday it should be completed up until the second last day prior to the bank holiday weekend, normally a Thursday.

8.4 Managers/Matrons will return any bank claim forms with errors to the Staff Bank office. The reverse side of the bank claim forms stipulates instructions on completion of the claim form (appendix 3).

8.5 Bank claim forms for Administrative and Clerical workers should be sent/brought to the Staff Bank office on or by the 1<sup>st</sup> of the month, they should be totalled and signed by the bank worker. If it is a bank holiday it should be completed up until the second last day prior to the bank holiday, normally a Thursday.

8.6 Bank claim forms which appear fraudulent will be referred to the Local Counter Fraud Specialist for investigation in accordance with Trust Procedure and may result in disciplinary action.

8.7 It is the responsibility of the bank worker to accurately complete Bank claim forms and to obtain the necessary signatures in order for payroll to process payment. It may affect payment to the bank worker if the correct process is not followed.

8.8 All bank workers are paid monthly on the 27<sup>th</sup> of each month, unless the 27<sup>th</sup> falls on a weekend in which case it will be the last working day prior to the 27<sup>th</sup>.

## **9.0 The Process of Booking External Agency Workers**

9.1 Agency workers will be used only in exceptional circumstances when all other options for cover have been exhausted.

9.2 Agency workers can only be booked by the Staff Bank team with authorisation of the Divisional Manager, Senior Matron, Senior Manager or a designated lead.

9.3 Agencies will be approached in line with Purchasing and Supply Agency (PASA) guidelines

- For Nurses
1. Allied Healthcare Group Ltd
  2. British Nursing Association (BNA)
  3. Pulse Nursing and Care
- For A&C
- As specified by PASA framework

9.4 The Staff Bank team will inform the area/department once cover has been obtained.

9.5 On arrival on the ward/department workers must produce identification and if a registered nurse/midwife current NMC registration card.

9.6 A Bank/Agency Induction Check List (appendix 4) should be completed and returned to the bank office for all workers new to the ward/area.

## **10. Proof of Professional Registration**

10.1 It is the responsibility of the individual professional to maintain their professional registration.

10.2 It is a requirement that all registered professionals provide evidence for all parts of the register on appointment and when renewing registration.

10.3 The professional registration of bank workers will be checked on a monthly basis. Lapses in registration will be dealt with in line with Trust Policy on Checking with Professional Registration.

10.4 All registered professionals are accountable for their practice to their registered bodies.

10.5 If a registered professional undertakes a bank shift without providing proof of registration they risk having their name removed from the Staff Bank and referral to the Local Counter Fraud Specialist for investigation.

10.6 It is the responsibility of the registered professional to maintain practical and theoretical standards for NMC registration and to provide a record of this to the Staff Bank Manager.

## **11.0 Management of Complaints/Poor Performance of Bank Workers**

For registered professional bank workers an appropriate member of staff will be involved with the management of complaints, poor performance or discipline issues. It will be the decision of the Manager of the relevant profession as to whether the professional body will need to be involved. If there are issues which may affect performance the manager concerned can request the individual is not allocated work until the concerns are addressed.

Substantive Staff who are also registered with the Staff Bank, in respect of bank work will be treated as bank workers. Any impact on substantive role will be treated on an individual basis subject to Trust Disciplinary, Capability, Appeals Policy and Procedure. If there is any cause for concern this should be referred to the substantive line manager.

## **a. Complaints**

11.1 Any complaints regarding bank workers should be forwarded to the Staff Bank Manager who will investigate, reply and take any action identified.

11.2 The Staff Bank Manager will collate incidents and complaints regarding bank workers monthly which will be forwarded to the Deputy Director of Governance, Legal Services and Patient Care.

11.3 If an incident is discovered at the time of the shift, an incident form must be completed and Senior Nurse on-call will be notified to investigate or appropriate Administrative Services Manager. Any findings and outstanding actions will be forwarded to the Staff Bank Manager and if appropriate, the substantive line manager.

11.4 If the incident/complaint is discovered after the end of the shift, an incident form will be completed and a copy forwarded to the Staff Bank Manager for investigation in partnership with appropriate professional and/or substantive line manager.

11.5 Any complaint or incident involving agency workers will be directed to the manager of the agency by the Staff Bank Manager who will refer the issue to the relevant agency for resolution. The Trust Disciplinary and Performance Management policies will not apply to agency workers.

11.6 The Staff Bank Manager keeps a record of all complaints and incidents and will only rebook that agency worker if appropriate, following a review with input from Human Resource Manager.

11.7 Non-substantive Bank workers do not have the right of appeal.

## **b. Poor Performance/Disciplinary Guidance**

If there are performance or disciplinary issues with individuals, advice will be sought from the Human Resource team upon the Staff Bank Manager becoming aware of the issue.

## **c. Misconduct**

11.8 Cases of gross misconduct involving Registered Nurses, Midwives or other registered professional bank worker or agency worker need to be investigated along with the Director of Governance, Legal Services and Patient Care.

11.9 The Director of Governance, Legal Services and Patient Care reserves the right to inform the NMC or other professional body of any outcome of any investigation should they be substantiated.

11.10 If the Bank worker leaves before the end of a misconduct investigation then the Director of Governance, Legal Services and Patient Care reserves the right to continue the investigation in the absence of the bank worker.

11.11 Non-substantive bank workers do not have the right of appeal.

## **12.0 IV Drug Administration for Bank Workers and Agency Workers**

12.1 Any registered nurse undertaking IV drug administration must do so following Trust procedures in the Intravenous Therapy Policy.

12.2 The required study sessions and assessments must be undertaken prior to the administration of Intravenous medication.

### 13.0 Training and Induction

13.1 All bank workers must attend Trust Induction.

13.2 All bank workers are entitled to attend appropriate training sessions in their own time.

13.3 All bank workers must attend mandatory training and keep training up to date on an annual basis.

13.3 Bank workers will be paid to attend mandatory training sessions

13.4 All bank workers will be trained to level stated in relevant bank job description including statutory mandatory training and for Bank Nursing Auxiliaries to the standard specified in (appendix 5) Supernumerary Check List.

### 14.0 References

Policies applicable to Bank Workers can be found on Comex by clicking on the linked title below:-

14.1	Infection Control Policy
14.2	Guidelines for Bank Nurses during a Viral Gastro-enteritis outbreak
14.3	Slips, Trips and Falls Policy
14.4	Records Management Policy
14.5	Counter Fraud Policy
14.6	Policy and Procedure on Checking on Professional Registration
14.7	Intravenous Therapy Policy
14.8	Recruitment and Selection Policy
14.9	Disciplinary, Capability, Appeals Policy and Procedure

### Rostering Application Form

**SECTION 1** APPLICANTS NEW TO THE TRUST ARE ONLY REQUIRED TO COMPLETE  
**SECTION 1 (ON PAGES 1&2) STAFF IN SUBSTANTIVE POSTS ARE REQUIRED TO  
 COMPLETE ALL SECTIONS & MAY BE REQUIRED TO MEET WITH THE STAFF BANK  
 MANAGER**

Name of Applicant and title Dr. Rev. Mr. Mrs. Miss. Ms. Other (please state)		
National Insurance number		
ESR no.		
D.O.B.		
Address including postcode  Tel No. Home/ Mobile Email address		
Tel.No. Work		
Ward/Dept where currently employed State NEW if just joined Trust		Rostering type please delete whichever do not apply  Hospital only  Bank only  Hospital & Bank
* Nurses only to complete		
*NA/HCA/EN/RN RNM/RNChild please circle	Band.....	PIN Number if applicable..... (Please attach a photocopy of your PIN card. Your application cannot be processed without it.)
*Day/night duty and no. of hours worked	NUMBER OF ANTICIPATED ADDITIONAL SHIFTS PER MONTH. DAYS/NIGHTS/BOTH HOSPITAL/BANK; BANK ONLY; HOSPITAL ONLY.  (Please note Working time Directives state maximum of 48 hours per week)	
*Practical ward based skills please state e.g. I.V. Administration. Continue on a separate sheet if necessary		

N.O.K. and Relationship Name & Address including postcode  <i>Tel No. Home/ Mobile</i> Tel No. Work Email address	
Emergency contact details if not N.O.K.  Tel No. Home/ Mobile  Email address	Name & Address Including postcode
G.P. details May we contact your G.P. in an emergency?	Name and Address and Telephone number
Signature of Applicant	

Section 2

**MANAGER RESPONSIBLE FOR THE AREA TO COMPLETE**

1	In what capacity has the applicant been employed?	
2	Period of employment from/to?	
3.	Reason for leaving or reason for wishing to join the staff bank	
4.	In your opinion is this applicant able to work effectively and competently throughout the Trust?	
5.	Does the applicant have regular attendance?	
6.	Does the applicant have good time keeping?	
7.	IS THE APPLICANT CONSCIENTIOUS?	
8.	Is the applicant totally honest and trustworthy?	
9.	Does/did the applicant carry out their job to the standards required by the Trust?	

10.	Details of sickness/absences over the past 12 months, with dates and reasons	
11.	Competency certificates or ward based skills held.	
12.	Bank Staff usually work in all areas of the Trust. Are there any reasons why this should be limited to certain areas and if so where and why?	
13.	Are you aware of any previous convictions the applicant may hold? Has the applicant had a police disclosure check(CRB), if so when?	
14.	Does the applicant currently have a work permit or work under a student visa?	
15.	Are there any additional comments you would like to make?	
16.	Has the applicant's personal file been sent to Staff Bank?	

*I agree and support this application & confirm the information given is correct*  
Signed

Name.

Manager for:

Date

Now please return this to the applicant to complete the following:

Section 3 The information in the section over leaf is required in order to comply with Government Directives for Equal Opportunities and in order to satisfy the requirements of the Data Protection Act 1998. You need to give written permission for us to hold the information you provide electronically.

Ethnic Origin Please tick box		I do not wish to disclose my ethnic origin	Black/ Black British	White	White European	Mixed	Other	Asian/ Asian British
Sexual Orientation Please tick box	I do not wish to disclose my sexual orientation	Persons of the opposite sex	Persons of the same sex	Persons of same and opposite sex		Do you consider yourself disabled? If yes please describe:-		

Now return to Staff Bank for processing

FOR COMPLETION BY STAFF BANK MANAGER

Accepted
Deferred
Not Accepted
Signed copy of terms and conditions returned Y/N
Signed:
Name:
Staff Bank Manager
Date:

Appendix 2

**Bank Payment Claim Form (Monthly Paid Workers)** (Separate claim forms must be completed for each ward/work place. At the end of each month the Manager will submit the claim for payment.) **Royal Devon and Exeter NHS Foundation Trust**

**Personal Details**  
 Full name: \_\_\_\_\_ Assignment No: \_\_\_\_\_

**Claim Details**  
 Claim for calendar month of: \_\_\_\_\_ 20\_\_\_\_  
 For work done at: \_\_\_\_\_ Budget No. \_\_\_\_\_

Date	A Start time (use 24hr clock)	B Finish time (use 24hr clock)	C Total breaks taken (see over) (hrs mins)	D Total hrs claimed B-A-C+D (hrs mins)	Total hrs per shift as long hand	Saturday enhancement (hrs mins)	Sunday/public holiday enhancement (hrs mins)	Unsocial/night duty enhancement (hrs mins)	Variation to point & band (see over)	Directorate manager authorisation (see over)	Manager/Nurse In Charge		
											Print name	Signature	Date
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
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23													
24													
25													
26													
27													
28													
29													
30													
31													
Total hrs worked as long hand as per column D					<b>TOTALS</b>								

**For completion by the authorised ward/department signatory**  
 I am an authorised signatory for my ward/department. I am signing below to confirm that both the grade and the shifts that I am authorising are accurate. I understand that if knowingly authorising false information, this may result in disciplinary action and I may be liable to prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and the NHS Counter Fraud and Security Management Service for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Bank member signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Any questionable invoices must be immediately brought to the attention of your Local Counter Fraud Specialist or you may report any case of fraud, in confidence, to the NHS Fraud and Corruption Reporting Line on 0800 033 40 93.  
 \*Attachments to bank or post payable will only be paid if authorised and signed by the Directorate Manager.

## Appendix 3

### Payment Claim Form for Bank Work (Monthly Paid Workers)

#### Help Notes

##### Contracted Employees

This form must only be used for bank work. It must not be used for recording additional hours worked in your own work place at your own pay rate.

##### Claims and Payment

You must complete a separate claim form for each ward/workplace. This form should be retained at the ward/workplace. At the end of the month it will be submitted by the manager to the Payroll Department. Claims received in the Payroll Section by the 4th of the month will be paid in that month. The Payroll Section is at Newcourt House, Old Rydon Lane, Exeter, EX2 7JU. Correction fluid must not be used on the timesheet. Any corrections or alterations must be initialled by the authorised signatory. Faxed and photocopied timesheets will not be accepted by the Payroll Department.

##### Breaks

Where a shift includes a break, the break must be taken except in exceptional circumstances authorised by the manager in charge.

##### Sunday/Public Holiday Working

From 0001 Sunday to 2400 Sunday. Please make sure you enter all hours worked on Sunday in the "Total hours claimed" column and the "Sunday enhancement" column.

##### Monday - Friday Working

From 0001 Monday to 2400 Friday. Please enter all hours in the "Total hours claimed" column. Also enter any hours attracting unsocial hours or night duty in the appropriate column, normally hours worked after 2000 to the end of the shift.

##### Saturday Working

From 0001 Saturday to 2400 Saturday. Please make sure you enter all hours in the "Total hours claimed" column and the "Saturday enhancement" column.

##### Band

All work will be paid at your own A for C pay rate (subject to maximum band 5 and band 6 for midwives). If it is agreed to pay you at a different rate, this must be authorised and countersigned by the Directorate Manager.

##### Totals

Please add together the hours for each day and enter the totals in the boxes provided. All entries must be in black ink and no correction fluid must be used on the time sheet. Before the time sheet is submitted, any incomplete boxes must be crossed through. **The Payroll Section will only make payment if this information is correctly totalled.**

**Reminder: Don't forget to enter your full name, month, assignment no. and sign the claim form. Any timesheet which is incomplete or illegible will result in the form being returned to the Staff Bank Manager and a delay in payment.**

**AGENCY WORKER INDUCTION**  
**THE MEMBER OF STAFF SUPERVISING MUST ENSURE THAT THIS**  
**CHECKLIST IS COMPLETED AND RETURNED TO STAFF BANK**

INFORMATION GIVEN	PLEASE TICK
Office/Ward layout, person in charge for advice	
Documentation and hand over	
Telephone system internal and external usage, useful no.'s Operator – 0, Fire 8888, Cardiac Arrest 2222	
Emergency numbers - fire 8888, cardiac arrest 2222, police 9/999 Security 3137/6666 including patient valuables policy.	
Bleep system normal 77 – 0 (normal) or 2 (urgent), key in bleep number, then 2 and ext number	
Fire policy and location of alarms, doors, extinguishers, evacuation and alarm sounds	
Health & Safety COSHH	
Manual Handling in practice	
Uniform policy	
ID Badge	
Staff Name	
Staff Signature	
<b>Agency Worker Name</b>	
<b>Agency Worker Signature</b>	
Date	

Bank/Agency Worker Induction Form

Appendix 5

<b>Supernumerary Check List for Bank Nursing Auxiliaries – NAME .....</b>	<b>Completed by</b>
<p><b>Observations</b></p> <p>Is able to accurately and safely measure and record legibly a patient's temperature and report any abnormalities to a registered practitioner</p> <p>Is observant and aware to report changes to a registered practitioner about patients condition</p> <p>Is able to accurately and safely measure and record legibly a patients pulse and report any abnormalities to a registered practitioner</p> <p>Is able to accurately and safely measure and record legibly a patients BP and report any abnormalities to a registered practitioner</p> <p>Is able to accurately and safely measure and record legibly patients respirations and report abnormalities to a registered practitioner</p> <p>Is able to document observations using the Early Warning Scoring System, and take appropriate action if score less than 3.</p>	
<p><b>Personal Hygiene</b></p> <p>Able to carry out bedbaths/assisted washes and to observe and report any abnormalities to a registered practitioner e.g. in relation to skin care</p> <p>Is able to carry out oral hygiene, document care given in the care plan and report any abnormalities</p> <p>Demonstrates an understanding of the prevention of tissue viability problems and reports any concerns to registered practitioner</p> <p>Demonstrates safe usage of manual handling equipment</p>	
<p><b>Infection Control</b></p> <p>Demonstrates effective hand washing technique in accordance with Trust policy</p> <p>Demonstrates correct use of appropriate gloves and aprons and demonstrates an understanding of they should be worn</p> <p>Ensures correct disposal of waste products and used linen</p> <p>Demonstrates correct cleaning of ward / department equipment as per itinerary held in clinical area i.e. mattresses, commodes, bath hoists.</p>	

<p><b>Aspects of Privacy &amp; Dignity</b></p> <p>Able to demonstrate good communication skills with patients/carers and staff</p> <p>Demonstrates understanding of privacy and dignity i.e. use of curtains, dignified toileting and personal care</p> <p>Is able to demonstrate maintenance of privacy and dignity whilst escorting patients and whilst acting as chaperone</p>	
<p><b>Aspects of confidentiality</b></p> <p>Demonstrate understanding of importance of confidentiality whilst with patients/carers and staff</p> <p>Complies with telephone answering protocol</p> <p>Maintains confidentiality in relation to records and clinical documentation</p>	
<p><b>Monitoring and Recording</b></p> <p>Demonstrate understanding of fluid/balance charts, why they are used and how to complete them</p> <p>Is able to care for patients with catheters including emptying, positioning and changing of drainage bags in relation to infection control principles</p> <p>Understands the care required for a range of continence aids such as pads, stoma care and commodes.</p>	
<p><b>Nutrition</b></p> <p>Is able to complete a food chart</p> <p>Is able to assist patients to complete a menu card</p> <p>Demonstrates ability to assist patients to eat and drink in the correct position</p> <p>Demonstrates ability to weigh a patient and record a patients weight accurately</p> <p>Demonstrates ability to prepare nutritional supplements</p> <p>Is able to complete nutritional risk score appropriately</p>	
<p><b>Emergency Procedures</b></p> <p>Demonstrates ability to locate resuscitation equipment</p> <p>Demonstrates knowledge of telephone number for cardiac arrest team/fire brigade</p> <p>Understands the role of the auxiliary nurse in an emergency</p>	<p>DATE .....</p>