

NHSGGC Nursing and Midwifery Bank

Purpose of this Guidance

This guidance supports managers and senior staff to complete the **NHSGGC Nursing and Midwifery Staff Bank – Reporting Form** accurately, proportionately, and consistently. The form is used to report concerns or issues relating to Nursing and Midwifery Staff Bank workers, ensuring appropriate action, governance oversight, and learning while supporting safe, fair, and transparent processes. The form should be used alongside local management processes, DATIX reporting (where applicable), and NHSGGC workforce and professional governance policies.

When to Use the Reporting Form

Complete the form when concerns arise involving a Staff Bank worker, including but not limited to:

- Patient safety incidents or near misses
- Conduct or professionalism concerns
- Competence or capability issues
- Injury at work
- Attendance
- Decline for redeployment

Only factual, proportionate, and relevant information should be recorded. The form is **not** a substitute for urgent escalation where immediate patient safety risks exist.

Submission Process

- Complete all relevant sections of the form.
- Attach supporting documentation where available.
- Email the completed form to: ggc.staffbank.nursemanager@nhs.scot

Incomplete forms or forms without sufficient detail may be returned for clarification. If further information is not received within 2 weeks of the Nurse Bank Manager request, we will not be able to progress your concerns

Section-by-Section Completion Guidance

1. Reporter & Bank Worker Details

This section establishes who is submitting the report and who it relates to.

2. Incident Details

This section describes **what happened, when, and where**.

How to complete:

- Record the date(s) and time(s) of the incident clearly.
- Specify the exact location (ward/area/hospital).
- Tick the box(es) that best describe the **nature of concern**.
- Provide a summary of the incident – free text avoiding subjective language and focus on observable facts.

You may select more than one category if appropriate.

3. Immediate Actions Taken

This section demonstrates how patient safety and risk were managed at the time.

How to complete:

- Describe actions taken immediately to protect patient safety.
- Record which senior staff were informed (names and roles if known).
- Indicate whether a DATIX was completed and include the reference number if available.

4. Discussion with Bank Worker

This section confirms whether the concern has been discussed with the bank worker.

How to complete:

- Tick whether the concern has been discussed.
- Provide the date and a factual summary of the discussion.
- Record the bank worker's explanation or response in their own words where possible.
- If the concern has not been discussed, clearly document the rationale.

5. Supporting Documentation

This section identifies evidence supporting the report.

How to complete:

- Tick all relevant documents attached, such as:
 - DATIX reports
 - Witness statements
 - Clinical records or charts
 - Rosters or shift details
- Specify any other documentation included

Only attach information that is relevant and necessary for review.

6. Submission Declaration

- Ensure the information provided is factual, accurate, and proportionate.
- Print name and record the date.

Nurse Bank Manager – Use Only

This section should **not** be completed by the reporter.

It records:

- The decision or outcome following review
- Date and decision-maker details
- Feedback provided to the reporter (including method and date)
- Any follow-up actions or next steps

Support and Advice

If you are unsure whether to complete a reporting form or require advice on managing a concern, seek guidance from your senior manager, or the Nurse Bank Managers.