



Staff Bank

Operational Protocol – Nursing and Midwifery



Responsible Lead – Staff Bank Service Manager

NHSGGC Nursing & Midwifery Staff Bank

Responsible Director – Director of HR & OD Approved

By Area Partnership Forum Date Approved - TBC

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1. Introduction

1.1 Purpose and Scope

- 1.1.1 The purpose of this document is to determine the frame work Managers and Senior Nursing & Midwifery staff will use to ensure efficient and effective use of supplementary staff across NHS Greater Glasgow and Clyde (NHSGGC) In addition this document provides NHSGGC Bank workforce with clear guidance relating to their registration with the Staff Bank.
- 1.1.2 NHSGGC Nursing and Midwifery Bank provide registered and non-registered nursing and midwifery staff when there are unplanned and planned shortfalls in the nursing and midwifery establishments. For example, short to medium term sickness absence and peak in work load activity.
- 1.1.3 Bank staff are workers who are registered with NHSGGC Nursing and Midwifery Bank and are available to work to fill short term workforce gaps. Bank workers will work on the basis that NHSGGC is not obliged to offer them any hours of work and in return bank workers are not obliged or contracted to accept any hours of work offered to them by NHSGGC. It is however the expectation of NHSGGC Nursing & Midwifery Staff Bank service that when a bank shift is accepted by a bank worker that they will honour the shift.
- 1.1.4 This protocol outlines recommendations for managers, service users and bank workers on the use of NHSGGC Nursing & Midwifery Staff bank service and should be read by all staff responsible for requesting a bank worker and all bank workers accepting shifts. The contents provide clear guidance on:
- The principles of using the Nursing & Midwifery Staff Bank
 - Recruitment Process for Nursing & Midwifery Bank workers
 - Procedures for the booking of bank workers
 - The process for allocating shifts to bank workers
 - Confirmation of registration
 - Staff Governance
 - Management of conduct and capability
 - Bank Nurse training and development
- 1.1.5 This protocol sets out the processes for the operational management of all NHSGGC Nursing & Midwifery Staff Bank workers. The protocol is informed by organisational policy and national guidance as it relates to supplementary nursing and midwifery staff and is designed to comprehensively describe the application of the relevant policies and provide a single consistent framework both for bank workers and operational managers within NHSGGC. This protocol was developed in partnership with staff side colleagues and senior nursing colleagues from acute, mental health and partnerships.



2. Guidance

2.1 Staff Bank Function

The Nursing and Midwifery Staff Bank service provides a central coordinating booking, recruitment and management service for NHSGGC. The function of the Staff Bank is to provide registered and non-registered nursing and midwifery staff to supplement short to medium term absence in the established work force. In assessing the need for a bank worker the following options must first be considered.

- Is there any flexibility in the staff roster?
- Can staff be deployed from another area within sphere of competence?
- Can excess hours be utilised?

The purpose of the Staff Bank is not to provide supplementary staffing for long term sickness, maternity leave or vacancy cover. Bank workers should not be booked to cover annual leave or study leave.



3. Requesting a Bank Worker

- 3.1 The Staff Bank Service provides additional Nursing and Midwifery staffing cover for our hospital wards, outpatient clinics, and health centres, etc. We are a critical link between NHS bank workers and front line health care professionals commissioning staffing requests for registered and non-registered nursing and midwifery staff.
- 3.1.2 All requests for a bank worker should be approved by the Senior Charge Nurse and/or authorised deputy of the clinical area. Any local authorisation arrangements should be adhered to. Prior notice of an anticipated shortfall in the nursing establishment creates more options for the Staff Bank Service and improves the balance and alignment of demand and supply. Reduction in short notice shifts i.e. less than 12 hours to shift commencing, will increase transactional time frame which in turn will improve success rate to fill shifts therefore optimising the workforce. Supplementary staffing should be monitored as a percentage of the total staffing establishment.
- 3.1.3 When the service area has identified that there is a need to request a bank worker the following will apply:
- 1.) All wards and Departments must submit requests via the online booking system, known as Bankstaff. When requesting bank shifts clinical areas should submit shifts as soon as identified. To allow the staff bank contact centre to allocate staff to the specific requests, all fields should be completed clearly indicating any specific skills and reasons for requests.
 - 2.) Staff requesting bank nurses must be authorised requestors. To register additional 'Authorised Requester' please contact the Staff Bank Contact Centre for advice.
 - 3.) When requesting a bank worker via Bankstaff all mandatory fields have to be completed.
 - 4.) When booking a bank worker directly, i.e. at service level, the requester must ensure that the bank nurse identified is available and agrees to undertake the shift.
- 3.1.4 Once the Bank System has received a request, the shifts will be available on the bank self-serve system known as Employee On Line (EOL).
- 3.1.5 The booking information is recorded on Bankstaff where this generates a unique Booking Reference Number which is available for wards and departments via the Booking system.



- 3.1.6 Any outstanding shifts which have no requested bank worker attached to them will be worked on by the Staff Bank Contact Centre. Up to date information regarding outstanding shifts can be viewed via Bankstaff. Once these shifts have been allocated then the name of the bank worker and reference number can be viewed via the Bankstaff system.
- 3.1.7 At the beginning of each shift, confirmation of the booking and photo identification should be checked by the nurse/midwife in charge of the shift.
- 3.1.8 Each service will have local authorisation processes for booking bank, overtime, excess and agency. Please refer to the local guidance before submitting a bank request.
- 3.1.9 Each service must have a clear process for timely confirmation/sign off of bank shifts worked to ensure the staff are paid accordingly. Cut off is normally 12pm on a Friday with exceptions being bank holidays and year end challenges. Please refer to H.R connect for cut off changes.



4. European Working Time Directive

All staff registered on the Staff Bank must be compliant with Working Time Regulations (WTR). Please refer to the link below for guidance

<https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/working-time-regulations/>

5. Pay and Related Matters

- 5.1 The Terms and Conditions of Service of all NHS Scotland staff are contained within the Agenda for Change Terms and Conditions Handbook. Bank staff should note that some terms of their employment as a bank member of staff differ from nurses employed in a substantive role.

For additional information see link to National AFC guidance, which can be found on H.R Connect.

www.nhsggc.org.uk/working-with-us/hr-connect/

- 5.2 Salary on commencement and incremental progression

Where a bank nurse contract is held in addition to a substantive nursing post:

- 5.2.1 If your substantive post is in the same grade as your bank post, your bank salary at commencement will be matched to the salary paid in your substantive role.
- 5.2.2 If your substantive post is in a higher grade than your bank post, your bank salary at commencement will be matched to the salary paid in your substantive post up to the maximum salary of the pay band of the bank contract.
- 5.2.3 Increments will be awarded on your bank post on the same date that applies in your substantive post until you reach the maximum of the pay band of your bank contract.
- 5.2.4 If your substantive post is with another Health Board you will be required to follow the starting salaries guidance, please contact the bank office for further information.



5.3 *Where only a bank nurse contract is held:*

5.3.1 Starting salary on commencement will routinely be the minimum of the pay band.

5.3.2 Incremental credit may be awarded for previous nursing service in the same or higher pay band. You must provide details of previous nursing posts held when completing the engagement paperwork. Please contact the bank office for further information on starting salaries guidance.

- Increments will be awarded annually or on completion of 391 hours, whichever comes later. If, for example, you have worked 300 hours after one year you must work another 91 hours in order to qualify for incremental progression to the next point on the pay band.
- Bank Midwives as per AFC Annex T will progress from Band 5 to Band 6 within one year or completion of 391 hours and following completion of Flying start.

5.4 Pension Scheme Membership

5.4.1 As an NHS GGC bank workers, you may be eligible to contribute to the workplace pension scheme, more information, can be found on the link below –

<https://www.nhsggc.org.uk/ggcjobs/working-for-us/pension/>

5.5. Entitlement to Statutory Payments for Sickness, Maternity and Adoption Leave

Bank nurses are not entitled to receive occupational payments for sick leave, maternity leave or adoption leave.

- During periods of certified sick leave a bank nurse may qualify for Statutory Sick Pay where average earnings before the start of sick leave exceed the government limit.
- Where a bank nurse is expecting a baby she may qualify for Statutory Maternity Pay if she meets the government's rules for SMP. To qualify you must have worked with NHSGGC for 26 weeks at the 15th week before the baby is due and have average earnings above the statutory limit in the 8 week period immediately before the 15th week.
- Where a bank nurse is adopting a child s/he may qualify for Statutory Adoption Pay (SAP) if s/he meets the government's rules for SAP. To qualify you must have worked with NHSGGC for 26 weeks at the 15th week before the child is placed with you and have average earnings above the statutory limit in the 8 week period immediately before the 15th week.



5.6 Timesheets and Payment

- 5.6.1 NHSGGC Nursing & Midwifery Staff Bank use online electronic timesheets. Timesheets will be completed by the authorising person via the bank booking system at the end of a shift.
- 5.6.2 Timesheets must be electronically signed off no later than 1200hr every Friday, for payment the following Friday. Please note cut off times may be earlier when a Public Holiday occurs, or at financial year end.



6. Annual Leave Guidance for Bank workers.

- 6.1 Scottish Government CEL 15 2011: The maximum leave entitlement for bank/casual workers is 28 days (210hrs) pro rata to actual hours worked. Annual leave is set at 12.07%. Therefore for each 8.29 hours worked 1 hour of paid annual leave is accrued up to a maximum of 210 hours.
http://www.sehd.scot.nhs.uk/mels/CEL2011_15.pdf

6.2. Annual Leave - Responsibility of Bank Workers

Annual Leave should be submitted with a minimum of 10 days notice. To request Annual Leave send an email to Staff Bank specific annual leave in box annualleave.staffbank@ggc.scot.nhs.uk with the following information:

- Full name
- Date of birth
- NI Number
- Number of requested hours

- 6.2.1 The bank office will record the annual leave dates and you will receive a confirmation email.
- 6.2.2 Bank workers who have a substantive post must take annual leave from both substantive and bank post at the same time for 5.6 weeks/210 hours of the Annual Leave year.

7. Minimum Shift Requirement

- 7.1.1 Staff who have not undertaken work on the NHSGGC Nursing & Midwifery Bank for a 13 week period may be written to, to confirm their intentions to remain on the Nursing & Midwifery Bank. In circumstances where staff do not reply or confirm their intentions to remain on the Bank then a decision may be taken to remove them from the Bank Register.
- 7.1.2 For substantive staff with a bank post this process will be carried out every 12 months.



8. Recruitment of Nursing and Midwifery Bank Staff

The process for recruiting both registered and non-registered nurses and midwives to the Nursing and Midwifery Staff Bank follows the same robust recruitment and selection processes as required for substantive posts. There is both an internal and external process:

8.1 Internal Application

8.1.1 Nursing and Midwifery staff that hold a substantive post within NHSGGC can join the Staff Bank by completing an Internal Application Via Jobtrain. This process must be fully supported by their substantive line manager; however the line manager is under no obligation to support a substantive member of staff to join the Staff Bank.

8.1.2 The internal applicant's line manager i.e. Senior Charge Nurse acts as the sponsor of the internal applicant and continues to vicariously manage the nurse/midwife whilst they are undertaking bank work. The Senior Charge Nurse and Lead Nurse or Clinical Service Manager must complete and sign a reference supporting the individual's application.

8.1.3 NHSGGC staff are not permitted to undertake work for an external agency within the organisation.

8.2 External Application

8.2.1 External applicants to the Nursing and Midwifery Staff Bank will be subject to NHS Greater Glasgow & Clyde recruitment and selection process, which adheres to NHS Scotland H.R PIN Guidelines.

- Application short listed in line with H.R PIN guidelines
- Short listed applicants interviewed
- Successful interviewees are progressed subject to the following checking standards: Occupational Health Clearance, Criminal record checks and membership of the Protecting Vulnerable Groups (PVG) scheme, Employment history and 2 satisfactory reference checks, Verification of identity checks and right to work in UK checks.

8.2.2 On completion of the above to a satisfactory standard the successful applicant will be required to complete mandatory induction training before being allowed to book shifts in wards/departments. Successful non registered applicants will



also be required to comply with Healthcare Support Workers (HCSW) Standards while working in NHSGGC.

9. Bank staff no longer in a substantive post.

- 9.1 To support transparent and robust clinical governance, the substantive line manager must inform the bank office of the staff member's intention to leave their substantive post at the earliest opportunity, as this would result in their line management status changing to a bank only worker.
- 9.2 It is the responsibility of the individual bank worker to inform the Staff Bank Management team of their intention to leave their substantive post a minimum of 4 weeks prior to resignation/ 3 months prior to retirement.
- 9.3 NHSGGC staff who leave their substantive or bank post cannot work for an external agency for a period of 6 months after their GC contract has ended.

10. Registered Bank Nurses/Midwives Revalidation

- 10.1 In order to maintain their professional registration with NMC nurses and midwives must demonstrate continued ability to practice safely and effectively. Revalidation is the responsibility of nurses and midwives and occurs every 3 years. Bank nurses and Midwives must demonstrate they have undertaken 450 practice hours, 35 hours of continuing professional development, of which 20 hours must be participatory and support this with evidence of 5 pieces of practice related feedback and 5 written reflective accounts. The obligation is on the individual to ensure that they meet these requirements. No assurance is given by the staff bank service that individuals will receive any minimum number of practice hours per year. Bank workers are at liberty to hold substantive posts with other Boards or to register with a number of banks, to ensure that sufficient practice hours are achieved.
- 10.2 NHSGGC Nursing & Midwifery Staff Bank in conjunction with service colleagues have set up a process of planned events throughout each year to support bank only registrants with the process of revalidation. Bank registrants will be scheduled to meet a senior nursing colleague who will facilitate a professional reflective discussion and confirm sign off as per NMC revalidation requirements. The events will run quarterly and bank nurses will be scheduled approximately 3 months in advance of the revalidation date.



11 Unauthorised Absence – Short Notice Cancellations & Did Not Attend (DNA)

11.1 Guidance for Bank workers

11.1.1 The staff bank service is seeking to create and maintain a culture in which full attendance at work is the expectation. This is managed by the bank management team, engaging with bank workers who require additional support. Where necessary guidance is applied as per the Once for Scotland Workforce Policy.

11.1.2 Once a shift has been accepted/allocated the bank worker has an obligation to attend for work.

11.1.3 The bank worker must inform the Contact Centre of any absence as early as possible; the staff bank expects a minimum of 12 hours notice of cancellation of a shift. Shifts cancelled within 12hrs notice are recorded as short notice cancellations.

11.1.4 If cancelling a shift the bank worker should call the Contact Centre on 0141 278 2555; an exception to this is out with office hours. In this case the bank worker should inform the clinical area then update the Contact Centre at the earliest opportunity.

11.1.5 Shift cancellations will be monitored by the Bank Office. Bank workers who persistently cancel shifts may not be offered further work. Failure to give adequate notice i.e. 12 hours may result in a more formal process.

11.1.6 Bank workers that persistently Do Not Attend (DNA) for shifts may not be offered further work.

11.2 Sickness/Absence Reporting – Guidance for Bank Workers

11.2.1 If cancelling a shift the bank worker should call the Contact Centre on 0141 278 2555; an exception to this is out with office hours. In this case the bank worker should inform the clinical area then update the Contact Centre at the earliest opportunity.

11.2.2 If the sickness is up to 7 or more calendar days, the bank worker is required to submit a self certificate. For absences greater than 7 days bank workers must submit a fit note from their doctor which is required for any statutory sick pay claims.



11.2.3 If a bank worker requires to leave the shift, due to sickness or personal reasons the bank worker must discuss this with the nurse in charge before leaving. The bank worker must then inform the Contact Centre at the earliest opportunity.

11.3 Guidance for Managers / Clinical Areas

11.3.1 The ward or department must not cancel a bank nurse/midwife/HCSW directly, they must cancel the shift via the Contact Centre who will then manage the cancellation process. Cancellations of bank shifts by the ward must be made a minimum of 4 hours in advance of the shift start time. Cancellations of bank shifts by the ward of less than 4 hours will incur the full cost of the nurse/midwife/HCSW to the Sector/Directorate/HSCP, if suitable redeployment is not possible.

11.3.2 On arrival at the ward if for any reason the bank nurse/midwife/HCSW is no longer required, the ward must inform the Contact Centre who will be able to reallocate the bank nurse to an area with an outstanding shift request, Staff Bank Contact Centre Opening Hours, 0800-2030. If there is no suitable alternative work available, the Sector/Directorate/HSCP will incur the full cost of the nurse/midwife/HCSW. Ward staff should not send or allow a bank worker home without a discussion with a senior member of hospital staff with regards redeployment of the bank worker.

11.3.3 Out of hours, i.e. 20.30-08.00 on arrival at the ward if for any reason the bank nurse/midwife/HCSW is no longer required, in consultation with the bank worker and senior nurse/clinical coordinator the bank worker should be deployed to another area within scope of competence and capabilities. The ward must inform the Contact Centre of the reallocation, this allows the worker to be paid appropriately and ensure all work records are accurate.

11.3.4 If reallocation to another site is required, the bank nurse must be transported safely and be returned to original site by the end of the shift. Again, if the bank worker is unable to be re-deployed the Sector/Directorate/HSCP will incur the full cost of the nurse/midwife/HCSW.



12. Staff Governance

12.1 Mandatory Training and Essential Skills

- 12.1.1 All newly appointed Bank workers will undertake Mandatory Nursing Induction and if applicable Moving and Handling training prior to commencing Bank shifts. (This does not apply to substantive staff). Following discussion with a Staff Bank Manager, some Bank Nurses may require other relevant training specific to the areas where they are working.
 - 12.1.2 Mandatory training modules are accessed via Learnpro an easy to use workplace web based system where you can build up evidence needed to demonstrate knowledge and understanding.
 - 12.1.3 All Bank workers must maintain their mandatory training, and provide evidence of Learnpro completion if requested.
 - 12.1.4 For up to date information on all aspect of nursing and midwifery practice NHSGGC Nursing & Midwifery Portal sits within the main NHS Greater Glasgow and Clyde website and is accessible to everyone from any device at any time. <https://www.nmc.org.uk/news/news-and-updates>
 - 12.1.5 All Bank workers are eligible to attend any of the NHSGGC training and development programs. This may be arranged following discussion with a Staff Bank Manager.
- ### 12.2 Bank Nurses/Midwives being in-charge
- 12.2.1 Bank nurses/midwives should not be booked in advance to take charge of a ward/department, unless they have been identified as having the required knowledge and skills.
 - 12.2.3 Due to unforeseen circumstances, the bank nurse/midwife may at times be required to take charge of the clinical area. In this situation the nurse in charge/senior nurse within the department should ascertain if the bank nurse feels they have the required knowledge and skills. If the bank nurse does not feel they have sufficient experience the Senior Nurse must contact the Clinical Coordinator to make alternative local arrangements. The bank nurse/midwife can then be deployed to cover other areas within the hospital/directorate and within the bank nurses scope of competence and capability.



12.3 Maternity Leave

- 12.3.1 It is important for a bank worker who becomes pregnant to advise a Nursing & Midwifery Staff Bank Nurse Manager of their pregnancy. If the bank worker has no other post with NHSGGC then it is necessary to carry out a risk assessment in accordance with Occupational Health guidance and therefore it is essential bank workers contact Staff Bank Nurse Management when they are pregnant to allow a risk assessment to be carried out.
- 12.3.2 If the bank worker has another post with NHSGGC they are required to inform Staff Bank Nurse Management that a risk assessment has been carried out in their substantive post.
- 12.3.3 In certain circumstances bank workers may be eligible to receive Statutory Maternity Pay. This is determined on an individual basis.
- 12.3.4 Bank workers who have substantive employment with the Board cannot work on the Bank during maternity leave.

12.4 Health and Safety

- 12.4.1 NHS Greater Glasgow & Clyde places the health, safety and wellbeing of their employees/workers as an utmost priority. There is a health and safety management system in place across the Board this is in line with the NHS GGC Health & Safety Policy which is available in all areas and can be accessed via link below
<https://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/health-safety-policies/>
Learnpro induction modules covering Health and safety, violence reduction and incident reporting can be accessed via link below
<https://nhs.learnprouk.com/lms/login.aspx>
- 12.4.2 All incidents/accidents should be reported on the DATIX system. All Datix reports are read by a Health & Safety Advisor and investigated fully if required. In the unfortunate event of a bank worker suffering a work related illness, all staff should ensure the following procedures:
- 12.4.3 Any injury should be reported immediately to the nurse in charge within the clinical area you are working and this should be reported in the Datix. If you attend the Emergency Department or have to go off shift early this must also be recorded on the Datix.
- 12.4.4 Notification to Staff Bank Contact Centre should be as prompt as possible.



12.4.5 In certain circumstances, a bank worker may be eligible for statutory sick pay; eligibility is dependent on a number of factors and will be determined on an individual basis. Assistance and support for bank workers is available via Occupational Health and the Employee Counselling Service.

12.4.6 In certain circumstances a bank worker may be eligible for injury allowance; eligibility is dependent on a number of circumstances and will be determined on an individual basis. For guidance and support with Injury Allowance application bank workers should contact the Contact Centre at the earliest opportunity.

12.5. Capability & Conduct Management

12.5.1 Whilst undertaking shifts within NHSGGC the conduct and competence of the bank worker is the direct responsibility of the Nurse in Charge of the clinical area, any immediate issues should be raised and dealt with locally during the shift. Should there be any concerns in relation to a bank worker undertaking shifts within a clinical area that cannot be resolved locally in the first instance; this should be reported to the relevant Staff Bank Manager for the clinical area and the relevant line manager. Please refer to the Incident reporting procedure located on nurse bank staff net page.
<https://www.nhsggc.org.uk/working-with-us/hr-connect/staff-banks/nursing-and-midwifery-staff-bank/professional-nursing-governance/>

12.5.2 Bank workers may require to be deployed to another ward or department before or during the course of a shift. If requested to move to another ward the expectation of the Staff Bank Service is that the bank worker will comply with the request. The request to move to an alternate area must be within the scope of competence and capability of the bank worker. In order to respond to the clinical demand it is imperative that the bank worker is flexible to support this. Refusal of a reasonable request to move within scope of competence and capability may result in a formal process.

12.5.3 Where a bank worker is involved in a clinical incident, competency or conduct issue that requires to be managed through a formal process, bank 'only' workers will be managed by the Staff Bank Managers. Bank workers that also have a substantive post and are undertaking bank shifts within their own area will be managed through their existing line management structure with support from StaffBank Management if required or appropriate. For bank workers with a substantive post under taking shifts out with their own area any investigations will be jointly managed by substantive line manager and the Staff Bank Managers.



- 12.5.4 Where a bank worker is subject to formal proceedings/suspension in their substantive post under the NHSGGC Disciplinary Policy a risk assessment should be carried out by the substantive Line Manager to the impact of this on their bank post. The matter should be discussed with the relevant Staff Bank Manager at the earliest opportunity to agree an appropriate course of action. This is subject to review on an ongoing basis.
- 12.5.5 Whilst subject to formal investigation Staff Bank Managers will carry out a risk assessment on the impact of the bank worker continuing to undertake work. Bank workers subject to a formal investigation will be notified in writing of the Staff Bank's decision to offer or not to offer work whilst this process is ongoing. This is subject to review on an ongoing basis.
- 12.5.6 NHSGGC Staff Bank Management aim to complete all formal investigations within a timely manner in line with NHS Scotland Policy; in order to ensure the investigation is timely it is essential that the investigating manager has full access to clinical notes as required, has names, contact details and planned duty roster of all witnesses involved, see appendix 1.
- 12.5.7 Where a bank worker is subject to formal proceedings under the NHSGGC Disciplinary Policy in their substantive post, it is the responsibility of the substantive line manager to inform the Staff Bank Managers of the progress and outcome of these proceedings.
- 12.5.8 Bank workers have a responsibility to report any immediate concerns they have in relation to patient safety to the senior nurse on duty in the service area they are undertaking shifts.

12.6 Restrictions on bank work

Bank workers are not permitted to undertake shifts for the Bank when:

- 12.6.1 Sick or absent from their substantive employment, or any other employment.
- 12.6.2 On maternity leave from any other employment or if Bank only, within 2 weeks after birth of child.
- 12.6.3 Where a bank worker is subject to formal proceedings/suspension in their substantive post and under the NHS Scotland Policy a risk assessment was carried out by their line manager and Staff Bank Nurse Manager which has shown there is an impact of this on their bank post.
- 12.6.4 NMC registration has lapsed and until registration is confirmed.

Commented [MK1]: NHS Scotland Policy applies



12.7. Values, Attitudes and Behaviours

NHSGGC is committed to being a progressive health organisation with core values that focus on putting patients first, working as one team and treating each other with respect. These values are endorsed by NHSGGC Staff Bank Service and are applicable for all Bank workers. As part of NHSGGC work force, bank workers have a right to work in an environment where they are treated fairly and consistently. Equally whilst undertaking shifts bank workers must demonstrate the same core values and behaviours as set out in the organisations Dignity at Work Policy <https://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/>

- 12.7.1 Where bank workers experience any disrespectful behaviour either to themselves or others the bank worker is encourage to deal with it immediately at local level by raising it with the individual involved or the nurse in charge of the area.

12.8 Incident Reporting

- 12.8.1 Incidents relating to bank workers conduct/ competence should be recorded in writing using the Nurse Bank Incident Reporting Form located on HR Connect Staff Bank pages.
- 12.8.2 This form is intended as an immediate record of events following an incident involving a member of the nurse bank workforce. To support an investigation a fully completed form should be sent to Staff Bank Management within 7 working days of the incident. Staff Bank Management may contact the clinical area at a later stage to discuss the incident in more detail. The Bank Incident form should always be used in conjunction with the NHSGGC Datix Reporting System.
- 12.8.3 Should non-attendance or late attendance require to be reported the contact centre should be contacted in the first instance. The call will be formally logged and appropriate action taken to ensure that such instances are dealt with promptly.



12.9. Proof of Registration

12.9.1 It is the responsibility of the individual nurse/midwife to maintain their registration. Prior to appointment the Staff Bank Recruitment team will confirm valid NMC registration for their records. Information on managers and employees responsibilities in regard to registration can be found in NHS GGC Employment of Statutory Registered Professional Policy.
<https://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/employment-of-statutory-registered-professionals/>

12.9.2 Confirmation of NMC registration, renewal and revalidation date will be verified and held on the Nurse Bank data base. Shifts cannot be allocated if registration has expired. Registered Nurses and Midwives with lapsed registrations will be removed from the Staff Bank register as this is in breach of NHSGGC Nursing and Midwifery Staff Bank terms and conditions.

12.10. Uniform Policy

12.10.1 For all bank workers undertaking shifts across NHSGGC adherence to the uniform policy is mandatory. Bank workers are provided with photographic ID along with NHSGGC Nursing & Midwifery staff bank terms and conditions. It is the bank workers responsibility to ensure they have the appropriate ID, any issues regarding ID should be raised with a Bank Office.
All non-substantive Bank workers are issued with two uniforms on appointment. To access the full NHSGGC Uniform Policy go to HR Connect:
<https://www.nhsggc.org.uk/working-with-us/hr-connect/policies-and-staff-governance/policies/staff-uniform-and-dress-policy/>

12.10.2 Registered bank workers that hold a substantive post within NHSGGC must wear cornflower blue tunics in compliance with uniform policy when undertaking bank work. Non registered bank workers that hold a substantive post within NHSGGC must wear light blue tunics in compliance with uniform policy when undertaking bank work.

12.11 Leaving the Staff Bank

Should your circumstances change and you are no longer able to work within NHSGGC Bank you must submit your written resignation to the Staff Bank Office. This will allow any relevant documentation to be forwarded to you. If removed from or leaving the Nurse bank uniforms and ID badge must be returned to the Staff Bank Office.



13. How to contact us

NHS Greater Glasgow & Clyde, Nursing & Midwifery Bank Offices are located at:

2nd Floor
West Glasgow ACH
Yorkhill
Glasgow
G3 8SJ

To contact us:

Phone Number: 0141 278 2555
OR contact us by e-mail staff.bank@ggc.scot.nhs.uk

Contact Centre

For bookings, ward requests and for bank workers to provide their availability the Staff Bank Contact Centre is open from 0800-2030hrs.

NHSGGC Nursing Portal and HR Connect pages accessed via the NHS GGC web page are the best way of keeping up to date with any news, information and ongoing developments.

<http://www.nhsggc.org.uk/our-performance/nurses-midwives/nhsggc-nurse-bank/>

Nurse Bank Management Team

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Appendix 1 **** Table requires reformatted****



Comparator Table:

The following table describes the key differences between NHSGGC Bank Terms and Conditions and NHSGGC Substantive employees.

Bank Post	Substantive Post
<p>Formal Investigation: Bank workers involved in a formal investigation may not be offer work during this process. The bank worker is not entitled to receive any payment whilst not undertaking work.</p>	<p>Formal Investigation: Employee may be suspended on full pay pending outcome.</p>
<p>Statutory pay entitlements:</p> <p>Bank Nurses are not entitled to receive occupational payments for sick leave, Maternity leave or adoption leave, but maybe entitled to statutory payments</p>	<p>Statutory pay entitlements:</p> <p>Employee may be entitled to receive all occupational payments depending on length of service</p>
<p>Payment: Bank workers are paid weekly in arrears using online electronic timesheets which must be authorised by nurse in charge of the shift.</p>	<p>Payment: Employees are paid monthly via SSTS.</p>
<p>Annual Leave: Maximum leave entitlement is 210 hours pro rata. Annual leave is accrued at 12.07%.</p>	<p>Annual Leave: Annual leave entitlement for employees starts at 262.5 hours and progresses in line with length of service.</p>
<p>Recruitment: Workers with bank only Terms and Conditions join NHSGGC through the external recruitment process (see Operational Protocol section 8.2)</p>	<p>Recruitment: By virtue of substantive employment staff are permitted to join the Staff Bank through an internal application process which is fully supported by their line Manager (see appendix 2; Manager Responsibilities). Staff resigning from their substantive post must undergo a reassessment process to remain registered with the Staff Bank. The Staff Bank Service will not be in a position to offer bank work until the reassessment process has been satisfactorily completed.</p>



Appendix 2.

Managers Responsibilities

In order to ensure robust governance of NHSGGC Staff Bank nursing workforce all Managers who sponsor a substantive member of staff to join the Staff bank should be aware of the following areas of responsibility:

Internal Applicants:

Substantive staff that register with NHSGGC staff bank are permitted to do so through the internal application process, by virtue of existing employment, in a nursing role, with NHSGGC. This is on the basis that as bank workers they are fully supported by their substantive line manager in delivering high standards of care to patients within their bank role. The internal applicant's line manager i.e. Senior Charge Nurse/Midwife/ Nurse Team Lead acts as the sponsor of the internal applicant and continues to vicariously manage the nurse/midwife whilst they are undertaking bank work. The Senior Charge Nurse/Midwife / Nurse Team Leader and Professional Lead or Clinical Service Manager must complete and sign a reference supporting the individual's application. Before completing and signing the reference managers acting as the individuals sponsor must ensure the applicant has an up to date mandatory training record and consideration should be given to the suitability of the individual to undertake bank work in areas other than their own. The manager should also consider the applicants i.e. reliability, competency, and absence record before supporting an internal application. Managers are under no obligation to support an internal application request for a substantive staff and reasons for this should be fully disclosed to the staff member. NHS GGC Nursing & Midwifery Staff Bank reserves the right to reject an internal application.

Staff no longer in a substantive post:

Bank workers planning to leave their substantive employment within the organisation e.g. retirement and wish to continue to undertake bank shifts will no longer have sponsorship of the substantive line manager and therefore no means for the bank nurse's competence to be assessed within the responsibilities of the role and job description.

It is the responsibility of the line manager to inform the Staff Bank Nurse Management team of their staff member's intention to leave. This will allow the Staff Bank to undertake the reassessment process timeously. It is advisable that the line manager notifies Staff Bank Nurse Management a minimum of 3 months in advance of leaving their substantive post in order to apply for continued registration with the Staff Bank.

Internal transfers

Line managers employing an existing member of NHSGGC who also hold a bank position are now responsible for their staff member within their bank role.

