Temporary Staffing Guidelines
The Hillingdon Hospital NHS Foundation Trust

Telephone: 01895279432/01895279150
Thh-tr.tsb@nhs.net
INTRODUCTION

Welcome to Hillingdon Hospitals Bank Staff information booklet. It is hoped that the contents will be of interest and of use to you.

The Hillingdon Hospital NHS Trust manages its staffing needs through the Trusts’ Temporary Staff Bank (TSB). The Bank is responsible for receiving booking requests from the wards/departments.

The TSB office is situated on the ground floor of The Furze (building next to maternity), first office on the right.

JOINING THE BANK

If you are currently employed by the trust you can complete the employee starter form (download from trust Intranet or pick one up from our office to join the Bank. Once registered, you can do shifts straight away.

N.B newly qualified band 5 Nurses would need to work for 6 months after qualifying before working as a Band 5 on the wards; however you are welcome to work as a HCA in the meantime.

External candidates would need to go to NHS jobs www.jobs.nhs.uk and apply on our next recruitment drive.

BANK RECRUITMENT

All Bank vacancies are advertised on https://www.jobs.nhs.uk/ and you can search under location ‘Hillingdon’. We recruit Health Care Assistants, Porters, Student health care assistants, Registered Nurses (including A&E nurses), Midwives, Mental health nurses and Admin and clerical staff. If you wish to join bank you will need to apply online, please find below a brief chart for Bank recruitment process.
N.B. The above process can take up to 4 – 8 weeks depending on the individual circumstances.

N.B For Student Nurses and Bank Admin there is no assessment.

BANK OFFICE OPENING HOURS
Temporary Staffing office opening hours are Monday – Friday 8:15 to 5:00 pm.

1. Urgent matters are dealt with between the hours of 08:15am to 08:30 am.
2. Non- Urgent matters, please call the Temporary staffing office after 08:30 am.
3. All Non- Urgent walk in’s dealt with after 08:30 am.
4. Outside of office hours please contact Clinical Site Practioners (CSP) via hospital switchboard 01895238282 ext. 2740 for urgent booking or cancelling shifts.

BOOKING AND CANCELLING BANK SHIFTS
Please ring booking line on 01895279432 or 01895279150 to book shifts. Once you are booked on a shift you are committed to working. If you are unwell, or find that you are unable to work the shift for other reasons, please telephone TSB office as soon as possible. For out of office hours please telephone CSP office on 01895279740.
N.B Bank Staff are required to provide 24 to 48 hours’ notice before cancelling a shift.

UNIFORMS
Bank Staff uniforms can be collected from Temporary Staffing office between the hours of **10:00 am to 4:00 pm, Monday - Friday**. The uniforms are for the staff listed below.
- Bank Health Care Assistant.
- Bank Staff Nurse.
- Bank Mental Health Nurse.

N.B If your size is not available; we will order it for you.

ANNUAL LEAVE
All bank staff is entitled to 28 days paid annual leave, pro rata to the bank hours being worked. This will be identified separately on your payslips as ‘WTD’ pay and is 12.07% of your gross pay. Bank staff should ensure that they take the equivalent time off from work for their annual leave.

BANK PAY RATE
*Please find below the rates paid to Bank Staff only.*

<table>
<thead>
<tr>
<th>Minimum Bank Rate</th>
<th>AIC Salary</th>
<th>HCA</th>
<th>Total Basic &amp; HCA</th>
<th>Hry Basic</th>
<th>Hry HCA</th>
<th>Day</th>
<th>Sat/N</th>
<th>Sun/BH</th>
<th>Rates( Inclusive of WTD A/L)</th>
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<td>3518</td>
<td>18769</td>
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PAYSLIPS
Your payslips can be collected from the Temporary Staffing Bank office. If you are a substantive staff, payslips will be delivered to your ward/department. Payslips are usually available by midday on Wednesday’s (or Thursday if there is a Bank Holiday).
TIMESHEETS
You should ask the ward manager to authorise your timesheet online, once locked down it will automatically go through to payroll for payment. For those departments not online yet you must complete a timesheet, get it signed by an authorised signatory and bring it to the TSB office by 12 noon on Tuesday – it will be processed for that week’s payroll and paid the following Thursday.
N.B Timesheets can be collected from Temporary staffing office.

PAYMENTS
All bank staff will be paid a week in arrears, following authorisation. New staff may need to allow up to 3 weeks for their first payment to be processed. (New starters will only get paid once booked onto the first shift and local Induction checklist form is completed on the day and returned to Temporary Staffing office). Payments are usually received on every Thursday. Please note; pay day will normally be moved to the Friday following a Public Holiday.

PAY QUERY
Please contact the Temporary Staff Bank or Payroll, where the staff will be more than pleased to help with general queries you may have.

CORE LEARNING SKILLS
All staff working at Hillingdon hospital must be compliant in all areas of statutory and mandatory training in order to continue working.
Log on to TRUST PC using Username – onlinetraining & Password – Hillingdon2016 (You may log on using your own trust username and password if already provided). Follow the steps below.

Open Intranet Page-click on ‘wired’-click on ‘The Hillingdon Hospital NHS Foundation… -click on-WIRED Consolidated Views’, click on’ New WIRED Consolidate View by Employee.. then.’ Search for surname in ‘ <select a value>’ and correct corresponding first name and Your learning record should appear

From this you can view what training is mandatory for your position, how frequent the training must be completed and if you have any training expired/due to expire. Please note if any part of your training is RED then you should not be working without the approval from a TSB Co-ordinator. Even if you have attended the Trust Induction (full or part for student nurses) you may still be incompliant, therefore it is extremely important you double check and book onto any relevant training with TSB office before booking any shifts.
LOCAL INDUCTION
Once you are showing on WIRED as compliant (excluding local induction) you will be able to complete your first shift. On your first shift your line manager/ward manager must complete a local induction checklist which should be signed by both you and them. This checklist should then be handed to the TSB office as soon as possible. Unless a new module is added to STAM Training you will be free to work on Hillingdon Bank as and when you prefer; please be mindful for training expiry dates.
If you do not intend on working a shift within one month of your induction then please e-mail to thh-tr.ts@nhs.net

REJOINERS
Those of you transferring from a permanent position at THH to Bank must ask Learning and Development Department (Ext 3199) to transfer learning record to Bank position before working.
Contact TSB to remain updated on the status of your learning record transferal. Once your learning record is transferred and any outstanding training is booked on or completed then you may begin work with your bank assignment.

BEING PAID FOR TRAINING
In order to be paid for statutory and mandatory training a timesheet (collected from TSB Office) must be filled stating, Dates, times (including breaks) and stating either Induction or individual training module i.e Fire safety etc).
You will paid for Mandatory training once your learning record has been updated and you are FULLY compliant.

TAKING TIME AWAY FROM BANK
If you wish to take time away from working on bank then please advise TSB team. If training is due to expire during this time period then please ensure training is completed before you return. If you are aware that you will be unable to contact or unable to complete training in the expected time frame then please email thh-tr.ts@nhs.net to avoid removal.
ALL Bank staff who don’t work for 6 months will be removed from bank, if you wish to stay on bank you must book few shifts with that time period.
WHOM TO CONTACT REGARDING TRAINING
To check your compliance, any questions related to training or to book please contact the TSB team on 01895279432/01895279150 or email thh-tr.tsb@nhs.net

Please remember it is your responsibility to ensure you are booked on to relevant training sessions and ensure you are compliant. The temporary staffing team are simply here to make this process as easy and quick as possible for you.

NMC REVALIDATION INFORMATION
Information on revalidation, including specific guidance can be obtained through NMC website http://www.nmc-uk.org/Nurses-and-midwives/Revalidation/

PENSIONS
- **NHS Pension Scheme**
  Eligible staff who starts working for the NHS automatically becomes a member of the NHS Pension Scheme. Members of the NHS pension scheme are entitled to:
  - A pension linked to pay and length of membership
  - Optional lump sum retiring allowance
  - Life assurance, partner/ survivor and children’s benefits
  - Voluntary early retirement
  - Ill health retirement
  - Purchase of additional pension
For further information on the NHS pension scheme please visit: http://www.nhsbsa.nhs.uk/Pensions

‘WORKING HERE’ BENEFITS
- **Free Shuttle Bus**

  The Hospital Shuttle bus is free to all members of staff and patients and provides a very effective link between Hillingdon and Mount Vernon Hospitals.
CAR PARKING SCHEME

It has been decided that bank staff and student nurses will now be able to apply for a permit to park. The daily charge for these staff will be £6.00 ensuring they don’t have to pay for more than 4 hours parking. A permit will only be issued if the applicant meets the criteria in the Car Park Policy.

Bank staff can collect a permit application form either from TSB office or the car park office. Student nurses can collect an application from the NVQ Training Manager or the Car park office. All applications need to be authorised by the Temporary Staffing Management or the NVQ Training Manager.

The completed form needs to be taken to the car park office where it will be processed and if the criteria are met a permit will be issued. Staff will then be able to purchase parking tickets at £6 per day. The office will only accept cash or cheques. All staff must have ID.

HEALTH AND WELLBEING

- **Occupational Health**
  The Occupational Health service promotes and protects the physical and psychological wellbeing of all employees at the Trust. For more information and benefits accessible through Occupational Health visit the link: [http://intranet.hilldomain.thh.nhs.uk/joomla/index.php/occupational-health](http://intranet.hilldomain.thh.nhs.uk/joomla/index.php/occupational-health)

- **Smoking Cessation Clinic**
  Smoking cessation clinic available for staff once a week in the hospital. For more information visit the link: [http://intranet.hilldomain.thh.nhs.uk/joomla/index.php/occupational-health/stop-smoking](http://intranet.hilldomain.thh.nhs.uk/joomla/index.php/occupational-health/stop-smoking)

- **Health & Wellbeing Assessment Clinics**
  Health & Well-being assessments clinics are available for staff regularly through Occupational Health. The assessment aims to empower individuals to have some control over their lifestyle and review their physical status. Keep an eye on the intranet page and the Trust’s weekly bulletin for regular campaigns.

- **Physiotherapy Referrals**
  ‘Fast track’ referrals to physiotherapy are made for staff with work related musculoskeletal problems as part of the management referral system into the Occupational Health Department. For more information visit the link [http://intranet.hilldomain.thh.nhs.uk/joomla/index.php/occupational-health](http://intranet.hilldomain.thh.nhs.uk/joomla/index.php/occupational-health)

- **Massage Treatment**
Through Occupational Health Massage Treatments are available at a discounted rate. For more information on Treatments available, rates and appointments contact Mark Isaacs on the email thh@elixan.co.uk or call 07815 700 001.

- **Yoga classes**
  Through Occupational Health Massage Treatments are available at a discounted rate. For more information on Treatments available, rates and appointments contact Mark Isaacs on the email thh@elixan.co.uk or call 07815 700 001.

**FITNESS**
Many local gyms and fitness centres offer staff discounts on memberships or to use their facilities. Please contact the gyms directly to get updated prices.

- **Hillingdon Sports & Leisure Complex**
  Offering NHS employees corporate membership for £10.50/week. Membership includes access to gyms, swimming pools, exercise classes etc. Visit the website for further details: http://www.fusion-lifestyle.com/centres/hillingdon_sport_and_leisure_complex/home

**FOOD AND DRINK**

- **Discounted meals at Choices Restaurants** – The Trust runs two restaurants across the sites. Staff enjoy hot meals they buy are subject to a 20% discount. Staff must show their ID badge to receive the discount.

- **Costa Coffee**
  Save £1.00 when you buy a £20 Costa Coffee reloadable gift card to spend in restaurants. Your discount saves you 5%. This offer can be accessed via www.healthservicediscounts.com. The Costa gift card can also be used alongside Costa’s loyalty card which rewards every purchase at the point of sale. For redemption terms and conditions, and to find your nearest restaurant visit http://www.costa.co.uk

**TEMPORARY STAFFING**

- Brenda Webb (Temporary Staffing Manager)
- Negin Partowazam (Temporary Staffing Officer)
- Jodie Wassell (Medical locum Co-ordinator)
- Manpreet kaur (Temporary Staffing Co-ordinator)
- Joecris Aldea (Medical Locum Co-ordinator)
- Saba Mian (Temporary Staffing Co-ordinator)
- Nimy Lota (Temporary Staffing Administrator)
- Naisha Ahmed (Temporary Staffing Administrator)
Telephone: 01895279432/01895279150 or email Thh-tr.tsb@nhs.net