At NHSGGC Nursing & Midwifery Staff Bank we are always looking for ways to keep you informed about what is going on across the organisation. The Staff bank is now live on NHSGGC website and you can access information via NHS GGC Nursing & Midwifery website or HR Connect:

http://www.staffnet.ggc.scot.nhs.uk/Human Resources/Pages/HR-Connect.aspx

http://www.nhsggc.org.uk/about-us/professional-support-sites/nurses-midwives/

This can be accessed from any computer, laptop, tablet or smart phone out with the organisation and is therefore ideal for all bank nurses. It enables you to gain access to up to date information regarding professional and practice development issues. The Nurse bank site holds frequently asked question, NHSGGC Nursing & Midwifery Staff bank Operational Policy and the Quarterly Staff Bank Newsletter. The Nursing web page is also the site where bank nurses can access all current information regarding Revalidation and the CAAS standards.

WELCOME
Summer Newsletter:
05/08/2016

This newsletter shares with you key information from the Nursing and Midwifery Staff Bank

Julie Tomlinson
Professional Lead
N&M Staff Bank

CAS Information Sessions

In order to support the bank workforce in the positive delivery of patient centred care across the organisation Staff Bank Nurse Managers will be holding regular Care Assurance information sessions. Please look out for texts advising of dates, times and venues for these sessions. As key contributors to the nursing workforce within NHSGGC it is vital that all bank nurses are fully aware of the CAS standards in order to support colleagues and the work ongoing in clinical areas across the organisation.

Keeping You Informed

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GGC staff uniform and dress policy

All Bank workers are reminded that they must comply with NHSGGC Uniform Policy at all times, ensuring the following:

• Change into and out of uniform at work and nursing staff should not undertake activities in public wearing their uniform. This includes travelling to and from work in uniform.
• Ensure that name and photographic identification badges are visible at all times.
• Wear hair tied back off the face and up if it is shoulder length or longer. Hair should not touch the collar and ponytails should be above the collar. Extremes of fashion should be avoided with regards to hairstyles/colour.
• Nails should be without varnish, artificial finger nails or nail extensions.
• Refrain from wearing jewellery except a single plain ring.
• Remove wristwatches for hand hygiene and when having physical contact with patients.
• Ensure that footwear is flat shoes or training shoes with discreet markings. Shoes or trainers should be black, white or navy and fully enclose the foot with no perforations or heel straps.

Keeping in touch

In order to ensure that the Staff Bank Service is able to provide the best service possible it is essential that you keep us updated of any changes in your circumstances. If you have a new address, mobile phone number or email address we need to know so we can keep your records updated. Remember to keep in touch regularly regarding any changes in your availability for bank work. This will ensure we contact you with any updates you need and it also ensures you are the first to be contacted with the shifts you want!
Nursing and Midwifery staff that hold a permanent post within NHS Greater Glasgow and Clyde are permitted to join the Staff Bank through the internal application process, by virtue of existing employment, in a nursing role, with NHS Greater Glasgow and Clyde. 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. Before completing and signing the reference managers acting as the individuals sponsor should consider the suitability of the individual to undertake bank work i.e. relevant mandatory training and competency.

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

Bank workers wishing to continue to undertake shifts when no longer substantively employed by NHS GGC will undergo a reassessment process to transfer managerial responsibility to Staff Bank Nurse Management. It is important that the bank worker and their line manager inform the Staff Bank service of their intention to leave their substantive post at the earliest opportunity to allow the reassessment process which entails Occupational Health check, PVG assessment, mandatory training update and a satisfactory reference. NHSGGC Staff Bank advise they are notified a minimum of 3 months in advance of leaving.

**Revalidation**

The next Revalidation confirmers events for bank nurses due to revalidate October, November and December this year will be held on 8th and 9th August in the QEUH Teaching and learning Centre. You will be allocated a 1 hour session with a senior nursing colleague, this will facilitate a professional reflective discussion and confirm sign off.

You must arrive with all the relevant paper work completed which comprises of the following:

- Practice hours log template
- Continuing professional development log template
- 5 completed Reflective account forms (mandatory)
- Reflective discussion form (mandatory)
- Confirmation form (mandatory)

All forms and templates can be downloaded from NMC website:

www.nmc.org.uk/standards/revalidation/

To book your session for revalidation please contact - alison.raeburn@ggc.scot.nhs.uk.

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**Joining the Bank - Internal Applications**

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**Mandatory training updates**

All bank workers undertaking shifts within NHSGGC are required to have the necessary knowledge and skills to provide high quality safe and effective care. The Staff Bank service is currently updating all bank workers mandatory training records. You will receive a letter and form through the post; this should be fully completed with dates of Mandatory training attendance and returned to Alison Raeburn at the staff bank of.

These Mandatory Training Updates consist of having all Mandatory Learn Pro Modules completed, these are as follows:

- **IPC Standard Infection Control Precautions (SICPs)**
- **Healthcare Associated Infection (HAI) Standards**
- **Clostridium Difficile Infection**
- **Fire Safety (5 modules)**
- **Safe Blood Transfusion Practice (Module 1)**
- **Dementia Awareness in an Acute Setting**
- **Dementia Promoting Excellence**
- **Active Care**
- **A ’MUST’ For Health Care.**
New Address—Relocation to West Glasgow ACH

The Staff Bank offices are moving from the Modular Building within Gartnavel Royal Hospital site where we have been situated for the past 4 years. Our new accommodation will be at West Glasgow ACH, formerly known as Yorkhill Hospital. All contact details for Staff Bank contact centre, recruitment or wages enquiries will remain the same. If you are visiting Staff Bank offices to drop off paperwork, pick up uniforms or Identification you will find us on 2nd floor of the hospital.

Post address:
NHS Greater Glasgow and Clyde Staff Bank
West Glasgow ACH
Floor 2
Dalnair Street
Glasgow

And Finally...

Is there something we should know?
We welcome your input for topics to cover or news to share and are always working to improve our communication. If you think there is a topic we should be covering or a site or service that we can profile please let us know. Email suggestions to Julie.tomlinson@ggc.scot.nhs.uk.