WELCOME
This Newsletter shares with you key messages and updates from the Nursing and Midwifery Staff Bank Service. We welcome your comments on this edition and suggestions for future newsletter topics.

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N&M Staff Bank

KEY MESSAGES
in this edition

RCNi Awards 2016
NHSGGC Bank Nurse Colleague Nominated
Nursing Portal
NMC Code of Conduct, Revalidation and more
Care Assurance System
13 Standards of Care
Annual Leave Requests
How and when to request your leave

Thank you for your contribution

Winter is now officially over! The Staff Bank team would like to thank all our bank workers who have taken shifts over this busy period.

As an NHSGGC Staff Bank worker you have played a significant part in positively impacting on patient care over the winter period.

We have provided bank nurses for ward areas and support teams across the acute hospitals and continue to provide a valuable support service to our colleagues and patients in mental health inpatient services across Glasgow and Clyde.

Your continued hard work and support is appreciated!

Bank Nurse Celebrated by RCNi

NHSGGC Nursing & Midwifery Staff bank is delighted to announce that one of our bank nurses has been shortlisted as a finalist in the annual RCNi Nurse Awards, Best Bank Nurse category. This award recognises and rewards the vital and ever increasing contribution bank nurses play in the overall nursing workforce on wards every day. Sister Emma Stalker, Ophthalmology department, Stobhill, nominated Staff Nurse Lauren Duncan as best bank nurse for being person centred and a holistic caring person.

Lauren demonstrated that she was the best bank nurse by adding value to the team, being caring and committed to providing high quality facilitating improvement in service delivery and patient care, a commitment to the ophthalmology team and by being reliable and professional.

Winners will be announced on 6th May at a ceremony in London, we wish Lauren all the very best, whatever the outcome on the day Lauren is already our winner!
In order to support all bank only registrants with revalidation NHSGGC Nursing & Midwifery Staff bank have arranged in conjunction with senior nursing colleagues across the organisation to run Revalidation Confirmer events. You will be allocated a 1 hour session with a senior nursing colleague approximately 2-4 months in advance of your revalidation date, in line with the NMC 60 day reminder. This will facilitate a professional reflective discussion and confirmer sign off. When attending for the revalidation session you must arrive with all the relevant paperwork 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 web site: www.nmc.org.uk/standards/revalidation/revalidation-guidance-and-resources/

Revalidation events for 2016 are scheduled as follows:

- Bank only registrants due to revalidate:
  - 3rd quarter - July/Aug/Sept; event April 2016
  - 4th quarter – October/Nov/Dec; event July 2016
  - 1st Quarter 2017 – Jan/ Feb/ March; event October 2016

Revalidation is the responsibility of individual nurses and midwives. To book your session for revalidation please contact - alison.raeburn@ggc.scot.nhs.uk.

**Nursing Portal**

For up to date information on all aspects of nursing and midwifery practice the new NHSGGC Nursing & Midwifery Portal sits within the main NHS Greater Glasgow and Clyde website which is open and accessible to everyone from any device at any time.

The aim of the portal is to provide a forum for sharing information and disseminating good practice, for example, keeping nursing and midwifery staff up to date on new developments and changes within the profession.

The portal provides a window to highlight key areas of development such as CAS, NMC code of conduct and Revalidation. In addition the portal provides information on events and seminars and acts as a reference point for policies and procedures. You will also find a window for NHSGGC Nursing & Midwifery Staff bank on the main nursing portal web page. www.nhsggc.org.uk/our-performance/nurses-midwives/

**Useful weblinks**

Nursebank Staffnet page  
[Click here]

LearnPro  
[https://nhs.learnprouk.com](https://nhs.learnprouk.com)

Jobs  
[www.jobs.scot.nhs.uk](http://www.jobs.scot.nhs.uk)

Clinical Guidelines  
[www.nhsdots.org](http://www.nhsdots.org)

E-Library  
[www.elib.scot.nhs.uk](http://www.elib.scot.nhs.uk)

NHSScotland Website  
[www.show.scot.nhs.uk](http://www.show.scot.nhs.uk)

NHS GG&C Website  
[www.nhsggc.org.uk](http://www.nhsggc.org.uk)

**Care Assurance System – CAS**

In order to consistently ensure and assure safe and effective practice and person-centred approaches to the delivery of care, NHSGGC is currently implementing a 'Care Assurance System' across the entire organisation.

CAS is based on a model from Salford NHS Foundation Trust that since implementation has consistently demonstrated improvements. The care assurance system provides clinical teams with clear expectations of standards of care and encourages a team approach to service improvement. The aim is to reduce duplication of effort and streamline care delivery.

CAS incorporates a self-assessment and external peer assessment process, and it supports clinical areas to accurately measure their levels of performance to an established and agreed set of standards.

As key contributors to safe, effective, person centred care delivery within NHSGGC it is vital that all bank nurses are fully aware of the Care Assurance standards in order that they can support colleagues when undertaking bank shifts across the organisation.

**Throughout 2016 NHSGGC Nursing & Midwifery Staff Bank Nurse Managers will be holding onsite sessions for bank only workers to raise awareness of the roll out of CAS and the 13 standards.** All current information on CAS and the 13 standards are available on NHSGGC Nursing Portal:

New Annual Leave Request Process — what to do and when

With effect from the 01/04/2016 the process for applying for annual leave will be simplified for all of our bank workers.

We are removing the need for you to send in paper request forms, and replacing this with a straightforward e-mail process.

All you will need to do is send an e-mail with all the details noted below, and we will respond to you by e-mail, advising that we have received and processed your request.

We will also advise you how many hours have been processed, and the balance of hours you have left.

To request annual leave, no later than 10 days before the start of your holiday, simply send an e-mail to our Staffbank specific annual leave inbox as follows:

AnnualLeave.StaffBank@ggc.scot.nhs.uk

Contacting Us

Remember to keep in touch regarding any changes in your availability

Our team of call handlers are waiting for your call.

We are always happy to hear from you, call 0141 2782555.

Please send your e-mail, headed up with your “surname / Annual Leave request” to the Staffbank with the following completed:

- Your Full Name
- Date of Birth
- Bank Payroll Number
- Dates Requested
- Number of Hours

**Example**
Name : Jess Young
Date of birth: 29/06/1992
Bank Payroll Number: G98888888
Dates Requested: 17/05/2016
Number of Hours: 12 hours

All annual leave should now be submitted with a minimum of 10 days notice, and a maximum of 31 days notice. (i.e. if you require annual leave for one week on the 17/05/2016, we will accept this up until the 07/05/2016) We will then respond to you via e-mail advising you that the holiday request has been approved.

**Frequently Asked Questions**

What is the e-mail address I send my requests to?
AnnualLeave.StaffBank@ggc.scot.nhs.uk

What’s the timeframe for submitting annual leave requests?
A minimum of 10s day notice, a maximum of 31 days notice.

How will I know my request has been actioned?
We will e-mail you with confirmation.

Can the Staff bank contact centre view my annual leave request?
Yes the contact centre call handlers can view your processed requests.

What if I have not accrued enough annual leave for my request?
We will advise you how many hours you have accrued and we have processed for you?

What if I don’t have an e-mail account?
Please contact the bank who will advise you how to set up an NHS.net account

**Cancellations**

To optimise the availability of the bank workforce NHSGGC Nursing & Midwifery Staff Bank have in place a process to manage any unplanned absence by a bank worker in line with NHSGGC Nursing & Midwifery Staff Bank Operation Policy:

**And Finally.....**

Is there something you 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