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**Introduction of Allocate BankStaff**

**Submitting Booking Requests for Medical Locum Cover**

**From the 1st of July 2017 requesting shifts for Medical Locum cover will now be made via the new Allocate BankStaff system.**

**This new system will introduce the following changes to existing processes for Requesting** Temporary Medical Staff cover via Bank Doctors or Agency locums:

* Submitting Booking Requests  to the Medical  Staff Bank Unit  will be made via the new system and this will replace the **current process of submitting via email a Booking Request Form to the Medical Staff Bank.**

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| **Before creating a booking request on the BankStaff system, the Service /Department must ensure that all internal cover options have been considered first. Only NHSGGC staff with appropriate budgetary approval can authorise shifts onto BankStaff. If you do not have appropriate authority you must not add shifts to the system. check with your service manager/ if you are not sure.** |

* Paper Timesheets currently used for Verification of NHS GGC Bank Doctor hours  will from the 1st of July 2017 be replaced with an online timesheet accessed via the new system

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| All Services /Department can check BankStaff throughout the day to monitor progress with their requested Medical locum shifts being filled by a Bank doctor .  [BankStaff](https://abuhbbank.allocate-cloud.com/BankStaff/(S(d4pdy0wi1yzfh2x5stkmkd1l))/UserLogin.aspx) will improve and streamline the process for submitting booking requests.  The system will be used alongside the Retinue Bridge portal used to manage transactions to approve, authorise and pay agency locums. Bookings for locum cover will be outsourced via the BankStaff system to NHS GGC managed service provider Retinue Health in line with the current process to source cover via bank first and then agency .  **The Medical Staff Bank will continue to upload Medical Locum shift requests on to the Retinue Bridge portal to cascade to the managed service (Retinue Health) agency suppliers** |

Do you have access to StaffBank system?

Yes

No

**If you have appropriate authority you log in to BankStaff**

Type in your user name and password, which will have been sent to you by email in advance of the Go Live 1st July 2017

This will require to be changed when you first log into BankStaff.

Contact the NHS GGC Medical Staff Bank unit to request new user set up

This is the screen you will see when you sign in



Do you require the Medical Staff Bank to fill a shift in Medical Service /Dept Area?

Yes

Have all processes been followed and the service manager (Authoriser ) has confirmed that Medical Locum cover is required and budgetary approval has been obtained.

No

Yes

Shift request should not be put on the system

The page below will open



Shift can be put onto the system



Do you know who is going to work the shift?

Note: this page will open and show Next 7 days – if you want to look outwith this time period, click on Filter Settings and put in the periods you want to look at.

No

Yes

Put shift on system and save

A green banner will appear at the top of the page to confirm shift successfully added

Directly book the name of the person you wish to work the shift.

 

Use Filter to show the date /information you require



If you need to recall the request:



If your shift is not filled:



Do you wish to send a note to the Medical Staff Bank regarding this shift? Is so use:



**Requesters can review requested shifts on BankStaff regularly throughout the day.**

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| Bank staff will now be able to access Allocate BankStaff sytem from their homes, through the Allocate BankStaff Employee OnLine portal. This will enable staff to view shifts available and which they meet the requirements to work, staff can make themselves for these shifts by contacting the Medical Staff Bank . Bank Doctors will require to be authorised and accepted by the Service /Department before being assigned to a vacant shift |

**Authorising Hours Worked**

When the Bank shift has been worked, the Service /Department require to complete the timesheet electronically on the new system.

Before any timesheet is finalised the person authorising must have the appropriate authority to finalise the timesheet . They will also be required to complete a disclaimer on the system to confirm. The person authorising must also be able to confirm that the shift was worked as per the hours stated on the Bank System.

Are the times worked for Bank Doctor as shown on the electronic timesheet the correct hours worked?

No

Yes

The Bank Doctor did not turn up for the shift



Bank Doctor Shift to be confirmed and then finalised:



Bank Doctor Timesheet should be amended to show correct hours worked



Screen view outstanding Bank Doctor timesheet (remember to filter date)

If the wrong timesheet is finalised:



Screen view to confirm timesheet



Screen view to confirm timesheet



Screen view of finalised timesheet



Screen view to finalise timesheet



**TIMESHEETS WILL BE MONITORED AND AUDITED ON A WEEKLY BASIS. ANYONE WHO DOES NOT HAVE AUTHORITY TO FINALISE TIMESHEETS MUST NOT FINALISE.**