

Newsletter *Bank* Aide

fifth edition

Introduction

Welcome to our fifth edition of the BankAide Newsletter which is a quarterly publication. Our aim is to keep Nursing & Midwifery staff and Admin & Clerical staff up to date on:

- ❖ Education and Training Opportunities
- ❖ Job Vacancies
- ❖ New Initiatives
- ❖ Clinical Governance
- ❖ Service Changes

If you have any interesting news or articles for future additions, please contact:
Audrey Lyons or Michelle Bell.

Clinical Governance

NHS Scotland Uniform Project

This project is ongoing and more information will follow in the near future.

Incident Reporting

Staff are reminded that it is essential to ensure all incidents either clinical or non clinical e.g. exposure to violence and aggression or moving and handling injuries are reported via the Datix System at the time of occurrence. Please seek advice at time of incident from person in charge and if you are involved in an incident, please ensure that you also inform the relevant BankAide Manager.

Education and Training

Mandatory Training

For any training or education required, please contact Anne Carlin or Audrey Lyons on 01236 713401. Dates for all Resuscitation Training are available via the Practice and Development Centre website on Firstport. Dates for Blood Transfusion and Fire Awareness sessions can be found on BankAide Notice boards. Please advise BankAide when training has been completed.

Glucometer Training

Staff are reminded that there are additional training sessions available on all three hospital sites for the new Glucometer's recently installed. All staff working in clinical areas must attend these sessions, as they will be unable to use the meter if they have not been issued with a user ID. Check BankAide Notice board for dates and contact details.

Please advise Anne Carlin or Audrey Lyons when training has been completed.



European Working Time Directive

As you know, due to working times directives staff can no longer be paid a supplement in lieu of annual leave. The current position is that leave has to be calculated manually. Lizanne our payroll officer is working to bring your Annual Leave payments up to date. We ask for your continued patience during this phase. Our IT system supplier is expected to update the system to allow automatic calculation of leave in the near future.

Another important aspect of the working times regulations is the limit of an average of 48 hours over a 17 week period.

Staff are also reminded of their responsibility and the importance of ensuring that their personal details are kept up to date within the Bank System especially in relation to W.T.D. and substantive post details. Therefore please ensure you notify the BankAide Office immediately if your substantive post details change or if you take up a new substantive post.

Bank Staff Availability and Shift Availability

As you are aware bank work offers no guarantees of work. Requests for bank staff are made by departments to cover unexpected absence as and when required. It is always good practice for departments to consider their budgets and whether they need additional staff before making a request for supplementary staff. It is the nature of working on a bank that there will be peaks and troughs of shift availability. Bank staff can maximise their ability to get work by being flexible about when and where they will work. Remember to keep your availability up to date. It can be time-consuming for the call centre staff to call round those who have submitted availability only to find that they no longer wish to work on that date/time.

NHS

Employment Opportunities

Bankaide worked with job centre plus and with Cumbernauld College to employ staff following the closure of the Boots distribution centre and the closure of Freescale in East Kilbride.

This partnership work was funded by Scottish Enterprise as part of a long running partnership with all parties. July saw the first course for admin staff. We thank all of the departments who provided placements for these staff.

Thanks are also due to Michelle Bell who co-ordinated the training and oversaw the placements of the staff.

Employment of Newly Qualified Nurses

John White head of HR Resourcing submitted a successful bid to NHS Lanarkshire to allow the bank to provide support to newly qualified nurses from the University of the West of Scotland Hamilton campus. This initiative is linked to the need to increase our supply of registered nurses to meet our staffing needs. Should pandemic flu worsen, 58 new nurses have been recruited to the bank through this initiative. They will be having short ward or theatre placements during the coming weeks. Thank you in advance to those who are supporting them.

Christmas & New Year Availability

Bank staff should submit their availability for the Christmas and New Year period now.

New Initiatives

H1N1 preparations

Bankaide is currently preparing to assist with NHS Lanarkshire's response to pandemic flu. Staff have been prepared to assist with immunisation, antiviral distribution and to assist in the public health call centre as required.

In July and August this year approximately 300 registered nurses and midwives from Bankaide responded to the request to participate in the immunisation campaign. Their training needs were assessed and training was provided to ensure their readiness to participate. Our thanks are due to the staff from practice development who co-ordinated and delivered this training programme. Thanks are also due to Audrey and Anne the clinical facilitators from Bankaide. The final part of the training, vaccine specific information sessions, are expected to be held in the last week of October. For those staff involved in the training who have not managed to attend this final part of training, please contact Anne or Audrey on 01236 713401 immediately.

Staff who have participated in all training are asked to contact BankAide as soon as possible for available shifts during the period of November to February 2010. Admin staff and healthcare Assistants may be required for support and are asked to keep their availability up to date also.

Staff Immunisation

The staff H1N1 immunisation programme will commence soon. Bank Staff are entitled to receive this jab, please refer to bank and ward notice boards for further information.

HPV Vaccination

This vaccination programme which is co-ordinated nationally is an essential development for public health and is expected to significantly reduce the incidence of cervical cancer. Bankaide are pleased to have ongoing involvement in this vaccination programme by supplying more than 50 percent of the nurses to vaccinate.

In this second phase BankAide also supplied admin staff to assist with the smooth running of the sessions. Thanks are due to Christine who provided a briefing session for admin staff.

Winter planning

As part of NHS Lanarkshire's winter plan it is proposed that staff from the bank assist in the early discharge of suitable patients by providing short term care to help settle patients back into their home after a hospital admission. The bank will be seeking Clinical Support workers to get involved in this initiative. Further information on how to nominate yourself for this will be available shortly.

Information to Bank Staff on how to access your e-mail from a different PC when moving around departments.

- ❖ Once logged onto any PC, click on "Internet Explorer" to open a new browser.
- ❖ The page should automatically open at Firstport. If however this does not happen, please type the following into the address bar: <http://firstport/default.aspx> - then press "Enter" on the keyboard. The Firstport homepage should now load.
- ❖ Once Firstport has loaded, click on the link for "NHSL Webmail" on the right hand side of the screen. If unsure as to which link to select, the correct link has a picture of a white computer mouse in the background.
- ❖ Once the "NHSL Webmail" link has been selected, a small login portal box will appear in the centre of the screen, asking for your username and password.
- ❖ The information you need to enter here is the same as your Windows login information, once entered, click on the "OK" button.
- ❖ The next screen that loads is your Webmail. Here you will be able to access your email.
- ❖ If the information entered for your username and password is not correct, the login portal will flash and stay in the centre of your screen, please try again and re-enter your information. If you are certain the information you are entering is correct and still cannot log into NHSL Webmail, please contact the:

IT Service Desk on 01698 258787.

Announcements

Bankaide office news

Congratulations to Lara and Kevin who got married in August in Cyprus.

Anne-Marie Carr returned to Bankaide in June. Margaret MacCallum has resumed her post in Workforce planning. We thank Margaret for her leadership of the bank during her year as associate director.

Discount Offers and Prizes at NHS247.com

NHS Lanarkshire Staff can benefit from big discounts and great offers at NHS247.com. New competition prizes include a brand new car. NHS247 also carries the latest NHS news board which includes blogs, petitions and forums.

To take advantage of offers, NHS employees need to register on www.nhs247.com which is completely free of charge.

Bank Aide Contacts

For Bookings, Cancellations, Availability or to obtain booking reference numbers dial **01236 713315** or **713325** and choose - option 1.

For an application pack choose - option 2.
For Recruitment enquiries choose - option 3.
For Payroll enquiries choose - option 4.

Please note due to tight payroll timescales that weekly payroll enquiries are restricted to a **FRIDAY** of each week following payment on a **THURSDAY**.

Messages may be left out with these times if urgent.

Anne Marie Carr - **01236 713327**

Anne Carlin/Audrey Arbuckle - **01236 713401**

Michelle Bell - **01236 713316**

Job Vacancies

All vacancies are advertised on Firstport and a copy of relevant sections of the bulletin are displayed on the Bankaide notice boards at each site. Staff are encouraged to apply for substantive posts as this is the only way of ensuring that you have a guarantee of hours.

Useful Websites

INTERNAL:

BankAide Website via
FIRSTPORT on NHSL Intranet

EXTERNAL:

Scottish Health On Web: www.show.nhs.uk

Clinical Guidelines: www.nhsdots.org

E-Library: www.elib.scot.nhs.uk

Picture of Health Public Website:

www.a-picture-of-health.org

