

Dear Staff Member,

RE: Appointment of Internal Staff to the Bank

I understand you wish to join the bank.

Under new Trust Policy it is a requirement that we carry out all necessary pre and post employment checks on our employees (included those with substantive contracts).

You will be required to complete the following health checks:

Occupational Health

Criminal Records Bureau

Eligibility to work in the UK (if applicable)

If you currently hold this evidence please bring this in to HR for verification. If you do not have this evidence please contact HR on 01225 821142 for the necessary paperwork.

The offer of employment on the bank is subject to these checks being completed. If they are not completed this may delay your start date and any future payments.

Please contact HR if you have any questions or concerns relating to this.

Yours Sincerely

Elizabeth Cowdrey

Clinical Coordinator

INTERNAL APPLICATION TO JOIN STAFFING SOLUTIONS BANK

Thank you for applying to work through the Staffing Solutions Bank. Please find enclosed:

- **A recommendation to register with Staffing Solutions Bank application form.** This allows substantive members of staff to join the Staffing Solutions Bank without the need for an interview. Your manager will need to write a short reference either agreeing or disagreeing to you working through the bank, in addition to your normal contracted hours. Please complete and return this form to the address above.
- **Training questionnaire.** All staff are required to be annually updated with Trust mandatory training. The Staffing Solutions Bank need to keep accurate records of your updates although arrangements to remain updated should be made through your ward/department manager.
- **Working time directive.** This is optional, please read the summary guidance attached to this form and keep for your reference. If you wish to agree to this please sign the working time regulations form and return to above address.
- **Disclosure of criminal back round (not enclosed).** You may be required to complete a criminal records bureau form, if you intend to work in certain areas such as areas covering children and vulnerable adults. This can be arranged and completed as necessary.

It is essential that all necessary forms are completed as fully as possible and returned to the address above failure to do so will delay your application process. If you are successful you will need to come to the Staffing Solutions office to complete an appointment form

Office use only	Date	Signature
Appointment form sent		
Appointment form returned		
Set up on bank system		
Bank agreement sent out		

Line Managers Form Staffing Solutions Bank

PART 1 – TO BE COMPLETED BY THE APPLICANT

Iwould like to join the Staffing Solutions Bank.

I am currently working on/at

As an (Please insert post title) Band.....

I hold a contract for hours per week

I have been in this post for.....years/months

I would like to work in the following areas :

I have the following additional; qualifications/assessed practices(e.g. NVQ, Venepuncture/phlebotomy, IV additives)

TRAINING QUESTIONNAIRE

Please complete table below:

Mandatory training	Date attended/ completed	Certificate of attendance enclosed
Basic life support		
Drs on Line induction		
Core Skills Clinical		
Core Skills Non-Clinical		
Manual Handling		
Trust Induction		

Competencies	Date attended/ completed	Certificate of attendance enclosed
Blood Competencies		
Pre Transfusion Sampling Competency		
ANTT		
Vital Signs Workbook (HCA)		

Please provide details of any other relevant courses training/qualifications/skills you may have:

PART 2 –TO BE COMPLETED BY THE APPLICANT
PERSONAL DETAILS

Title SurnameForenames.....

Date of BirthNational insurance number

Home Address.....

..... Post code

Tel no/s:..... Mob:.....

WORK PERMIT/VISA DETAILS (if applicable)

Type.....Expire Date.....

QUALIFICATION DETAILS (if applicable)

Registration No..... Part/s Expiry date

Signature :.....Date

I am happy to be contacted by text regarding shifts Yes/No (please delete)

PART 3- MUST BE COMPLETED IN FULL BY WARD/DEPARTMENT MANAGER

I AGREE/DO NOT AGREE to this employee joining RUH bank at the identified grade and without the requirement of an application form and interview.

Please briefly outline reasons for your recommendation/refusal:

Mandatory

I understand that by signing this form I am agreeing to joint management responsibility of the Candidate when working bank shifts.

Ward/dept managers name.....

Signed Date.....

Now please return this form with Attached CV (If applicable) to:

Staffing Solutions, Royal United Hospital, Combe Park, Bath BA1 3NG

Working Time Regulations Summary Guidance

The Working Time Regulations became law in the UK on 1 October 1998. Their purpose is to protect your health and safety placing limits on your hours of work and making sure that you have breaks and holidays.

Your general rights under the Working Time Regulations

- not to be required to work more than **48** hours per week on average - averaged over **26** weeks (this has been varied by collective agreement with Trust's staff-side representatives)*.
- to have a break of at least **20** minutes if your working day is longer than six hours
- to have at least **10** consecutive hours off between each working day (this has been varied by collective agreement with Trust's staff-side representatives)*.
- to have at least **one** whole day off every week, or **two** days a fortnight
- to have at least **four** weeks' paid annual leave (pro rata)
- if you are a regular "night worker":
 - that your night shift should not to be longer than **8 hours*** on average - averaged over 26 weeks, (this has been varied by collective agreement with Trust's staff-side representatives)* including days/nights off.
 - that your night shift should never to be longer than 8 hours if the work involves special hazards or heavy physical or mental strain
 - to have a free health assessment before starting night work and at regular intervals while doing night work
 - a transfer from nights to days if possible if you are suffering from problems recognised as being due to the night work

- all these Regulations apply to bank and agency workers as well as all staff on contracts of employment with the Trust

Special rules for 16 and 17 year olds

- to have a break of at least 30 minutes if your working day is more than four and a half hours
- to have at least 12 consecutive hours off between each working day
- to have at least two whole days off every week
- to have a free a health *and capacities* assessment if you work during the period 10 pm to 6 am

Are there any exclusions?

- Doctors in training are excluded from these Regulations.
- Individual members of staff may choose to work more than an average of 48 hours per week but will need to sign the declaration overleaf if they want to do this.
- It has been agreed nationally that career grade doctors are exempt from the rules on the length of night work, and on the rest between working days and weeks, and the rest within the working day. As soon as possible afterwards, an equivalent period of rest must be given instead. Under this agreement the averaging period has been extended from 17 weeks to 26 weeks for career grade doctors. Career grade doctors are consultants, associate specialists, staff grades, clinical assistants, hospitals practitioners and locums on those grades.

*Employers and Trade Union representatives can make collective agreements which vary from the Regulations on the length of night work, and on the rest between working days and weeks, and the rest within the working day, so long as compensatory rest breaks are given. If your current pattern of

work does not comply with the Regulations, your manager will want to talk to you and your Trade Union representatives about this.

- Security staff are exempt from the hourly limits placed upon regular “night workers”
- Unforeseeable emergencies: The Regulations do not have to be kept to in such circumstances, but if you missed any rest you should be given it later on.

What you need to do

Having read this summary guidance, if you wish, on a voluntary basis, to be able to work an average of up to **and** beyond 48 hours per week you will need to sign the declaration overleaf and return it to your manager. If you have more than one job, the 48 hour limit applies to the total hours you work. You should therefore make sure that your manager knows if you have any employment/paid work other than your job for the Trust. This includes any irregular bank or agency work you might do.

The Regulations are designed to protect your health and safety and, if you do have other work, you should make sure you still have your day off each week and your 10 hours off between working days.

You should make sure that you take your break during the working day as it is not allowed to take the daily rest break at the beginning or end of the day.

Keep a copy of these notes in case your circumstances change in the future. If you want to start working more than an average of 48 hours a week, you will need to sign the declaration then.

If you have any other questions about the Regulations, then please speak to a member of the HR (Personnel) Department.

NB: The Working Time Regulations are long and complex. This summary is therefore not a complete guide to the law and should not be regarded as legally binding.

Copy to be retained by manager and HR Department

Royal United Hospital Bath

NHS Trust
Working Time Regulations

Agreement to work (on average) more than 48 hours per week

After reading the accompanying summary guidance, if you chose to complete this form, please return it to your manager.

Declaration:

I wish, on a voluntary basis, to be able to work an average of up to **and** beyond 48 hours per week (including ALL paid employment/work, with the average calculated over 26 weeks, including days/nights off). I understand that I should give the Trust **four weeks’ notice** if I wish to cancel this declaration and that, regardless of whether I have signed this declaration, the Working Time Regulations dictate an absolute maximum number of working hours during ANY week of 78 (as a total of ALL employment/paid work).

Other than the job(s) for which I hold a contract with the Trust, any other paid work/employment I undertake is listed below (including bank or agency work) with details of the job title, the employer and any contracted hours of work:

.....
.....
.....
.....
.....

Regardless of whether I have signed this declaration, I understand that, if I do not inform my manager of other paid work/employment that I do now or obtain in the future, then I may be in breach of the Trust’s Code of Expectations of Employees.

I agree to the above & confirm their accuracy to my best knowledge

Signed: Dated:

Name: Department: