

## Authorising Bank Applications through NHS Professionals

### 1. Email notification

- When an applicant from your Trust applies to join the Bank, if they have identified you as their Line Manager or Competency Authoriser, you will receive an email notification.
- By selecting “**View the application**” you will be taken to an authorisation page. You do not need any login details to authorise a bank application.

*If you have issues opening the link, or confirming the application try clearing the browser cache. To do this press ‘Control’, ‘Shift’ and ‘Delete’.*

### 2. Checking the applicants details

- Check the **Applicant's Details**, ensuring they are an individual that you manage or that you can confirm their competency to undertake shifts at your Trust.
- For **substantive applications**, you will also need to confirm the applicant's contracted hours. If you think this is incorrect, simply re-enter the information. (This field will not appear if the Trust does not employ the applicant IE they work through an agency).

#### Assignment codes

- All assignment codes are shown in the **Available Assessment Code** box. If “**Show All**” is selected, all codes for the Trust and Staff Group will be shown.
- The **Applicants Assignment Codes** are those selected by the applicant.
- You can “**Add**” or **Remove**” assignment codes based on the suitability of the applicant.

### 3. Authorising an application

The drop down, located in the bottom left hand corner of the screen, has four options to select from – **Pending, Approve, Unknown Applicant and Decline.**

If you select:

- **Pending**, you can come back later to the same page and authorise it. Pending is only available on applications submitted by applicants who are employed by the Trust.
- **Approve**, you will be asked to confirm the application. Once you have checked this box, an email will be sent to the applicant informing them that their application has been approved and he/she now needs to contact their NHSP local office.
- **Unknown Applicant**, an email is sent to the applicant to select an alternative Line Manager / Competency Authoriser.
- **Decline**, you will be required to provide a reason in the **Decline Reason** field, the reason for declining will not be shared with the applicant. An email will then be sent to the applicant informing them that their application has been declined, if they want to reapply the applicant will have to create a new application.