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Timesheets

Authorise your shifts as soon as possible so the bank member can get paid promptly. Those who are paid on time are more likely to continue to work on your ward.

2



How to maximise Bank fill

Consider long days. Combine the early and late requirements to create a shift 8-10 hours long.

3



Reallocate via *Our:Bank*

On average over 1 million shifts per year are cancelled - help your Trust by reallocating bank members to another available area/ward.

4



Plan ahead

By requesting your bank shifts early, helps avoid high agency costs and saves your Trust money.

5



NHS family – book bank members direct

Booking bank members direct is a very effective way to make them feel like a valued part of the team, which in return will drive shift fill and continuity of care.

6



Retrospective shift bookings

All shift requests need to be booked in advance. Retrospective shifts are a last resort as this delays payment for bank members.

7



Promote the Bank

This is your Bank, you can help to encourage substantive staff or agency workers to join. Refer anyone interested to your partnership site.

8



Keep informed via *Our:Bank*

You can keep up to date with any changes or information on your requested shifts by selecting the '**notifications**' menu on *Our:Bank*.

9



Not a system glitch

If you are unable to book a bank member there may be an issue with their training, compliance or Working Time Directive. Refer to the pop up message in *Our:Bank* to resolve this.

10



Leave the Agencies to us.

Let us manage your Trust's preferred agencies. You don't need to engage with them directly.

For more information, speak to your local NHSP team.
www.nhsprofessionals.nhs.uk