

OPERATIONAL POLICY

BANK / OVERTIME / AGENCY

FAREHAM & GOSPORT COMMUNITY HOSPITALS AND ELDERLY MENTAL HEALTH

Principles

- The procedure for the booking of staff to cover clinical pressures is sequentially:
 1. Nursing Bank Excess Hours
 2. Overtime / additional duties
 - (i) from staff on the ward
 - (ii) from any other area
 3. Contracted Agency
- Members of staff with substantive contracts will not be expected to hold bank contracts, nor will the Trust expect to use Agency staff who are also employees of the Trust, as all extra hours worked will be paid as excess or overtime.
- Authorisation of overtime during normal working hours can only be given by the Clinical Manager / authorised person.
- A monitoring system must be in place for all clinical areas to ensure appropriate use of additional staff. This will be clarified in all Divisions Operational Policies.
- Statistics will be routinely produced and monitored within the Division with summary feedback provided at the Divisional Reviews.
- Clinical Managers must ensure systems are in place and records kept to monitor overtime worked by staff to comply with EU working regulations.

Operationsl Policy - Bank / Overtime / Agency (Contd.)

- Staff who are paid on sick leave should not normally be offered overtime for immediately upon their return.
- Overtime in all circumstances will only be offered once all options within the Nursing Bank have been explored.
- Agency nurses must only be used once all other options have been eliminated.
- Mechanisms need to be in place to ensure appropriate re-charge of costs for cover.

PROCESS

Forward Off Duty Planning

When duty rotas are completed, any shortfalls should be identified and reason for booking extra staff should be recorded.

Daily and as necessary - Check Duty Rotas for next 24 hour period and identify shortfalls by:-

1. Assess patients needs
Do we need extra staff or can the ward be safely managed with booked staffing levels
&
£
2. Can shortfalls be reduced by swapping shifts
&
£
3. Do any other clinical areas have staff who can help
&
£
4. Are any staff willing to do excess hours / overtime
&
£
5. Contact appropriate Manager listed below and gain their opinion on whether bank or agency staff should be booked.
&
£
6. If permission given - bank or agency staff may be booked and and recorded - stating reason for booking.

Operational policy - Bank / overtime / agency (Contd.)

The following staff will have the authority to agree bank or agency for:-

Elderly Mental Health in Fareham and Gosport

Code A

Code A

Jan Peach
Senior Manager 'on call'

Community Hospitals in Fareham & Gosport

- Gosport War Memorial Hospital) • Person in charge of building
-) • Senior Manager 'on call'
- St Christopher's Hospital)