

Frimley Health



NHS Foundation Trust

Excelling together, today and tomorrow

FRIMLEY PARK

HEATHERWOOD

WEXHAM PARK

TEMPORARY STAFFING FAQs

Committed To Excellence

Working Together

Facing The Future



CONTENTS

■ CONTACTING THE TEMPORARY STAFFING TEAM	3
■ RECRUITMENT	4
■ PAY & BENEFITS	6
■ TRAINING	8
■ ID BADGES, UNIFORM AND OTHER EQUIPMENT	10
■ BOOKING SHIFTS	11

CONTACTING THE TEMPORARY STAFFING TEAM



■ HOW DO I CONTACT THE TEMPORARY STAFFING TEAM?

There are several contact numbers depending on the nature of your enquiry:

Bookings team:

bank@fhft.nhs.uk
01276 604303
01276 604874
01276 526901
01276 522601

Recruitment team:

jointhebank@fhft.nhs.uk
01276 522748

Clinical Lead:

gillian.foulger@fhft.nhs.uk
01276 522716

Temporary Staffing Manager:

victoria.blampied@fhft.nhs.uk
01276 526097
07920 743305

■ WHERE ARE THE TEMPORARY STAFFING TEAM LOCATED?

The main Temporary Staffing team are located within the HR Department in C-Block at Frimley Park Hospital. This is the office you need to visit to book shifts and with pay enquiries. You are also able to visit the Clinical Lead and the Temporary Staffing Manager in these offices.

There is also a small team based in the Training Centre at Wexham Park Hospital.



RECRUITMENT

■ HOW DO I JOIN THE BANK?

If you are an external applicant and would like to join our bank, please view our careers web page (www.fhft.nhs.uk/careers) and apply online for any suitable vacancies. If there are no suitable vacancies please email jointhebank@fhft.nhs.uk

If you are already employed by Frimley Health you will need to have successfully completed your

probationary period (exceptions do apply). Please contact the Temporary Staffing team for more information on activating your bank post.

Unfortunately, we are unable to accept CVs or paper applications. All applications need to be made online.

■ I HAVE PREVIOUSLY WORKED FOR THE TRUST, CAN I RE-JOIN ON THE BANK?

Depending on how recently you have left the Trust, we may be able to register you to work immediately.

Please email jointhebank@fhft.nhs.uk to find out what we will require from you, or whether you need to re-apply as an external applicant.

■ WHAT PRE-EMPLOYMENT CHECKS WILL YOU DO?

As an NHS employer, there are a number of pre-employment checks that we are required to carry out before you can start working. Some will depend on which role you are applying for. They include:

1. Identity (ID) checks
2. Right to Work in the UK
3. Disclosure & Barring Service (DBS)
4. Professional registration & qualifications
5. Occupational Health
6. References to cover a minimum of 3 years' previous employment/ education

■ WHAT EXPERIENCE DO I NEED?

The experience you need will depend on the role you are applying for. Please check the person specification on job adverts or contact the team for more information.





PAY & BENEFITS

■ HOW MUCH WILL I BE PAID?

We offer highly competitive rates of pay for bank work and the rate you receive will depend on your role. You will also be paid a High Cost Area Supplement and additional enhancements for any unsocial hours worked.

Our rates of pay are regularly reviewed and may be subject to change.

Please contact the Temporary Staffing team for our latest pay rates.

■ WHEN WILL I BE PAID?

You will be paid monthly in arrears on the 28th of each month.

■ HOW WILL I BE PAID?

You will be paid via BACS to the Bank or Building Society account of your choice.

■ HOW DO I GET MY PAYSリップ?

If you are a bank only worker, your payslips will be posted to your home address (there is a small fee for this service). You can opt out of this but will need to make arrangements to collect your payslip from either the Temporary Staffing team at either Frimley or Wexham Park Hospital.

If you are a substantive member of staff you should receive your bank payslip with your substantive one.

■ HOW DO YOU KNOW HOW MUCH TO PAY ME?

All bank work is on an 'as and when' basis and you are only paid for the hours that you work. Each ward/department is responsible for finalising the hours at the end of each calendar month. This information is then sent to Payroll, detailing the hours worked and any enhancements due. If you believe you are missing any pay, please address this directly with the ward/department where you have worked.

■ DO I GET HOLIDAY PAY?

You will receive an allowance in your hourly pay. It will show as a WTD payment on your payslip.

■ DO I GET SICK PAY?

You may be eligible for Statutory Sick Pay (SSP). If you are off sick, you must contact the Temporary Staffing team. You will need to provide a self-certification and/or fitness to work certificate (doctor's sick note).

■ DO I GET MATERNITY, PATERNITY AND ADOPTION PAY?

You may be eligible for maternity, paternity and adoption pay.

■ WHAT OTHER BENEFITS AM I ENTITLED TO AS A FRIMLEY HEALTH EMPLOYEE?

There are a number of benefits and discounts that you would be eligible for, including a wide range of national NHS discounts. A full list can be found on our intranet.



TRAINING

■ HOW DO I KNOW WHAT TRAINING I NEED?

All roles in the Trust have mandatory training requirements. However, this varies according to the role that you undertake. All clinical staff are required to attend a 4 day corporate induction prior to commencing work and all non-clinical staff a two day induction.

You are also required to attend annual and 3-yearly updates. Further information on your individual training needs can be obtained from the Temporary Staffing team.

Some bank only staff (nurses, housekeepers and care assistants) are also required to attend a short bank induction before they are able to commence work and undertake shadow shifts.

We also offer a number of ad-hoc or one-off courses to help your professional and personal development.

There are also a number of courses you may be required to attend to keep your training up-to-date. Failure to attend these courses may affect your ability to book shifts.





ID BADGES, UNIFORM AND OTHER EQUIPMENT

■ DO I NEED AN ID BADGE?

You must wear an ID badge at all times. If you are joining the Trust, you will be sent a link to this and all the other forms you will need to complete. Forms are also available from the Temporary Staffing team.

■ DO I NEED A UNIFORM?

Some roles will require a uniform. If you require a uniform, this will be provided at no cost to you. You are required to wash this uniform at home as per the guidance you will be given and to take reasonable care to ensure the uniform remains in a good condition.

You may be charged for replacement/damaged uniforms.

■ WILL I NEED ANY OTHER EQUIPMENT?

Some roles will require other equipment and this will be provided. We do recommend a pen and a notebook for all roles.

If you are working as a nurse, midwife, care assistant or other ward based role, you will need to follow the Trust's 'bare below the elbows' policy so may want to invest in a fob watch as you will not be able to wear a wristwatch.



BOOKING SHIFTS

■ HOW DO I BOOK SHIFTS?

You are able to book shifts in the following ways for all Frimley Health sites:

- a) Via HealthRoster Employee Online
(<https://fhfteol.allocate-cloud.com/EmployeeOnlineHealth/FHFTLIVE/Login>)
- b) Via the Bookings Team (phone, email or visit the office)
- c) Directly through the ward/ department you wish to work in (please note: not all areas are happy to book shifts in this way).

■ HOW OFTEN DO I HAVE TO WORK TO REMAIN ON THE BANK?

You are required to work a minimum of one shift every six months to stay registered on the bank. We would prefer if you can work much more than this (ideally one shift per week on average).

■ CAN I WORK IN ONE SPECIFIC AREA OR DO I HAVE TO WORK ALL OVER?

While you are able to have some flexibility over where you book shifts, the needs of the Trust come first and you may be required to move to a different area to ensure safe staffing and good levels of patient care.



Frimley Health



NHS Foundation Trust

Excelling together, today and tomorrow

FRIMLEY PARK

HEATHERWOOD

WEXHAM PARK

Find out more from our in-house Temporary Staffing team.

For general enquiries

E: bank@fhft.nhs.uk

T: 01276 526901

For recruitment enquiries

E: jointhebank@fhft.nhs.uk

T: 01276 522748

www.fhft.nhs.uk/careers

Committed To Excellence

Working Together

Facing The Future