

Core brief

Thursday, 21 September 2017

Introduction

This issue brings you information on a RMN engagement event and important information on the Allocate BankStaff system.

NHSGGC nursing & midwifery staff bank – RMN engagement event

NHSGGC nursing & midwifery staff bank is currently seeking to enhance the pool of RMN's available to support the organisation as we move to full cessation of premium rate agency use.

In particular we are looking to encourage existing bank colleagues with mental health expertise to undertake shifts within acute general wards to support colleagues to deliver care where patients are identified as requiring the knowledge and skills of a registered mental health practitioner.

The following event has been arranged for Registered Mental Health Nurses who are currently on the Staff Bank and may be interested in knowing more about working shifts within acute general wards and departments.

You are invited to attend an event as follows:

Date: 26 September 17

Time: 4pm – 6pm

Venue: Teaching Room 204, Teaching and Learning Centre, QEUH

The format of this event will include a short introduction from chief nurses, followed by presentations from mental health colleagues currently undertaking shifts within acute general areas as well as a presentation from Jennifer Armour, mental health practice development nurse, on her current role within the South sector and Catriona Kent, mental health nurse consultant. There will be break out groups facilitated to discuss key issues such as: preferable sites/areas of interest to work in; shift patterns; and educational support for working in general acute.

Although hosted in QEUH this event is for all acute hospital sites across NHSGGC

For catering purposes can you please advise if you will be attending by contacting Michelle Magennis via email: michelle.magennis@ggc.scot.nhs.uk. Once you confirm your attendance we will send out details re parking and a map of how to find the Teaching and Learning Centre.

NHSGGC Staff Banks

Important information Allocate BankStaff system - timesheet authorisation deadline/payroll cut off deadline update

The new Allocate BankStaff system for NHSGGC staff banks was introduced on 1 July 2017.

This communication provides an important update in regards to changes to deadlines for authorising bank workers electronic timesheets.

NHSGGC staff responsible for the authorisation and verification of bank staff timesheets should note and action the contents of this communication.

Bank workers timesheets are required to be completed electronically and authorisers are required to Add the timesheet to confirm the shift has been worked and then finalise the timesheet to allow the shift to be paid.

Following on from valuable feedback from NHSGGC users of Allocate BankStaff, we have worked with colleagues from Allocate to change the timesheet authorisation/payroll cut off from a Thursday to a Friday.

We therefore advise that effective from w/c 4 September 2017 the extended payroll cut off for electronic time sheets authorisation is 12 noon on a Friday.

All shifts which start before midnight on the Thursday must be signed off for payment before 12 noon on a Friday to ensure the bank workers receive payment the following Friday.

Thursday night shifts can now be paid the following Friday i.e.:

- Thursday Night shift 19:30-07:30

If signed-off by Friday midday will be paid the following Friday.

Are your contact details up-to-date? [Click here](#) to check