

QUESTION

Please can you provide then following information, one response for Doctors, one for Nurses;

1. Overall Bank spend, broken down quarterly through 2016/2017 and 2017/2018 ytd, clarifying any additional related costs such as Pension, Accommodation, subsistence, bonuses & allowances. Please also confirm whether holiday allowances are included in the pay rates or not, and if Bank staff are required to take holidays, or can be paid them in lieu.
2. Please provide details any additional costs the Trust has incurred including human and infrastructure resource in order to operate the Trust bank
3. Please provide a copy of your compliance management process for bank doctors and bank nurses. Please include a list of documents you require to form full compliance.
4. Please detail how often compliance audits are undertaken on the documentation of those bank workers
5. Please detail what systems are in place to manage the expiry of the compliance documentation for bank workers
6. Please provide 5 anonymised samples of the audit reports you have undertaken for bank doctors during 2017
7. Please provide 5 anonymised samples of the audit reports you have undertaken for bank nurses during 2017

RESPONSE:

1.

	Doctors	Nurses
Qtr 1 2016/17	498,664	1,620,496
Qtr 2 2016/17	511,876	1,744,728
Qtr 3 2016/17	462,285	1,761,212
Qtr 4 2016/17	542,864	2,181,122
Qtr 1 2017/18	640,623	2,016,796
Qtr 2 2017/18	610,494	1,975,953
Qtr 3 2017/18	911,928	1,887,891
Qtr 4 2017/18	1,137,678	2,044,571

2.

	Doctors	Nurses
2016/17	20,900	281,298
2017/18	132,387	297,115

3. Employment checks are undertaken in line with NHS Employers' recommendations. These are listed below:

Right to work – As laid out in the UK Visas & Immigration guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638349/Employer_s_guide_to_right_to_work_checks_-_August_2017.pdf

Identity Check standards: <http://www.nhsemployers.org/-/media/Employers/Publications/employment-check-standards/Identity-checks.pdf?la=en&hash=5DF89877B3127D227ADAAF59EDAEDA68A56F647>

Criminal Record Check Standards: <http://www.nhsemployers.org/-/media/Employers/Publications/Employment-checks-NEW-April-2016/Criminal-record-checks-final-March-2017.pdf?la=en&hash=F91CFA97DB3388C45F28CF347B1C660BACBA86B1>

With supporting documents as outlined in the DBS guidance "Documents the applicant must provide": <https://www.gov.uk/guidance/documents-the-applicant-must-provide>

Professional Registration and Qualification checks: <http://www.nhsemployers.org/-/media/Employers/Publications/employment-check-standards/Professional-registration-and-qualifications-checks.pdf?la=en&hash=228E361540E2052813A6810614B0A15DCA1844BC>

Employment history and reference checks: <http://www.nhsemployers.org/-/media/Employers/Publications/employment-check-standards/Employment-history-and-reference-checks.pdf?la=en&hash=9F5759EC3B2671FF53888680FB7DFCBBED4DBE55>

Work Health Assessment: <http://www.nhsemployers.org/-/media/Employers/Publications/employment-check-standards/Work-health-assessments.pdf?la=en&hash=32AF65BC6973CA194A03B7FBA47FBDC98FBA25EB>

4. NHSP processes (Nursing)

- Right to work is assessed by compliance for all new joiners to the bank.
- Documentation relating to Identity, criminal records checks and Right to Work is rechecked during the submission of the DBS application. DBS checks are run annually, so these checks are conducted on an annual basis.
- At completion of the recruitment process a minimum of 10% of workers are audited for full compliance
- 10% of workers worked in the previous quarter are fully compliance checked each quarter. These are washed to remove workers from the previous quarter so the whole bank can be checked.

Doctors' Processes

Internal recruitment audits are undertaken annually for all applicants (bank and substantive).

5. NHSP processes (Nursing)

- Right To Work – cannot book beyond expiration or outside of visa restrictions
- Online & Practical training - they will not be able to book into shifts after the expiry date of their training
- professional registration (also any restrictions on practice)
- Annual DBS checks for nurses are managed by the compliance dept.

Doctors' processes

- Right to work – monthly checks are undertaken by the Workforce team to highlight any upcoming expiries. Workers are contacted to ensure their renewal is in progress but workers would not be able to work if right to work has expired.
- Mandatory Training – compliance is managed by our training department and individual managers. If compliance is out of date, managers would be contacted and workers may be stopped from working until training renewed.
- Professional Registration – All prof reg compliance is monitored monthly by the Workforce team. If prof reg has expired, bank workers will not be able to undertake any shifts.
- DBS – DBS checks are undertaken at the point of recruitment but are not annually renewed.

6. The recruitment of bank doctors only began mid 2017 so compliance checks have not yet been undertaken.

7. Please see the excel spreadsheet attached.

ATTACHMENT: Yes