

## NHS HIGHLAND– Staff Bank Only Contract

Nursing Clinical Support Workers who have **Staff Bank Contracts only**, should complete the attached pro forma and then take the form to a Senior Charge Nurse they have worked with in the recent past for them to verify the tasks that they have been carrying out on shifts worked. Key tasks and activities area noted in the pro forma below. **The assessment will apply to all Bank shifts worked after 22/11/2017**

<b>Employee Name</b>	
<b>Employee Pay Number</b>	

***Please indicate (X) the tasks/activities regularly carried out whilst undertaking a Staff Bank shift. This list of tasks is not exhaustive and other tasks can be added as identified.***

	Carried out in this role?			Carried out in this role?	
	Yes	No		Yes	No
Task/activity			Task/activity		
Urinalysis testing			Venepuncture		
Nutritional screening			Wound dressing		
MRSA screening			Wound observation		
BMI measurement			Wound Swabs		
FOB testing			Cannulation		
Take blood pressure			Removal of cannula		
Basic life support			Stoma bag changing		
Pregnancy testing			Escorting patients		
Patient observations			Making entries in patient records		
Completing patient daily charts			PC skills		
Pulse rate			SCI Audit system		
Body Temperature			O2 Saturation Levels		
Blood Glucose Level Monitoring			Respiration Rate		
Patient Weights			Sputum Specimen collection		
Control and Restraint Procedures / Mgt of Aggression					

**The patient care tasks detailed above (as noted in the Yes column) are carried out in this role. Training, development and/or instruction is provided as required to ensure standards and procedures are followed. The knowledge required to perform these tasks is usually gained through an SVQ or on the job experience and/or training and other learning and development activities.**

Patient / Client Care Responsibilities	YES	NO
<b><i>Please indicate (X) the tasks/activities regularly carried out in this role.</i></b>		

Implement patient care plans as assigned by the registered nurses, including pressure checks, skin bundles and Must charts.		
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Monitor blood glucose as part of clinical observations using the appropriate equipment and respond, dependent on result. Report / escalate to registered nurse. Escort patients to and from ward as deemed appropriate following risk assessment by registered nurse.		
Escort patients to other sites, as deemed appropriate following risk assessment by registered nurse. Acknowledge changes in patients' condition, and report to a registered nurse.		
<b>Freedom to Act</b>	<b>YES</b>	<b>NO</b>
Post holder is able to work within the scope of their practice without direct supervision, but with the wider team available for reference. Exercise initiative when providing patient care, with a registered nurse available for advice and guidance on the ward.		
<b>Banding Decision Outcome</b>		
<b>Increase to Band 3</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>Employee Signature:</b>		
<b>Date:</b>		
<b>Agreed by: Senior Charge Nurse Signature:</b>		
<b>Charge Nurse Name (Block capitals):</b>		
<b>Date:</b>		

The Senior Charge Nurse should email the completed form to the Project Support Manager at the following email address – [philip.walker@nhs.scot](mailto:philip.walker@nhs.scot)

Incomplete forms will be returned to the Bank Worker.

February 2024