BANK WORKER HANDBOOK

2014

Nursing Assistant (NA)

NA’s Name:___________________________________________
Dear Colleague

Welcome to Surrey and Sussex Healthcare NHS Trust. The Trust provides high quality effective patient care in a safe environment. It is based on the best available clinical evidence with equity of access based on patient needs. We consider the patient at the heart of all that we do and we encourage and supporting lifelong learning for all our staff.

The Temporary Staffing Bureau of the Surrey & Sussex NHS Trust offers one of the most flexible ways to work within the National Health Service (NHS). We provide access to a variety of work in a wide range of specialities, across East Surrey and Crawley Hospital.

By registering with the Temporary Staffing Bureau, you have access to all the bank shifts within East Surrey and Crawley Hospital. Priority booking of shifts is given to Bank Staff and shifts are filled through the in-house system.

Availability of work will obviously vary dependant on many factors within the Trust. We must state that the Trust is under no obligation to offer you work, and for legal reasons, all work offered and accepted is separate from the next. No mutuality of obligation shall subsist between engagements.

Likewise, by joining the Temporary Staffing Bureau you will be asked to accept the work when it is offered to you. If this is not possible for you to accept the shifts offered an explanation and your future availability will always be appreciated as this aids the work of the Temporary Staffing Bureau office staff.

**Permanent jobs are available in the Trust. Please contact resource team online through NHS jobs or ring 01737 768511 ext 6193**

The bank staff handbook is designed to provide you with all the information you require to get the best out of your role as a Bank Worker in the Trust.

We hope you will enjoy the diversity of work available in this Trust.

Yours sincerely

Temporary Staffing Bureau.  
Surrey and Sussex Healthcare NHS Trust
Introduction to the Temporary Staffing Bureau

This handbook is designed to help you understand what is expected of you in your role as bank worker in the Trust and how to book your shifts in the Trust. It can be used as a reference in the future.

1. How to Book Shifts?

We need you to contact the Temporary Staffing Bureau (TSB) to let us know when you are available. Wards and units are encouraged to provide shifts up to one month in advance - so don't miss out by not keeping in contact. The TSB office is situated on the ground floor at East Surrey Hospital.

It is important to make regular contact to tell us your availability to work as shifts are often booked well in advance. You can book your shifts in person during opening hours or contact the offices on the direct lines

We are open from Monday to Friday 9am -5pm (telephone service only 5pm-7pm) Saturday and Sunday 8am- 12md.

Telephone: 01737 768511  Ext 1875
                         Ext 6215
                         Ext 6216

Out of Offices Hours
FREEPHONE numbers is 0800326 2508 where you can leave details of your availability. Please note none of the TSB phones take messages.

If you are available for a shift and none are available, please inform us if you wish to be put on-standby. This means that we make a note of when you are free to work and will contact you once a shift becomes available.

All work within the Trust must be booked through the TSB office, as a Reference Number allocated by the TSB is required to pass each shift for payment. Timesheets without valid reference numbers will not be paid.

2. Accepting Work

When bank workers are needed and you have informed the TSB that you are available, the office staff will contact you and offer you shifts. Alternatively, you may wish to contact the office yourself and enquire whether there are any unfilled bookings.

Sometimes when you are working in an area, the person in charge may offer you extra work. This is acceptable, but please ensures that they have informed the TSB using FORM A, and obtained the reference number for it.

When you are booked for a shift, you must ensure that you have been given a reference number. You must have a reference number for each and every shift, or your timesheet may not be paid.

When accepting a booking, please ensure that you have noted carefully the shift times, as these vary between areas. Please also ensure that you are quite sure which area and which hospital the shift is in.

1. The TSB offers a flexible way to structure your shifts to suit yourself and your other commitments. However, there are some things you should bear in mind. The TSB will not book workers to work an early shift and a night duty on the same day,
or a night duty followed by an early or late shift. It is against working time directive. (WTD)

2. You should work a maximum of 96 hours per two-week period. This is subject to change depending on future legislation. This maximum includes the work undertaken within the Trust or elsewhere. Individuals who work more than this maximum may be referred to the Trust's Disciplinary Policy and Procedure.

3. You must have a minimum of one whole day (twenty-four continuous hours) free from work each week.

4. As a Bank Worker you are expected to work regularly appropriately 1-2 or more shifts a week or minimum of 2 shifts a month. If you have not worked any shifts in 6 months you will be removed from the TSB.

5. Any bank workers on a Student Visa will only be allowed to work 10-20 hours per week as per your visa during term time (written dates from your college is required yearly) and 37.5 hours in the holidays. It is your responsibility to ensure you work to the correct hours as it will affect your visa status.

6. Any bank nurse in the country with Limited Leave to Remain must produce the correct document in order to continue to work on the Trust as a bank staff.

3. Cancelling a Booking

If you are unable to attend for a shift, you must give TSB as much notice as possible so they can replace you.

Please ring the office if open or the Clinical Site Managers (Bleep via switchboard). If shift is for Night or Early shift the next day.

If you are cancelling at short notice please also ring the area you were booked and inform them that you won’t be attending.

Under no circumstances should you send another person in your place. If you know of another nurse who is willing to work for you, please inform the person to contact the TSB to book the shifts.

If you do not attend (DNA) a shift that you have booked you will be contacted by the TSB and asked to explain why you did not attend the shift. If this continues it will affect any future bookings and disciplinary action may be implemented.

4. Attending for Work

When you arrive for work you should tell the person in charge your name. This is to make sure you are in the right area at the right time. You must wear a name badge at all times.

If you have any problems, please contact the TSB who will advise you what to do.

It is important to note that you will be asked by the Clinical Site Manager/Matron to move to other clinical areas because they are short of staff. This will not be done unless absolutely necessary and you are not able to refuse to do this as you are a temporary member of staff and therefore expected to work where there is a shortage of staff.

5. Breaks

The usual breaks are:
Full early / full late – 30 minutes unpaid break
Night duty - 60 minutes unpaid break
Long day / night - 60 minutes unpaid break
Please note. You will not be paid for your breaks at all. When you have finished your shift, you must get the timesheet signed.

6. Timesheets

We will show you the hospital timesheet and explain how to use it. Timesheets can mainly be found in the TSB office and should be available on all wards and departments the TSB office. **There is only one bank time sheet for Weekly & Monthly.**

One Time sheet for each area you work on. All shifts for that area go on the same timesheet. Complete all the boxes as directed ensuring payroll number, job reference numbers and signature boxes are completed. You will find your Payroll number on your payslip. On completion of your shift, the timesheet should be signed by the person in charge of the shift, in the Ward Signature column. Plus cost centre of the ward/unit. **It is your responsibility to get this appropriate signature.**

The ward will keep the time sheet and send it to the payroll once it has been signed.

All new starters will be paid monthly unless they request weekly to the TSB and it is authorised TSB Manager.

7. Payment

The payment week runs from Monday to Sunday. All timesheets received from wards/units by Monday midday for the previous week will be paid on the Thursday except when there has been a bank holiday, you will be paid on Friday. The money will be automatically transferred into the account you have nominated

You will also receive a payslip detailing how your wage was worked out, and showing all deductions made on your behalf. This should be kept for future reference.

8. Confidentiality

As with all Health Service workers your TSB membership requires you to keep confidential information concerning patients, clients and staff.

9. Privacy and Dignity

It is essential that all patients are treated with privacy and dignity as per the trust policy. workers should always be polite and courtesy towards patients and other staff members, and to act and behave in a professional manner at all times.

10. Identity Pass/Name Badge

ALL workers MUST wear a Trust Identity pass and a name badge. You may be sent home if you are not wearing this and therefore will not be paid.

11. Uniforms

Workers working within the Trust are expected to reflect the Trust's commitment to providing a high quality service, and should at all times present a smart, tidy and professional appearance, as per the Trust's Uniform Policy. Workers are entitled up to 3 uniforms

All workers are expected to maintain a high standard of personal hygiene. Clothing should be clean, ironed and in good repair. Black shoes should be clean and well maintained. Clothing, hair, shoes and jewellery should be appropriate to all areas. **Trainers and sandals are not acceptable.**
In the clinical areas: if the hair is long it must be tied up and back. Jewellery should be limited to a wedding band and stud earrings.

Example of inappropriate jewellery: visible body piercing and excessive facial piercing. All nursing and midwifery workers are required to wear the hospital uniform. If you require uniforms please ask the TSB office for a form.

Nurses/Midwives who already hold the position of Sister/Charge Nurse in the Trust should wear a uniform appropriate to the grade they are working at for the Bank shift. (If you wear the Sister's uniform patients and colleagues will assume you are working at that grade and thus responsibility will be apportioned appropriate to this grade.

When you are leaving the Trust please ensure all uniforms are returned to the linen room and your identification/swipe card is returned to the TSB office.

12. Opportunities for Training:

Please note that all workers working within the Trust is required to attend annual 2 day statutory & mandatory updates to continue to work in the Trust. It is your responsibility to ensure you book yourself on the course and attend as it does cost the Trust and TSB money if you do not attend.

Once you have booked your place please let the TSB know, so that we can add a note to your record of the dates you will be attending training.

Please ensure you inform the Training department on ext 6915 if you are not able to attend the Training. You will be paid to attend the course once TSB have a copy of your certificates.

- 2 day Statutory & Mandatory Enhancement days
- Manual Handling techniques.
- Collection and giving of Blood Transfusion to patients
- Glucose monitoring

As a member of the Bank you are able to apply to attend a variety of training days run by the Trust but they will need to be relevant to your areas of work and this must be discussed with the Bank Manager / Ward Manager to gain permission and completion of a training form. Each request will be examined individually and only after all Statutory and Mandatory training is up to date.

13. Trust Policies

Trust policies are accessible via the Trust Intranet. Please use all opportunities to familiarise yourself with these policies, and refer to them in the first instance to answer any queries.

Below are details of some policies you should be aware of before commencing work:

**Intimate Care Policy:**
Surrey & Sussex NHS Trust attaches the highest importance to ensuring that a culture that values patient privacy and dignity exists within the organisation. This policy applies to the care of patients who require clinical support of an intimate nature. Intimate and personal care is a key area of a person's self-image and respect. The apparent intimate nature of many health care interventions, if not practiced in a sensitive and respectful manner, can lead to misinterpretation and occasionally, allegations of abuse. There are many forms of abuse such as neglect, physical injury, emotional and sexual abuse. Not understanding the cultural background of a patient can lead to confusion and misunderstanding with some patients believing they have been the subject of abuse. It is
important that healthcare professionals are sensitive to these issues and alert to the potential for patients to be victims of abuse.

**Reporting of Incidents:**
Any incident involving workers should be raised with the person in charge at the time, and an incident form completed. If this stems from a Patient complaint, then the Trusts complaint procedure will be followed.

Incident forms are available on all areas. They ask for all details of the incident, names of those concerned and details of any witnesses. They should be completed by the person in charge, and those involved. Please then sign the form. TSB will inform you of any further steps to take, or any further action that is indicated under the Trust’s Disciplinary Procedure.

**Complaints:**
Any complaint made by patient, relative or staff will be investigated by the Nurse Bank Manager (Ward Manager for permanent staff on bank). A written complaint form will be required to investigate any issue arisen from the complaint.

- If a bank worker is making a complaint about other staff in the Trust it is important that they speak to the Nurse in charge / Matron of the area who will support and direct them to the any appropriate action necessary.
- The bank worker involved in a complaint will be asked to write a statement. Once this is received by TSB a meeting will be arranged with the bank worker to discuss the complaint and review any action necessary, a written report will be kept in the bank workers file.

Occasionally if the complaint is of a serious nature or you require further training. You will not be able to work while the complaint is investigated or training completed.

If the complaints persist it will affect future working as the bank nurse in the Trust and may be investigated on capability or disciplinary procedures.
Frequently Asked Questions

1. What do I need to do if I am off sick?

If you are off sick contact TSB, please give TSB as much notice as possible so they can replace you.

Who to contact?
- TSB on free phone number 0800 328 2508 or on extensions 1875 / 6215 / 6216
- Out of Hours contact Clinical Site Manager/Bed Manager for shift that night or early the next day

2. What do I need to do when I go to work in the ward?

- Please be on time for duty. It is important so staff can commence handover and other staff can leave on time.
- Report to the person in charge immediately you get there so they know who you are and that they are expecting you.
- Be familiar with the ward environment especially the fire exist and extinguishers and patient call system.
- Be professional and courteous at all time.

3. What do I need to do if I hear the fire alarm?

The fire alarms are tested every weekday at 08.15. Apart from testing, on hearing the continuous alarm, one member of the staff on the ward/department must go to the fire panel at the East entrance corridor on the ground floor (even if the alarm stops) and await instructions from the fire team. If you hear a continuous alarm the fire is in the local vicinity. If it is intermittent it is elsewhere in the hospital. If you are not on your ward, go back to your ward to await instruction.

4. How do I bleep someone?

Dial 88 wait for the multi-tone paging system, it will ask you for user number then four digit number for the person you want to ring back on (This means enter Bleep number the of person you want when prompted and then leave extension you want the person to call you back on) It will then say “Thank you paging system accepted”. You can now put down the phone and await the person to call back.

5. What do I do if there is a cardiac arrest on the ward?

It is important to remain calm and get help as soon as possible. To call the resuscitation team to your ward you must telephone 2222 and state your ward and Cardiac Arrest adult or child. Please speak slowly and clearly.

6. What do I do to fast bleep a Doctor in an emergency?

You telephone 2222 and state Doctor required and your ward name. Please speak clearly.

7. How do I get the hospital switchboard and an outside line?

You phone 0 for the switchboard and wait for them to answer. You ring 9 for outside line then the number you require. There are distance limits to calls.

8. Will I be contacted if there is a Major Incidents in the hospital?

Yes, you may be contacted to come on duty. Please ensure TSB/ward/department have your correct telephone number. Please read the Major Incident policy on the wards.

9. Information about trade unions can be found in the main hospital corridors or Trust website
Nursing Assistant
Training Record &
Induction Pack

Name of NA_________________
### Bank Nursing Assistant Training Record & Induction Pack

**NAME:** ………………………………………………………………… Start Date: …… / …… / ……

**NMC pin number & expiry date:**

**Statutory Training: details of most recent updates**

<table>
<thead>
<tr>
<th>STATUTORY TRAINING REQUIRED</th>
<th>Date Booked/Attended</th>
<th>Checked by Temporary Staffing Bureau</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 day Enhanced Statutory and Mandatory Training</td>
<td></td>
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<tr>
<td>Manual Handling</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Qualifications and Dates: (e.g. mentorship, NVQ)**

<table>
<thead>
<tr>
<th>Date achieved</th>
<th>Qualification</th>
<th>BSc / Diploma</th>
<th>comment</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

*All Trust Bank Workers are responsible for booking themselves on future yearly statutory update and sending a copy of their certificate to the TSB.*
**Record of Supernumerary Shifts**

1. First 3 shifts will be paid by the TSB. TSB Manager need to sign timesheet (Early or late shifts)

2. Any further shifts required **MUST** to be negotiated with the TSB before booking staff. If the skills competencies have are not been completed after 3 extra shifts. The Bank Nurse has NOT been assessed suitable to work in acute hospital and will not be able to work in the nurse bank.

3. Please clearly **PRINT** the details in the form

<table>
<thead>
<tr>
<th>Shifts</th>
<th>DATE of Shift</th>
<th>Name of person who Booked the shifts</th>
<th>Ward Name</th>
<th>Cost code</th>
<th>Mentor Name PRINT Please</th>
<th>Reference code from Tempory Staffing Bureau:</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift: 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Shift: 2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Shift: 3</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Further shifts**

| Shift: 4 |               |                                       |           |           |                           |                                               |             |
| Shift: 5 |               |                                       |           |           |                           |                                               |             |
| Shift: 6 |               |                                       |           |           |                           |                                               |             |

Any comments or details of shift restrictions
Comments about Supernumerary Shifts

This sheet must be signed off by the Mentors in the clinical area. It records that the bank worker is competent to work as a Bank NA

Print Name of Nursing Assistant.
Date: …….. / ……. / ……..

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Satisfactory YES Mentor/Staff Nurse signature (PRINT)</th>
<th>Unsatisfactory NO Mentor/ nurse signature (PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is Punctual and reliable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Professional in appearance and abides by the uniform code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Appropriate attitude and approach to all colleagues, patients, families and carers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Clear and concise and accurate documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Demonstrates initiative and is capable of working with minimum support or independently</td>
<td></td>
<td></td>
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<tr>
<td>6. Applies knowledge and skill when dealing with patients and relatives and colleagues.</td>
<td></td>
<td></td>
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<tr>
<td>7. Practices according to NMC code of Conduct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Medicines Competency Administrations of Drugs Booklet. Must be completed within the 3 supernumerary shifts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Competent in clinical competencies**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments/Plans  Please attach a sheet if necessary

Nursing Assistant is competent to work on the Bank Y/N
If No, please indicate reason above in comment box

All key competency skills identified with ** in the pack have been signed off.

Mentor signature………………………………..

Date……./……./…….

Signed by Ward Managers/Sister………………………………

Date …….../……../……..

TSB copy kept on file Yes/No
INDUCTION CHECKLIST FOR NEW BANK WORKER

Name of Nurse: ......................................

<table>
<thead>
<tr>
<th>First Day</th>
<th>Specific Criteria</th>
<th>Recruitment Sig.</th>
<th>Mentor/Workforce Resourcing Bureau Sig.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to work area</strong></td>
<td></td>
<td>Nurse sig.</td>
<td>Mentor sig.</td>
<td>Date</td>
</tr>
<tr>
<td>Orientation to the ward area</td>
<td>Mentor and staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start &amp; finish times/breaks</td>
<td>Information found in Handbook</td>
<td>Information found in Handbook</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off duty rota &amp; shift patterns explained</td>
<td>Mentor to ensure staff aware of this</td>
<td>Mentor to ensure staff aware of this</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tour of clinical area carried out</td>
<td>Either independently or with staff</td>
<td>Either independently or with staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentor/buddy identified</td>
<td>Name:</td>
<td>Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental fire regulations explained</td>
<td>To be completed by Mentors</td>
<td>To be completed by Mentors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rest room &amp; dining room facilities shown</td>
<td>Either independently or with staff</td>
<td>Either independently or with staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Health & Safety**

| | Nurse sig. | Mentor sig. | Date |
| General & equipment | | | |
| Fire exits/fire procedure toilets | | | |
| No smoking policy emphasised | | | |
| Informed of incident reporting procedure/forms | Either independently or with mentor | Either independently or with mentor | |
| familiarise with cardiac arrest trolley | | | |
| Understand universal precautions | | | |
| Risk management | | | |
| First aid | | | |
| Security of personal property | | | |
| Car parking explained | To be completed by Mentors | To be completed by Mentors | |
| Information/data/Caldecott principles | Mentors to ensure they are aware | Mentors to ensure they are aware | |
| Employee facilities shown e.g. shops, chapel | | | |
| Identify main departments | | | |
| SELF TOUR | | | |
| Aware of the following policies which can be found on Intranet | Independently | Independently | |
| 1) Infection control | All available on wards, intranet and Library | All available on wards, intranet and Library | |
| 2) Chaperone Policy and Intimate Care Guideline | | | |
| 3) Uniform policy | | | |
| 4) Confidentiality | | | |
| 5) Patient safety | | | |
| 6) Quality of care | | | |
### Competencies: Skills and Activities for Nursing Assistant Bank Worker

**Instructions:** Please give your mentor/colleague an indication of how long ago and over what period of time you last practiced.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
<th>Competent Signature of mentor</th>
<th>Not Yet Competent Signature of mentor</th>
<th>Comment / Plan</th>
</tr>
</thead>
</table>

**This section must be completed in the Supernumerary Shifts**

Competencies for HCA to complete

**Communication**

- Demonstrate good communication skills and an awareness of patients who may have communication difficulties (e.g. deafness).
- Demonstrates effective telephone skills e.g. on answering phone, states clinical area position and names. Takes notes confirm information and repeats back use of secrecy button.
- Demonstrates good message taking and give factual information to the appropriate people and patients.
- Demonstrates good customer care skills e.g. receive, welcome and orientate patients and visitors to the clinical area.
- Develops a good rapport with patient's staff and visitors quickly.
- Displays empathy, diplomacy and tact when communication about sensitive issues and information.

**Personal care/ hygiene & Privacy dignity**

- Demonstrates skill in administering Personal Care/ Hygiene with privacy and dignity (Including the measurement and application of anti-embolic stockings).
- Demonstrates the skill in Oral Hygiene especially patients with dentures or sore/dry mouth or oral infections.
- Assist patients with elimination needs with the use of commode urinal and bedpans. Correct cleaning of Commode Disposable of bedpans/urinal/vomit bowls in macerator.

**Nutrition**

- Observe and participate in serving food and completing menus with an understanding of special diets for patients.
- Participating in feeding patients with food and drink.
- Good understanding & skill in feeding vulnerable patients.
### Mobility

**Demonstrate making of bed:**

1) Occupied
2) Unoccupied
3) Prepare bed for patient for theatre or investigation
4) Dispose of linen in the correct manner.

**Demonstrates an understanding of areas at danger from pressure caused by immobility and what can be done to prevent problems. Understand how to order special mattresses or aids.**

**Prepare and support patients physically and psychologically before, during and after treatments, procedures and investigations under the guidance of qualified staff.**

**Clean and tidy the environment with correct cleaning products e.g. around patients bed space.**

**Observe and participate in the correct moving and handling of a patient. E.g. Hoist, sliding sheets and pat slide.**

### Documentation

**Clear and concise documentation & charting. Maintains confidentiality with patient information.**

### Vitals signs and Investigations

**Record and document vital signs of 4 patients below:**

Know how to complete
**Early Warning Score (EWS) and when to call for help.**

**Temperature. Pulse. Respirations**

**Oxygen Saturations.**

**Blood Pressure** monitor via the sphygmomanometer and Stethoscope.

**Accurate weighing of patients**

Demonstrate an understanding of a patient on Oxygen therapy

Demonstrates skill in completing fluid balance charts accurately and understands the importance of fluid balance.

Demonstrates skill and understanding in providing Catheter Care

Able to do a urinalysis and report the findings

Observe and obtain specimen collect
### Infection control

**Infection Control**

Demonstrates:
- The correct hand hygiene technique
- Understanding of the appropriate use of liquid soap & water and Alcohol Hand Rub (AHR)

**Verbally explains the appropriate time for hand hygiene (five moments for hand hygiene)**

**Correctly identify and use the different types of waste disposal bins (black, yellow, orange & clear)**

**Observe what personal protection equipment/clothing must be worn when patient is barrier nursed.**

Aware and understand where to obtain information on Trust policy on Infection control and help from infection control nurses if necessary
<table>
<thead>
<tr>
<th>Induction checklist for ALL bank workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
</tr>
<tr>
<td>START DATE:</td>
</tr>
<tr>
<td>LINE MANAGER’S NAME:</td>
</tr>
</tbody>
</table>

*This is completed by the Ward Manager / Area Manager* once all training and supernumerary shifts have been completed successfully.

We confirm that the above induction programme has been satisfactorily completed, including statutory and mandatory training.

We have jointly evaluated the programme and agreed any additional support/information required.

Signature of staff member: ........................................ Date: ...... / ...... /

Signature of manager: ........................................ Date: ...... / ...... /

Print name ........................................ Date ....../....../

Please return this handbook to the Temporary Staffing Bureau at your post supervised shift appointment meeting