

Nursing Clinical Support Worker Band 2 Review

Staff Bank Briefing

Following changes to the national profiles for Nursing and Midwifery Healthcare Support Workers, a review of all Healthcare Support Workers Band 2 against the new national profiles has taken place. The key differences between a Band 2 and a Band 3 are as follows:

Band 2 – Undertakes personal care duties for patients in hospital or similar setting and reports patient condition to registered staff;

Band 3 – Undertakes a range of delegated clinical care duties in hospital, community or other settings and records patient observations and changes to patient clinical conditions.

Now that the review for our substantive staff is almost complete, the implications of the review for individuals who undertake Nursing Clinical Support Worker shifts on the Staff Bank will be addressed. The detail of how this will be progressed is outlined below.

Substantive Staff who also have a Staff Bank contract

Where a member of staff has been re-banded to Band 3 for their substantive role within NHS Highland, their Staff Bank contract will also be changed to Band 3. During the months of **January and February 2024** staff records on the eESS System and Staff Bank System will be updated to reflect this change. These changes will then be shared with the Payroll Team, and it is anticipated that **all payroll records will be updated by the March 2024 pay run.** This will mean that for all future shifts worked on the Staff Bank from **1st February 2024** onwards, these shifts will be paid at Band 3.

Between **June and October 2024, Payroll** will then process arrears of pay due for any Healthcare Support Worker shifts worked on the Staff Bank between 22 November 2017 and **the date of payroll processing.** **If** you have not received your arrears of pay by **October 2024** you should contact the Payroll Department.

Staff Bank Only Contract

Staff who only hold a Staff Bank contract will be required to complete the attached pro forma which outlines the work they have been undertaking in their Bank shifts. You will need to complete the personal details on the form and then highlight the tasks that you believe that you have been undertaking. Thereafter you should contact a Senior Charge Nurse that you have worked with regularly in the past and ask them to confirm that you have been undertaking the tasks that you have identified in the pro forma and therefore working at the Band 3 level. Both you and the Senior Charge Nurse should sign off this form. If you have difficulties in getting a Senior Charge Nurse to sign off your pro forma, you should speak to a Clinical Nurse Manager in an area you regularly

work, and they will be able to assist. **The assessment will apply to all Bank shifts worked after 22/11/2017**

The Senior Charge Nurse should email the completed pro forma to the **Project Support Manager at the following email address – philip.walker@nhs.scot**

On receipt of the completed proforma, where appropriate, your Staff Bank contract will be changed to Band 3, and you will be paid at the Band 3 level for any future Healthcare Support Worker shifts worked which are advertised as Band 3. Where appropriate you will also receive back pay for any shifts already worked back to 22 November 2017.

Completed pro formas should be returned no later than **29th March 2024** Between **March and May 2024** the Staff Bank will make any changes to your Staff Bank record and Payroll will then process where appropriate arrears of pay due for any Healthcare Support Worker shifts worked on the Staff Bank between 22 November 2017 and the date that your Staff Bank post transfers to Band 3. If you have not received your arrears of pay by the end of **October 2024** you should contact the Payroll Department.

If no proforma is returned, the assumption will be that you are continuing as a Healthcare Support Worker, Band 2.

Should you have any problems or queries with this guidance or require any additional support please contact the Staff Bank in the first instance.

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