

# Bank Staff Booking

The simple way forward to a flexible workforce

Meantime's Bank Staff Booking System has used by NHS Trusts since the beginning of 2000 and has been developed in conjunction with a number of Trusts.

The system can be run centrally from a Bank Office or rolled out to ward level enabling bank sessions to be requested at source by multiple users. Hundreds of Bank sessions can be managed on a daily basis to provide a fast, efficient and cost effective service.

Working Time Directive – includes functionality for holiday entitlement and warnings when the 48 hour week will be exceeded. This takes into account normal contract hours for staff with substantive posts.

Reporting – comprehensive reports are provided in the standard system and specific reports can be developed if required.

Interfacing – staff details can be imported daily from ESR to ensure single point of entry and data integrity. Timesheet details can be exported for use by your Payroll department or to be passed automatically into ESR via the standard ADI

Agency – when you are unable to find available bank staff to fill a session, register agency bookings together with details of the person being supplied by the agency

Training – full on site training is provided during implementation

Support – Full on-screen help is available at all times and our comprehensive Licence Agreement covers product support within agreed response times, maintenance of the system and regular upgrades

History – Full audit trail of all bank sessions, bookings and cancellations

Mail Merge – select details to be merged via the powerful report writer

User Defined Fields – create your own data fields to store additional information about your Bank Staff, maybe for Police checks, dates when medicals are required, free text etc.

Web Pages – variety of pages available to keep wards and departments updated.

Flexible – can be tailored for traditional grades or agenda for change

Shifts – create individual shifts, groups of shifts or use the pre-booked quick entry screen

Staff Groups – manage multiple staff groups (Nursing, Admin & Clerical, PAMs etc....)

Finding Staff – include or exclude multiple search criteria to find the right person for a shift

Bank Staff Booking System (User: System Manager)

File Tools Reports Options Help

Day Select **Staff Selection** Work Area

Tue 18 Apr

Ward: (All) Staff: (All)

Band 6 E Physio  
CQ CQ  
A Auxillary  
A (nvq) Grade A with NVQ  
HCA HCA

Bank  
 Agency  
 New Staff

Ignore Availability

Name	Grade	Care
Daniel Inthumathy	HCA	C,E,H,C
Virciglio Helen Ann	A	C,D
Manungo Michael Martin	NT00	S
Karimi-langroodi Debo	D-DS	M
Witchlow Daniel Chidozi	DS	C

Highlight Sick Within The Last Seven Days

Database: BankDemo 00:01 10 user licence

Session Details		Staff Details		Staff Availability			
Job Requested By Skill	Grade	Keyholder	C Grp	Booked	W N S		
A&E D Special	D Special	Tue 18 Apr	Day	10:00 20:15	P	RAMSEY P	✓
		Tue 18 Apr	Day	10:00 22:15	P	FORSYTHE T	✓
		Tue 18 Apr	Late	13:00 20:15	P	OYEBODE J	✓
		Tue 18 Apr		16:00 22:00	P	COMBER AF	✓
		Tue 18 Apr		20:00 06:15	P	GARRARD E	✓
		Tue 18 Apr	Night	20:00 08:15	P	Nolan J	X
		Tue 18 Apr		20:00 06:15	P	ROLDAN V	✓
		Tue 18 Apr	Night	20:00 08:15	P	VAUGHAN	✓
		Tue 18 Apr	Night	20:00 08:15	P	S	✓
		Tue 18 Apr		20:15 06:15	P	Murrell C	X
Abacus Nursery	Nursery	Tue 18 Apr		07:30 16:00		Mary	✓
		Tue 18 Apr		08:00 16:30	P	Deacon GE	✓
		Tue 18 Apr		08:30 14:30		Shelly Briggs	✓
Adult Anaesthetic	E Special	Tue 18 Apr	Long	08:00 17:00	P	Shirley Henry	✓
		Tue 18 Apr		08:00 21:00	P	Jotham	✓
Adult Recovery	D Special	Tue 18 Apr		09:00 17:00	P	COMBER J	✓
	E Special	Tue 18 Apr		13:00 21:00	P	AKENGE BM	✓
Antenatal	HCA	Tue 18 Apr	Day2	09:00 17:00	P	Muthike B	✓
		Tue 18 Apr	Early	07:30 13:30	P	FISHER MA	✓
B1	HCA	Tue 18 Apr	Late	14:00 20:00	P	FISHER MA	✓
B5		Tue 18 Apr	Early	07:30 13:30	P	MELLIS V	✓

### Creating and filling bank sessions

Select day(s) required

Click on ward requiring staff

Click on grade of staff required

Press New Session button

Enter start time and end time

View available staff of suitable bands/grades

Click on name to display phone number

Contact person to confirm their availability

Confirm booking at the press of a button

Staff Details

Data imported from your HR system can include basic and employment details together with training history.

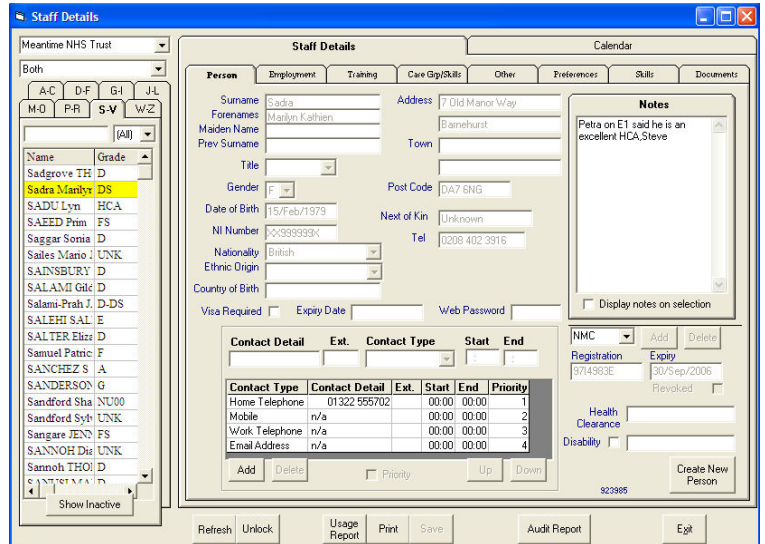
Phone number, Notes, Skills, Care Groups/Preferred locations and user defined fields are all maintained from within this system

Registering availability of Bank Staff is as simple as this:

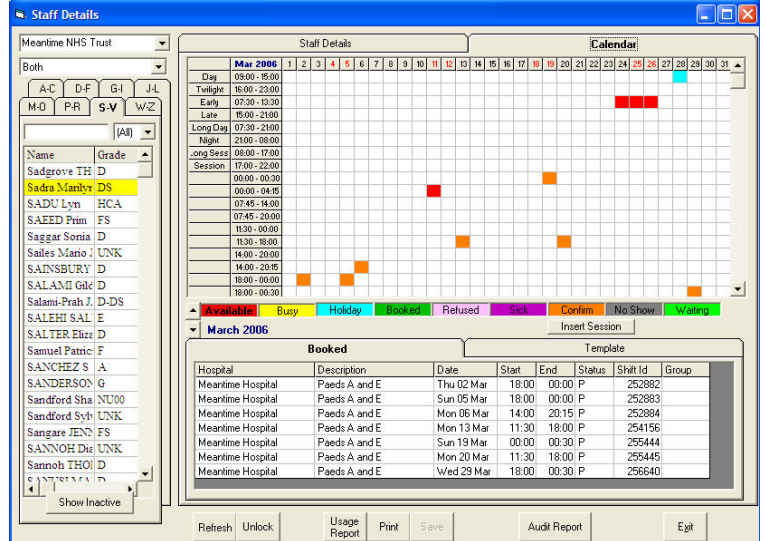
- Click on the person's name
- Click on the cell in the calendar for the day and session concerned

You can create additional lines on the calendar to match the exact times the person is available.

Also register when they are unavailable for work or on holiday.



The screenshot shows the 'Staff Details' form for Sadra Manlyx DS. The form is divided into several sections: Personal, Employment, Training, Care Gp/Skils, Other, Preferences, Skills, and Documents. The Personal section includes fields for Surname, Forenames, Maiden Name, Title, Gender, Date of Birth, NI Number, Nationality, Ethnic Origin, and Country of Birth. The Employment section includes Address, Town, Post Code, Next of Kin, and Tel. The Training section includes Contact Detail, Ext, Contact Type, Start, and End. The Skills section includes NMC, Registration, Expiry, Health Clearance, and Disability. A Notes section is also present on the right side.



The screenshot shows the 'Staff Calendar' for Sadra Manlyx DS. The calendar displays sessions for March 2006. The sessions are color-coded: Available (white), Busy (yellow), Holiday (green), Booked (orange), Refused (red), Sick (purple), Confirm (blue), No Show (grey), and Waiting (pink). A legend at the bottom identifies these colors. A 'Booked' table is shown below the calendar, listing sessions with columns for Hospital, Description, Date, Start, End, Status, Shift Id, and Group.

Hospital	Description	Date	Start	End	Status	Shift Id	Group
Mearntime Hospital	Paeds A and E	Thu 02 Mar	18:00	00:00	P	252882	
Mearntime Hospital	Paeds A and E	Sun 05 Mar	18:00	00:00	P	252883	
Mearntime Hospital	Paeds A and E	Mon 06 Mar	14:00	20:15	P	252884	
Mearntime Hospital	Paeds A and E	Mon 13 Mar	11:30	18:00	P	254156	
Mearntime Hospital	Paeds A and E	Sun 19 Mar	00:00	00:30	P	255444	
Mearntime Hospital	Paeds A and E	Mon 20 Mar	11:30	18:00	P	255445	
Mearntime Hospital	Paeds A and E	Wed 29 Mar	18:00	00:30	P	256640	