

Adding a 'Fallback Grade'

Request the shift to Bank as usual, filling in the required fields

If the shift you are sending to Bank can have a secondary grade (i.e. if you require an RN but will take an HCA if an RN has not booked the shift) you will need to fill in the 'Fallback Grade' box as follows:

Send To Bank ✕

Selected Unit Fulfilment Duties (Sending 1/2 duties to Bank)				
	Requirement...	Location	Shift	Date
<input checked="" type="checkbox"/>	Registered	-	Late	09/03/2021
<input type="checkbox"/>	Registered	-	Late	09/03/2021

Additional Request Information (Applies to 1 highlighted duty)

Bank Unit *
Corporate Bench 1 ▼

Request Reason *
Establishment Vacancies ▼

Gender
- ▼

Required Grade *
RN Band 5 ▼

Fallback Grade
HCA Band 2 ▼

Cost Centre
- ▼

Required Specialty
- ▼

Fallback Specialty
- ▼

Preferred Person
Nominate Preferred Person ...

Cancel
OK

This will let the Bench Co-Ordinators know that if they are unable to fill the shift with an RN, they can offer to an HCA (within an agreed time period)

Only the 'Required Grade' (RN in the example above) will be able to view and book the shift via direct booking.

If the shift you are requesting must be filled by the required grade, please do not enter a fallback grade.

Nominating a 'Preferred Person'

This function is only to be used where there is a specific skill requirement for a shift that only certain people may have, this function does not need to be used where any worker of the same band will suffice.

Request the shift to Bank as usual, filling in the required fields

At the bottom of the box select 'Nominate Preferred Person' by clicking the 3 dots ...

Send To Bank ✕

Selected Unit Fulfilment Duties (Sending 1/2 duties to Bank)				
	Requirement...	Location	Shift	Date
<input checked="" type="checkbox"/>	Registered	-	Late	09/03/2021
<input type="checkbox"/>	Registered	-	Late	09/03/2021

Additional Request Information (Applies to 1 highlighted duty)

Bank Unit *
Corporate Bench 1 ▼

Request Reason *
Establishment Vacancies ▼

Gender
- ▼

Required Grade *
RN Band 5 ▼

Fallback Grade
HCA Band 2 ▼

Cost Centre
- ▼

Required Specialty
- ▼

Fallback Specialty
- ▼

Preferred Person
Nominate Preferred Person ...

Cancel
OK

When the next box pops up, find your preferred person, select their name in the list at the bottom and click ok:

Staff ✕

7 Records
☰
✕
↻

Unit	Corporate Bench 1	Team	Any
Surname	bloggs	Staff No	
Staff Group	Any	Grade Type	Any
Grade	Any		

Title ↑	Surname	Forenames	Name	Known As	Staff Number	Grade	Current Posting	Current Unit	Gend
-	Bloggs	Tony	Tony Bloggs		553322	RN Band 5	A&C Band 2	Corporate Bench 1	-
-	Bloggs	Eliza	Eliza Bloggs		BloggsE	A&C Band 2	A&C Band 2	Corporate Bench 1	-
Miss	Bloggs	Joe	Joe Bloggs		1234	SUP Band 1	Multiple	Admin Trench	-
Miss.	Bloggs	Xena	Xena Bloggs		Xena_Bloggs	A&C Band 7	Multiple	Mitchinsons Manager	Fem
Mr	Bloggs	Anthony	Anthony Bloggs		12345Bloggs	A&C Band 4	Multiple	Corporate Bench 1	-
Mr.	Bloggs	Ken	Ken Bloggs		0000012	AP Band 4 *	RN Band 5	Corporate Bench 1	-
Mrs.	Bloggs	Dorothy	Dorothy Bloggs		0000013	RN Band 5	Multiple	Corporate Bench 1	-

◀
▶

Cancel
Select

Your preferred person will then appear in the box on the Bank Request page:

This request will then filter through to the Bank Team and they will be able to see that you have requested a specific person.

Please Note: This is a request only, other people with the same skills and banding may book on to the shift via the direct booking facility if they see it before the Bank Team are able to assign the duty. If you definitely require that person to fulfil that shift, you will need to ring or email the Bank office in good time to ensure this is actioned.