

Active Bank Posts – Temporary Staff

Active Bank Posts

In order to maintain an active Bank only post with Brighton & Sussex University Hospital Trust you must work at minimum one shift every six months.

This process covers the following staff groups: Administrative and Clerical, Nursing, Healthcare Assistants and Allied Health Professionals.

0-6 Months last worked: A member of the Temporary Workforce will be active and able to work and book shifts.

6-12 Months last worked: A member of the Temporary Workforce will have automatically been made inactive. In order for the worker to be reactivated and be able to work and book shifts the following must be completed.

- Verification from Temporary Staffing that all outstanding statutory and mandatory is completed.
- Referral to HR Employment Services who will need to obtain a self-declaration and Occupational Health review
- Once this has been completed HR Employment Services will reactivate the worker and notify Temporary Staffing and they will be able to work and book shifts again.

12 Months + last worked: If a Worker has not worked for a period of more than twelve months their post will automatically be terminated and they will no longer be able to work or book any further shifts. If the worker would like to continue working they will need to go through a full re-application process with the trust. Please note Temporary Staffing will contact a worker to give seven days' notice of the termination of the bank position with BSUH.

Contact details

Temporary Staffing

Clinical Temporary Staffing: Nursing.Bank@bsuh.nhs.uk

Administrative and Clerical Temporary Staffing: BSUH.ClericalBank@bsuh.nhs.uk

01273 664934

HR Employment Services

All HR Employment Services related queries: HREmploymentServices@bsuh.nhs.uk

01444 448616