

Dear Colleague,

**Joining the SW London Collaborative Staff Bank**

**We do hope you will join** the SWL Collaborative Staff Bank.

Offering a greater choice and flexibility, joining is simple. Available to Band 2 HCA’s and Band 5 Nurses, all you need to do is download the free ‘Me’ mobile app, which can be downloaded onto your phone or via desktop computer at [www.allocateme.com](http://www.allocateme.com)

The Me App will help you access shifts at your own Trust and those other participating Trusts >

**Epsom & St Helier University Hospitals NHS Trusts**

**Kingston NHS Foundation Trust**

**St George’s University Hospitals NHS Trust**

You will be able to view vacant bank duties on your Me App, helping staff to increase their work/life balance reducing reliance on agency workers, reducing costs and increasing the quality of care to patients by enabling staff across ALL Trusts to cover vacant shifts.

**How do you join?**

Joining the Collaborative Staff Bank is a simple, secure and a hassle free process. You don’t need to go through any further employment checks because these are already held by your home staff bank.

By completing just **4 forms (enclosed)** these will be shared with the other Trust(s) where you are interested in working, ensuring you are registered to allow payment without delay.

Follow the simple steps below;

**STEP 1 > Personal Details Form >** to be completed with your individual details, sign and date

**STEP 2 > HM Starter Checklist >** to complete with your details, please sign and date

**STEP 3 > NHS Pensions >** one to be completed for **EACH** Trust you are applying to

**STEP 4 > Working Time opt-out form >** to be completed with your details, please sign and date

Please return these forms to your staff bank office or scan and email to;

collaborativebank@stgeorges.nhs.uk

If you are having problems completing the forms do contact your staff bank for assistance.

It’s as easy as that. **Please note if you don’t fill these forms in you will not be able to book shifts on the SWL Collaborative Bank.**

Further information and FAQs can be found on your home Trust intranet.

We really look forward to hearing from you. Please complete the 4 forms today and join a growing number of nurses who want to work on the Collaborative Bank in South West London.

Regards,

*Sue Winter*

*Director of HR for SWL Collaborative*