

Date 15/05/2025
Your Ref
Our Ref 9989

Enquiries to Richard Mutch
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Dear

FREEDOM OF INFORMATION – STAFF BANK

I write in response to your request for information in relation to the Staff Bank.

Question:

1. Please confirm the policy of NHS Lothian regarding eligibility for NHS bank health care support worker roles?
2. Are these roles reserved for final year student nurses?
3. In principle and subject to all applicable checks, would NHS Lothian accept a nurse with previous experience, undertaking a return to practice course, to join the staff bank at Band 3 or 4?
4. What are the reasons behind NHS Lothian policies on eligibility for bank staff roles?
5. Has there been any change to eligibility policy in recent years given workforce shortages and the pressing need to retain experienced staff?

Answer:

1.	NHS Lothian recruit on a regular basis for non registered / Health Care Support Workers at Bands 2 and 3. At times recruitment may be focussed on specific service needs (i.e. Mental Health Services). Band 2 HCSW require no clinical experience but need to demonstrate a caring, compassionate personality and can demonstrate our values, they must also want to work in a health care environment. This is also applicable for nursing students in year 1 and year 2. The band 2 is to support the delivery of personal care. Band 3 HCSW, require either an SVQ/HNC or NPA 5 to meet the eligibility criteria. This also includes nursing students who have completed year 2 of Nursing studies and can produce certificate of studies. Band 3 supports clinical care.
2.	No, Final year nursing students can apply to join the bank on a Band 3 banding (If not

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Chair Professor John Connaghan CBE
Chief Executive Professor Caroline Hiscox
*Lothian NHS Board is the common
name of Lothian Health Board*

	already on the bank as a Band 2 HCSW) as above and can produce a certificate of year 2 studies.
3.	Yes, if they meet the required standard and pass the relevant interview, and pre-employment checks we would recruit them into a Band 3 role. We do not recruit into Band 4 on the Staff Bank.
4.	Responded to in Q1. There is a need to demonstrate personal awareness and/or clinical competence.
5.	No, we have adopted the same recruitment regime. During Covid, however we did not interview student nurses from Southeast Scotland Universities that were known to us through placements, due to the need to recruit quickly into the organisation. Interviews returned for all HCSW applicants in the last 18 months due to some performance issues being demonstrated.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing
 Cc: Chief Executive