



# How to establish a Research Nurse Bank



## Scoping

- Identify and scope your research nurse requirements - process map to identify gaps in the service provision
- Are you covering the service (absences) or adding capacity? This is important to ensure expected outcomes are met
- Contact your Health Board Nurse Bank, they may have helpful resources or advice. They also need to be aware of your project



## Develop infrastructure

- Identify your available budget and timescales for spend
- Identify a Nurse Bank Coordinator - an important point of contact. Good professional development for an individual. Does not require funding as this can be included within the scope of a B6 job description
- Establish processes for requesting bank staff; booking bank staff, submitting availability and timesheets; maintaining rosters as per Health Board policy and guidelines
- Agree job description
- Provide vacancy justification through local Health Board process



## Planning and strategy

- Engagement and communication with existing staff. Ensure awareness about Bank Nurse role and responsibilities
- Develop induction programme, (use of Health and Care Research Wales induction pack) plan training and develop objectives aligned with outcomes for the Bank Nurse project
- Agree how Bank Nurses will be deployed - priority areas/projects/teams? What will be the model of working? Agree supervisory roles and reporting processes
- Agree a minimum hours commitment to ensure induction and training can be completed by recruited staff
- Identify logistical and practical requirements such as base, travel requirements and desk/equipment
- Maintain competency through regular monthly bank shifts

## ✓ Recruitment

- Advertise post through NHS jobs. Consider 'rolling advert' where the vacancy remains open ended
- Promote the Nurse Bank within existing Research Teams to facilitate additional hours for part time staff
- Shortlist, organise and conduct interviews, process successful applicants through NHS recruitment process

## ✓ Training

- Identify training requirements through consultation with local teams
- Develop and schedule a training programme:
  - Day 1 Induction folder, mentorship
  - Day 2 Introduction to GCP
  - Day 3 Essential Documents Training
  - Day 4 Valid Informed consent
  - Day 5 Communication Skills
- Plan shadowing experience for recruited staff. E.g. shadowing research staff on a specific project where increased recruitment is required
- Ensure all competencies are signed off prior to releasing nurse to work on trials independently

## ✓ Pilot

- Agree pilot timescale
- Process availability and deploy new bank staff to placements
- Coordinator to contact bank staff on placement weekly to offer support
- Develop mechanisms for collecting data to evaluate role and activity

## ✓ Evaluation

- Impact: report qualitative and quantitative data to provide evidence of impact. Monitor staff development into substantive posts
- Sustainability: review budget and plan future requirements and capacity to continue
- Consider peer support requirements for staff who undertake regular bank work. For example attending staff meetings or meeting as a group of bank nurses
- Scope requirements for future bank nurse provision
- Develop bank staff provision with other professional groups as required

### References:

- The advantages and disadvantages of developing a Research Nurse Bank. V Britten and S Kearney. Annual NHS R&D Forum, Newport, Wales. May 2108
- Developing the first Research Nurse Bank in Wales. @ResearchWales magazine, Issue 3, November 2017