

**Glossary of Terms**

# Collaborative Staff Bank

A group of organisations (NHS Trusts) joining together to create a shared group of staff, able to support unfilled shifts across multiple settings (hospitals). A Collaborative Staff Bank operates in the same way as a Trust Staff Bank, just with more Trusts offering Bank shifts.

# Collaborative Staff Bank Worker

An individual employed (Substantive / Bank) by a collaborating organisation (NHS Trust) that has registered to join the Collaborative Staff Bank and completed the onboarding process and been confirmed as a CSB Worker. CSB Workers can view and direct-book shifts (via their usual platform - i.e., Employer Online / Loop) made available via the CSB.

# Collaborating Organisation

An NHS Trust (Organisation) that has agreed to participate in the Collaborative Staff Bank and share their workforce across other local Trusts (covering hospital sites within their Trust) that are also taking part.

# CloudStaff

CloudStaff is the name of the platform supporting the logistics of a shared workforce. It is a product provided by RLDatix, one of our rostering platform providers, and helps rostering systems across collaborating organisations talk to each other! The platform ensures you can easily view and book shifts across organisations when they become available without any additional burden to teams.

# Trust Bank Office (Bank Management Team)

The term Trust Bank Office refers to your local team (Home in ESR) in charge of Temporary Staffing (including Bank and Agency workers). This team are supporting delivery of the Collaborative Staff Bank and would be the same team that supports your local Bank.

# Home Trust

For individuals, your Home Trust is the setting in which your lead employment is linked to (i.e., Substantive / Initial Bank role). This Home Trust will be the Trust responsible for maintaining your Electronic Staff Record (ESR) – including relevant employment checks, training record and performance.

# Host Trust

The term Host Trust is used to refer to any setting participating in the Collaborative Staff Bank for which you may work additional CSB shifts that is not part of your Home Trust (For example, if you are employed by Humber Health Partnership and work a shift at York Hospital, York and Scarborough Teaching Hospitals FT would be the Host Trust).

# Terms of Engagement

These are the terms and conditions behind your registration to the Collaborative Staff Bank and include details such as employment status, expectations for activities, and arrangements for pay and benefits. As part of registration, you will be asked to acknowledge the CSB Terms of Engagement, with the expectation you will operate in accordance with terms for all CSB shifts worked. A reference copy is available here.