Approving a Temporary Staffing Request

All Temporary Staffing requests for Nursing now require Matron approval. If the shift is not approved by Matron, it will not be visible to Bank workers.

When a shift is sent to Bank it will have an additional icon to show that it has not yet been approved:
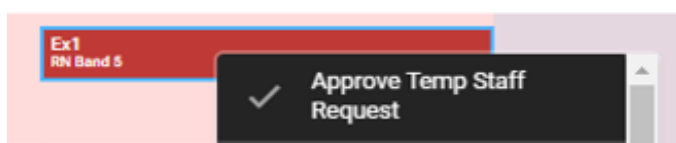

Once you have reviewed the request you can approve it using any of the 3 methods below:
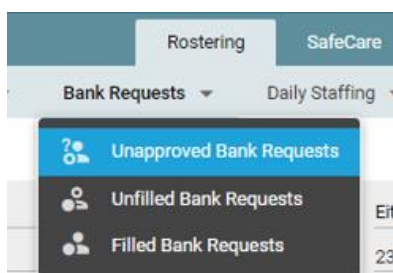
1. Go to the Ward roster, left click the shift to bring up the side panel, and select 'Approve Temp Staff Request' in the top right-hand corner of the screen:

2. Go to the Ward roster, right click the shift, and select 'Approve Temp Staff Request' from the drop-down list

3. Go to Rostering > Bank Requests > Unapproved Bank Requests

From here you can select the Ward you want to look at, select the date range and find all temp staffing requests for that unit, you can then approve using the previous 2 methods.

Temp Staff Requests

Unit	Mitchinson Ward		Bank / Agency *	Either	
From *	17/05/2021		To *	23/06/2021	

If you decide not to approve the shift, you can reset it to unit fulfilment by either right clicking and selecting the option from the list, or by left clicking, selecting 'more' in the top right hand corner and then clicking reset to unit fulfilment.

Please Note - You can select and approve multiple duties at once using the following methods:

1) If you wish to select multiple duties out of sequence you can click the first one, hold down CTRL in the bottom left hand corner of your keyboard, then with this still held down click on the other duties you wish to select. You will know if it has worked as a count will appear at the bottom of the screen and they will all have a blue highlight around them.
2) If you wish to select all duties (for example using method 3 in the approval process) you can select the top one, hold down the shift key on your keyboard (arrow on left hand side) and then with that still held down, select the bottom one in the list (or the last date if you're using the roster screen). This will then highlight all duties in that line or list.