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HealthRoster

Assigning On Calls & Call Out



Blackpool Teaching Hospitals 
NHS Foundation Trust

People Centred

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Compassion

Excellence

Assigning On Call Shifts

1. Find your On Call shifts in your vacancies window

	03	04	05	06	07	08	09	10
Take Charge-RN x2	OC V						OC V	OC V
Duties x8				Dx1	Dx1			
Manager-Ward Manager x11	OC V							OC V
		OC x	OC x	OC x	OC x	OC x		

TIP: On Call Shifts will be denoted with a telephone symbol

2. Drag the On Call shift(s) to the person completing the On Call

TIP: If you hover over an On Call Shift (with no call assigned) the Work Time should be 00:00

Requirement Details			
Date:	03/08/2014	Work Time:	00:00
Start-End:	09:00 - 17:00	Rest Start (Duration):	09:00 (8hrs)
<input type="radio"/> Optional Duty			
<input checked="" type="radio"/> On Call Duty			

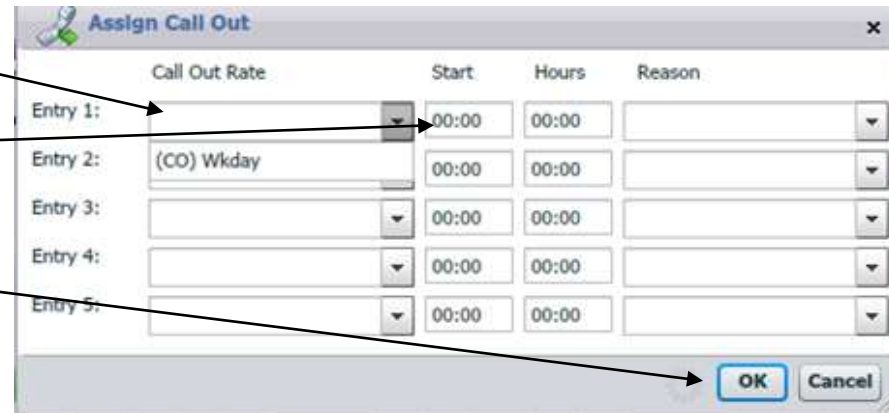
Assigning Call Out

1. Right click on the relevant On Call →
2. Shift Select 'Assign Callout' →



TIP: 'Assign Callout' option is not available for shifts other than on-call

3. Select the rate from the drop down list →
4. Select the start time and the hours (duration) of the call out →
5. Click 'OK' →



The 'Assign Call Out' dialog box contains a table with the following columns: Call Out Rate, Start, Hours, and Reason. It has five rows labeled Entry 1 through Entry 5. Entry 2 has '(CO) Wkday' in the Call Out Rate column. At the bottom right are 'OK' and 'Cancel' buttons.

	Call Out Rate	Start	Hours	Reason
Entry 1:		00:00	00:00	
Entry 2:	(CO) Wkday	00:00	00:00	
Entry 3:		00:00	00:00	
Entry 4:		00:00	00:00	
Entry 5:		00:00	00:00	