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HealthRoster Inputting Sickness



Blackpool Teaching Hospitals 
NHS Foundation Trust

People Centred

Positive

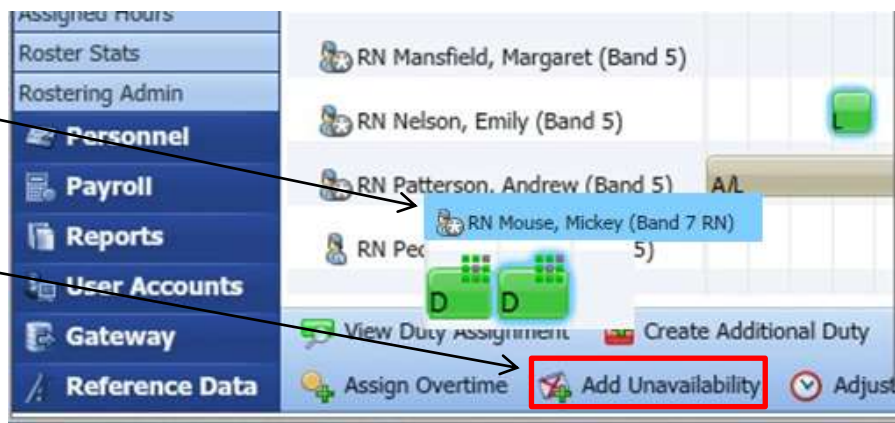
Compassion

Excellence

Inputting Sickness

1. Click on a person's name or search for person

2. Click on 'Add unavailability' (bottom blue tool bar)



3. An unavailability form will appear

4. Enter the group, reason & dates

5. Select the Certification type (i.e medically certified)

6. Check the 'Work Time' calculated, amend if necessary

7. Click 'ok'

The screenshot shows the 'Add Unavailability' form for Mickey Mouse (Disney 12345). The form has the following fields and values:

- Group: Sickness
- Reason: Back - Back Problems
- Start: 05/08/2014 07:00
- End: 16/08/2014 23:59
- Duration: 12
- State: Approved
- Secondary Sickness Reason: -
- Certification: Medically Certified
- Industrial Injury: Third Party:
- Return To Work Interview: Date:
- Refer To Occ Health: Date:

Below the form is a 'Next Steps' section with radio buttons for 'No Action', 'Cancel Demand', and 'Send To Bank'. Below that is a 'Work Time' section with a 'Week Start' dropdown set to 03/08/2014 and a 'Refresh' button. A table shows the work time for Mickey Mouse Unit (Band 7 RN) for the week of 03/08/2014 to 09/08/2014:

Posting	03/08 Su	04/08 Mo	05/08 Tu	06/08 We	07/08 Th	08/08 Fr	09/08 Sa	Total Hours
Mickey Mouse Unit (Band 7 RN)			07:30	00:00	00:00	07:30	00:00	15:00

At the bottom of the form is a 'Notes' section and 'OK' and 'Cancel' buttons.

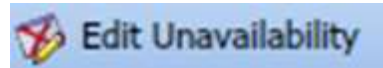
Extending Sickness

TIP: Sickness episodes should always be extended and not added as separate incidents. Recording sickness episodes separately will impact sickness warnings and may result in Occupational Health incorrectly contacting the

1. Select the unavailability you need to extend



2. Click on 'Edit Unavailability' (bottom blue tool bar)



3. Adjust the end date as required

4. Check the work time information has updated to reflect the correct number of hours the person would have worked

5. Select 'OK'

Week Start	03/06 Su	04/06 Mo	05/06 Tu	06/06 We	07/06 Th	08/06 Fr	09/06 Sa	Total Hours
Mickey Mouse Unit (Band 7 RN)			07:30	08:00	08:00	07:30	08:00	13:00

TIP: The end date of locked unavailability should be changed without unlocking the unavailability. Sickness must be extended correctly prior to the roster being finalized for payroll. If a sickness episode is unlocked please contact the e-rostering team.



Example of a correctly input two day sickness episode



Example of an incorrectly input two day sickness episode

