

Email: e-rostering@bfwhospitals.nhs.uk

Website: <http://www.bfwh.nhs.uk/working-for-the-trust/e-rostering-and-corporate-bench>

Phone: 01253 953690

Approving the Roster



Blackpool Teaching Hospitals 
NHS Foundation Trust

People Centred

Positive

Compassion

Excellence

Why do we approve the roster? By approving the roster you are verifying that the hours rostered are what you are currently expecting staff to work. Approving the roster allows staff to see their roster in EOL. The summary tab allows you to see the data which is returned to the information team based on your roster and forms part of the Dashboard Data.

When do I need to approve the roster? Approving the roster should be completed at least 12 weeks prior to the roster being worked, see the Roster Calendar for more details. Your unit summary will also remind you when a roster approval is due.

What does the Roster Analyser Summary Page tell me?

Unavailability refers to the percentage of contracted hours being assigned to a non-worked task. It is important to monitor this because we all provide a service, whether directly to patients or to one another to facilitate front facing staff. If there is a large percentage of the team unavailable to work the team will not be able to provide a consistent level of service. It may also leave staff that are left to 'manage the fort' tired, potentially leading to sickness problems.

Safety looks at the number of shifts marked as 'required' in the roster template which have not been assigned to anyone. The safety statistic also takes into consideration the number of shifts that require someone with the ability to 'take charge' or another particular skill (i.e. take blood) which have not been given to someone with this competence assigned to them in HealthRoster

Effectiveness refers to a number of elements. It firstly looks at whether the correct number of hours work have been given to staff in light of their work contract. It also reports on the number of duties which have been created in addition to the agreed number of duties provided in the template. Thirdly it highlights the number of shifts given to someone of the wrong grade type (i.e. an unregistered shift given to a registered worker)

Annual Leave refers to the percentage of staff on annual leave per week. All percentages calculated by staff type (i.e. registered/unregistered/other) Trust guidelines recommend this should remain between 11-17%

Fairness refers to both the percentage of duties which have been requested by staff and the percentage of duties with warnings attached.

1. Click on the roster bar



2. Click on the Roster Analyser button (bottom blue tool bar)



3. Summary tab provides an overview of the roster



4. To find out more information about a field. Click on the highlighted field and details will appear in a new window



Shift Name	Duties	Hours	Percentage of Total
Duty	37	277:30	44%
Early Start	25	187:30	30%
Late Start	22	165:00	26%
Σ TOTAL	84	630:00	100%

5. Once the data has been reviewed and you are satisfied with your roster, click 'Partially Approve Roster'

Registered	0.0 %	0.0 %	0.0 %	0.0 %
Unregistered	0.0 %	0.0 %	0.0 %	0.0 %

Fairness	
Requested Duties %	Duties with Warnings %
0 %	0 %

Partially Approve Roster

6. A message will appear asking if you wish to approve this roster

ApproveRoster

Approve this Roster?

OK **Cancel**

7. To fully approve the roster select 'Fully Approve Roster'

Fully Approve Roster

8. The status of the roster will be updated on the roster bar

08 September 2014 : Fully Approve

Please Note: All leave requests for the roster period must be dealt with prior to the roster being approved. If you have not approved leave you will receive an error message. If this happens please follow the guide to Approving Annual Leave and then repeat the approval process.