

THE e-ROSTERING PROCESS - QUICK REFERENCE

PROCESS	RESPONSIBILITY
Use the Trust standard roster dates	Roster Updater, Team/Ward/Dept Mgr, Senior Mgr
Post a roster to <i>employee online</i> in order for staff to insert their requests, clearly stating a closing date for all requests.	Roster Updater, Team/Ward/Dept Mgr, Senior Mgr
Close the roster to requests, and approve requests and add / approve any non-effective periods (i.e. annual leave, study days, admin day, sickness, paternity leave, maternity and carers leave etc.)	Team/Ward/Dept Mgr, Senior Mgr
Decide upon your night staff for the period and manually roster.	Team/Ward/Dept Mgr, Senior Mgr
Run the autoroster (this will try to fill in the expensive / difficult to fill shifts (e.g. weekends) first and create a balance)).	Roster Updater, Team/Ward/Dept Mgr, Senior Mgr
Ensure that there is a nurse in charge for each shift, manually move shifts as necessary.	Team/Ward/Dept Mgr, Senior Mgr
Fill remaining staff hours with vacant shifts, adjusting duty times where necessary.	Team/Ward/Dept Mgr, Senior Mgr
Review roster analysis data, ensure good balance of staff across 6 week period, all staff hours are used, charge cover allocated and there is an even balance of popular and unpopular shifts amongst substantive staff. Staff unavailability should be within the specified parameters, if it is not the roster should be reviewed and amendments made before reviewing the analysis data.	Team/Ward/Dept Mgr, Senior Mgr
Approve the roster and inform Senior Manager ready for publishing approval	Team/Ward/Dept Mgr, Senior Mgr
Senior Manager reviews analysis data, if there are gaps in the roster try to cover them by moving nurses or responsibilities between teams / wards.	Team/Ward/Dept Mgr, Senior Mgr
Once approved by Senior Manager, publish roster	Team/Ward/Dept Mgr; Senior Mgr
Allocate any 'required to be filled' vacant shifts to bank, immediately after roster has been approved. Additional urgent ad hoc requests can be made later.	Team/Ward/Dept Mgr; Senior Mgr
If temporary staff are necessary, ensure you are rostering them for the cheapest possible shift, length of time and grade.	Team/Ward/Dept Mgr; Senior Mgr
If there are still gaps in the roster, plan to fill them with temporary staff or by using supernumerary staff e.g. prioritise workload or consider moving less urgent tasks to another shift and/or make best use of supernumerary staff available.	Team/Ward/Dept Mgr; Senior Mgr