HealthRoster Information Guide

Here for your ongoing HealthRoster support
Phone: 01872 255755 or extension #5755, then select option 4.
rch-tr.rostering@nhs.net
Beacon House
RCHT

If you require a HealthRoster training refresher or would like more training in a specific area bespoke to your departmental activity needs, please contact us.

Systems the team provide training on:
• HealthRoster - All staff who will input information into the HealthRoster system
• Employee Online - All staff
• SafeCare - For Deputies/Team Leaders and Managers of Inpatient units
• Roster Perform - For Deputies/Team Leaders and Managers
• Payroll Training on HealthRoster - For Deputies/Team Leaders and Managers
• Efficient Rostering Practices on HealthRoster - All staff who will input information into the system

Other Useful Info:
Managers can request changes to staff account access on the CITS training portal eRostering page https://elearning.cornwall.nhs.uk/?p=site/m/erostering/index.html by clicking on the Pre-Course Requirements, which will open the Access Request form.
Ensure you have the essential knowledge to roster staff by completing the online training which includes watching the Movies and completing the Confirmation of Learning on the eLearning page, and the Payroll Assessment.

The eRoster Team will create EmployeeOnline (EOL) accounts for all new starters. The link is https://rcheol.allocate-cloud.com/EmployeeOnlineHealth/RCHLIVE/Login
If you have not received a password reset email, please send your CITS PC Username to rch-tr.rostering@nhs.net so we can create your account and send you our guide for EOL.

Who are the eRostering team:
• eRoster Service Manager: Michelle Moore
• Implementation Leads: Chris Abnett, Claire Pearce - contact for queries related to SafeCare, new rosters or templates, 1 to 1 training etc.
• Resourcing Assistants: Siân Marks, Rachel-Gerrard Hart - contact for queries related to templates, 1 to 1 training and net hours.
• System Admin Support: Lydia Williams, Marianne Jose - contact for any general queries via the rch-tr.rostering@nhs.net shared inbox or the main phone number.