

HealthRoster Information Guide

Here for your ongoing HealthRoster support

RCH Agenda for Change eRosterTeam+

Royal Cornwall Hospitals NHS Trust

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E: rch-tr.rostering@nhs.net

W: [e-Roster | Intranet - Royal Cornwall Hospitals Trust](#)

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 / Optima - All staff who will input information into the HealthRoster system
- Loop - All staff
- SafeCare - For Deputies/Team Leaders and Managers of Inpatient units
- Roster Perform - For Deputies/Team Leaders and Managers
- HealthRoster specific Payroll Training - 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 by emailing rch-tr.rostering@nhs.net using the form found on [e-Roster | Intranet - Royal Cornwall Hospitals Trust](#).

Prior to access being granted to the system you must have the essential knowledge to roster staff by completing the CITS training via TAS (select HealthRoster in the right-side drop-down menu), and the Payroll Assessment.

The eRoster Team will create Loop (Allocate Loop) accounts for all new starters.

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. Also see our eRoster Healthroster - Guides page for Loop Set Up and FAQs.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=288>