

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 / Otima - 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
- 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), 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 provide guidance for EOL.

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