eRostering - Health Roster (Classroom Course)

eRostering (Health Roster)

Description

The eRoster service is designed to support front line staff and managers to ensure the right people are in the right place at the right time.

Suitable for:

For those who manage staff and need to allocate shifts and/or add annual leave, sickness and other leave

Learning outcomes

- Gain an understanding of Healthroster
- Search, view and edit staff details
- Add a contact
- Create a roster
- Assign/Edit/Delete a skill
- Add skills in bulk
- Add unavailability's
- Sign shifts – manually
- Auto roster
- Swap duties
- Adjust shift times
- Split Shifts
- Move Demand
- Add Overtime
- Approve the Roster
- Finalise the Roster
- Unlock Shifts
- Request bank staff
- Print Rosters

- Finalise a Roster
- View Staff leagues
- View Reports

Course booking: https://elearning.cornwall.nhs.uk/?p=site/tas/tas_site_loader.html&courseid=34