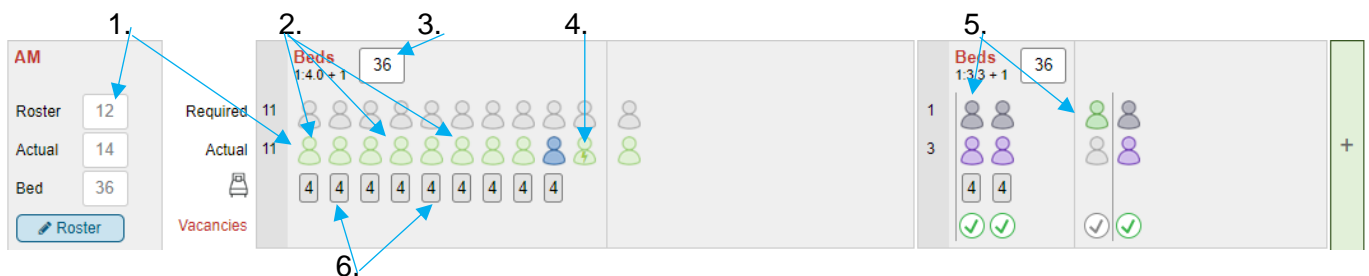


# FAQs HeWS RosterOn Integration

## What are the main changes with the RosterOn HeWS Integration and what do I need to do?

When viewing your department 'request staff' screen, you will notice a few changes:



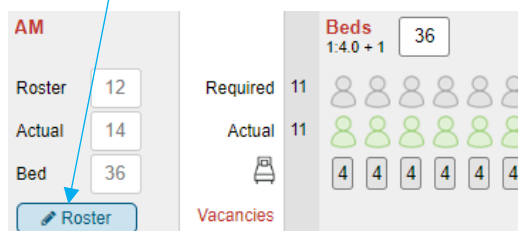
1. The number of staff icons for each shift will be a reflection of your rostered staff (at time of data upload)
2. When hovering over the icons, you will see staff details (name, shift time, role, skill type and grade) NB. Staff are automatically mapped into HeWS based on their RosterOn role and shift times (shift type has no effect on mapping beyond allocating to an AM or PM or Night). NMWU is able to assist with fine tuning how your roster is imported to best reflect your ward roster
3. You need to enter your actual bed numbers for each shift and allocate 'beds' to staff, as this will generate an automatic calculation of ratio's based on rostered and requested staff
4. Where your nurse in charge is not assigned a patient load, you will need to ensure that they have been identified as 'In-charge' and allocated 'beds' (lightening bolt symbol within icon) to ensure ratio calculations are correct to include the '+1' for IC
5. RUSONs and HCWs are separated and are listed on the right side of the screen and must not be allocated beds as they are not included in ratios
6. Once beds are allocated to staff, the number of beds allocated to each staff (according to preset ratio settings) appears under each staff icon

***This applies to most general wards, there may be some differences to accommodate the needs of specialty areas.***

If you feel your areas needs to have adjustments made, this is possible so please reach out to NMWU team to assist.

## How do I allocate "beds" to staff and allocate someone "in charge"?

Click on the blue 'Roster' button.



Clicking on the blue 'Roster' button will take you to a list of all staff rostered for the shift. You will see a list of all staff rostered, some information about them when you hover over the information icon next to their name, their start and end time, break, paid hours, activity and in charge box.

## What does the NIC/MIC need to complete each shift in HeWS?

1. Each shift a person needs to be identified as 'in charge' and ensure the 'in charge' box is ticked for one person only. To reflect correct ratios, the in charge needs to be allocated "beds" as their activity.
2. Activity needs to be assigned to staff (RNs, RMs, ENs need beds assigned to them – drop down box in 'Activity' column). This will create a ratio which sits under 'Beds' and above the staff icons.
3. You need to enter the number of beds likely to be occupied each shift – for next current and next shift and update previous shift actual numbers if not reflected accurately.
4. You can delete any staff member who is no longer rostered (not on leave that need replacing) or add anyone not currently reflected who are on the roster (You can search staff in the drop down box under the table and assign them beds as required). Staff who are supernumerary need to have beds removed from their activity e.g. staff on workcover, RTW, admin days etc.
5. You can also request replacement staff from this screen – select correct rationale and click on '+ Request' button.
6. You can also move between shifts (AM, PM or Night) in this screen.

The screenshot displays the HeWS interface for shift rostering. At the top, there are tabs for AM, PM, and Night shifts. Below this is a table for 'Skill Mix' and a 'Request' section.

Shift	Roster	Actual	Name	Start	End	Break	Paid	Activity	IC
AM	1	1		07:00	15:30	00:30	8.0	Beds	<input type="checkbox"/>
AM	1	1		07:00	15:30	00:30	8.0	Beds	<input type="checkbox"/>
AM	1	1		07:00	15:30	00:30	8.0	Beds	<input checked="" type="checkbox"/>
AM	1	1		07:00	12:00	00:00	5.0	Beds	<input type="checkbox"/>
AM	1	1		08:00	16:30	00:30	8.0	Beds	<input type="checkbox"/>
AM	1	1		07:00	15:30	00:30	8.0	Beds	<input type="checkbox"/>
AM	1	1		07:00	15:30	00:30	8.0	Beds	<input type="checkbox"/>
AM	1	1		07:00	15:30	00:30	8.0	Beds	<input type="checkbox"/>
AM	1	1		07:00	15:30	00:30	8.0	Beds	<input type="checkbox"/>
AM	1	1		07:00	15:30	00:30	8.0	Beds	<input type="checkbox"/>
AM	0	1		07:00	15:30	00:30	8.0	Beds	<input type="checkbox"/>
<b>Total</b>	<b>9</b>	<b>10</b>							

The 'Request' section on the right has columns for Request, Rationale, and Status. It contains several rows with '+ Request' buttons. The bottom row shows a 'Roster Vacancy' with a green checkmark and a '+ Request' button.

At the bottom of the interface, there are input fields for 'Roster' and '+ Request' buttons, along with 'Save' and 'Close' buttons.

**HeWS is Western Health's source of truth and evidence that we are meeting legislative requirements regarding staffing ratios. Completing the above steps will ensure your staffing ratios and activity are 100% correct in HeWS.**

Activity reports can be generated from this data and are being utilised to support conversations related to ratio's and staffing levels.

### If I make changes in RosterOn will they be reflected in HeWS straight away?

The RosterOn upload occurs daily at midnight. Changes made in RosterOn will be seen in HeWS after the upload each night.

### Are the changes I make in HeWS reflected in RosterOn?

No, currently this is a one way integration (from RosterOn to HeWS). RosterOn is your source of truth and time card and must be updated to reflect actual.

### How far in advance are the rosters imported into HeWS?

There are 2.5 weeks of rosters from RosterOn uploaded each night into HeWS, however we are trying to negotiate more weeks with IT and go further into the future, ideally 6-8 weeks.

### Are there any changes to how I request supplementary staff in HeWS?

Requesting supplementary staff is the same, however if you are replacing staff leave, you will now be able to select the actual staff member who is on leave or search for them if they are not there.

Select Actual Shift

Type  Request Staff  Make Staff Surplus

Rationale

Skill Group  Nurse  Support

Staff Roster  07:00-15:30 (Beds)  07:00-15:30 (Beds)  
 07:00-15:30 (Beds)  None

Unrostered Staff

Please ensure that the 'Activity Group', 'Shift Time' and the 'Skill Type' are adjusted as necessary, these should reflect the supplementary staff able to work the shift, not the staff member being replaced. This assists allocations filling your vacancies with the appropriate staff (Nursing/Midwifery vacancies need RN, RM, EN skill types and specials need HCW selected).

Request Staff

Request Details

Surplus Staff

Department: **West Ward Upper WWT**

Shift Date: 26/04/2022 - AM

Shift Time: 07:00 - 15:30 Paid 08:00  In Charge

Activity Group:   In Charge

Related Roster:

<input type="checkbox"/> Nurse-RN	<input type="checkbox"/> Nurse Consultant	<input type="checkbox"/> Nurse Practitioner	<input type="checkbox"/> Nurse Director	<input type="checkbox"/> Nurse-CN
<input type="checkbox"/> Nurse-GN	<input type="checkbox"/> Nurse RN Midwife	<input type="checkbox"/> Nurse Manager	<input type="checkbox"/> Nurse Coordinator	<input type="checkbox"/> Midwife
<input type="checkbox"/> Nurse-GN PP	<input type="checkbox"/> Nurse-RPN	<input checked="" type="checkbox"/> Nurse ANUM	<input type="checkbox"/> Nurse-RN CCU CE...	<input type="checkbox"/> Nurse-RN Surge
<input type="checkbox"/> Nurse-Student	<input type="checkbox"/> RN Immuniser	<input type="checkbox"/> COVID Test	<input type="checkbox"/> Nurse-RN ICU CERT	<input type="checkbox"/> Nurse-EN Surge

Staff Type:  Staff List:   Suggested  Staff Agreed

Rationale:  Attribute:

Allowance:  OnCallAllwce  Certificate  InCharge

**Comments:**

**Status:**

Booked Staff:

Suggested Staff:

Skill Types:

Grade Code:

Requested:

Confirmation:



### What if some staff are missing from my roster in HeWS?

You are able to add or delete staff in HeWS as needed. Simply go to the dropdown box and select the staff member missing (all your permanent staff will appear in the dropdown box). You can also adjust shift start and finish times and allocate them beds. Click 'Save' at the bottom of the page when complete.

The screenshot shows the HeWS rostering interface. At the top, there are tabs for 'AM', 'PM', and 'Night', with 'AM' selected. Below this, there are input fields for 'Beds' (1:4.0+1) and 'Stroke Beds' (1:0.0). A table lists staff members for the AM shift, including their start and end times, shift duration, and assigned beds. A dropdown menu is open, showing a list of staff members with their skill types (e.g., [PT]). At the bottom, there is a 'Skill Mix' section with a table showing the percentage and staff count for various skill types, and a 'Notes' box for documentation.

Shift	Beds	Stroke Beds	Start Time	End Time	Duration	Staff	Request
AM	1	1	08:00	16:30	00:30	8.0	+ Request
AM	0	1	07:00	15:00	00:30	7.5	+ Request
AM	0	1	07:00	15:00	00:30	7.5	+ Request
AM	0	1	07:00	15:00	00:30	7.5	+ Request
AM	0	1	07:00	15:00	00:30	7.5	+ Request
AM	0	0	07:00	15:30	00:30	8.0	+ Request
<b>Total</b>	<b>12</b>	<b>15</b>					

Skill Type	Percentage	Staff Count
Nurse Manager	7%	1
Nurse-CN	7%	1
Nurse-GN	13%	2
HCW	27%	4
Nurse-EN	20%	3
Nurse-RN	20%	3
Nurse-GN WM	7%	1

### Where will I see my staffing skill mix?

At the bottom of the 'Roster' page there is a shift summary of the skill mix. You are able to document in the 'Notes' box. This will ensure a permanent record of staffing rationales or anomalies for that shift. Be sure to click 'Save' once completed.

The screenshot shows the skill mix summary table and notes box. The table has columns for 'Skill Type', 'Percentage', and 'Staff Count'. The 'Notes' box is a text area for documentation. There are 'Save' and 'Close' buttons at the bottom.

Skill Type	Percentage	Staff Count
Nurse Manager	7%	1
Nurse-CN	7%	1
Nurse-GN	13%	2
HCW	27%	4
Nurse-EN	20%	3
Nurse-RN	20%	3
Nurse-GN WM	7%	1

Notes:

Save Close