RosterOn or HeWS 'What Goes Where'

When	Who	What	Where	Why
3-8 weeks prior to shift	Unit Manager /Roster Manager /N/MIC	Identify vacancies in Roster build (RosterOn) and contact permanent staff to fill – roster review.	RosterOn	• To eliminate multiple creation of vacancies • Fill shifts in advance where possible • To keep to only one system during this period
2-3 weeks prior to shift	Unit Manager /Roster Manager /N/MIC	Request supplementary staff for roster vacancy shifts in advance (2 weeks ahead) and unfilled shifts requiring replacement as they occur.	HeWS	• To enter shift request that needs replacing • To assess skill mix requirements for each shift
	Allocators	Manage all shift replacement requests. Vacancies filled with available part-time staff, pool and bank staff or Agency If part-time staff will go into overtime or Agency staff required, allocators will call Unit Manager/Roster Manager/N/MIC for authorisation.	HeWS	• To fill all shifts with part-time, pool and bank staff available and match staff to vacancy • Aim of authorisation is to ensure Unit Manager/N/MIC approves overtime or Agency utilisation
	Part-time staff	Enter all availability for additional shifts above roster in HeWS.	HeWS	• To be compliant with clause 45.5 and 46 of EBA • To ensure equity and fairness in rostering
Unexpected replacement /unplanned abscence	Unit Manager /Roster Manager /N/MIC (or the individual who received the leave call)	Change the staff member's shift in RosterOn to reflect leave	RosterOn	• To ensure the roster reflects the leave • To ensure appropriate payment
		If staff member needs to be replaced, create a staff request in HeWS using appropriate rationale.	HeWS	• To ensure the staff member is replaced
Actual date the shift is worked	Allocators	Create a vacancy (or use appropriate one already created) in RosterOn and enter part-time, pool and bank staff into vacant shifts for staff payment.	RosterOn	• To ensure correct payment of staff • Needs to be the day worked as staff often have their allocated ward changed last minute due to clinical demand and skill mix

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NURSING+ MIDWIFERY

Western Health