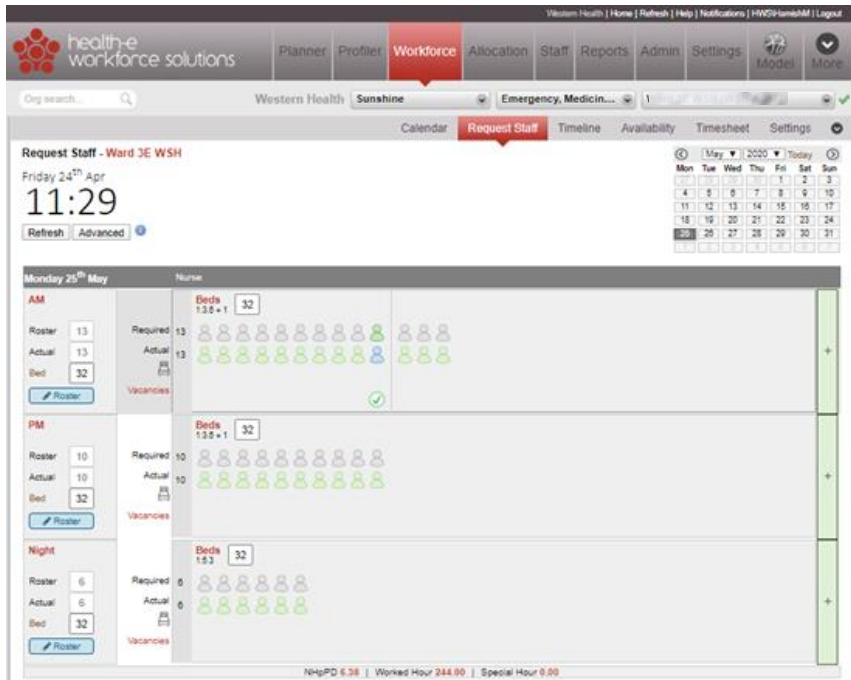



# HeWS Application Change: Roster Integration

Some changes to the HeWS application will be made on Monday 31<sup>st</sup> January 2022. The system will be available as normal, but you will notice some improvements to your areas Workforce module from 11 AM as the changes are configured for automatic roster integration. The integration project has been piloted for approximately 6 months across the Permanent Pool workforce with success and is being made available as a priority at this time as a solution to increased demand on the frontline workforce & the Nursing & Midwifery Workforce Unit. Managers will have an improved view of their workforce which will now include their permanent rostered staff combined with casual allocations.

**It is suggested that shift managers update planned beds daily to enable a central review process.**

- The Request Staff page will now be populated from your roster (Nightly at midnight).
- When replacing staff i.e., 'Personal Leave', select the employee who is unavailable.
- If requesting additional staff i.e., 'Additional Beds Occupied' there is no change to the process (Shift times will be set to default initially).
- Add Beds, by adding a planned activity count for each shift, shift managers will have access to autonomous workforce calculations.
- Use the blue 'Edit Roster' button to fine tune your daily workforce.
- Its also suggested for users to explore the Calendar, Timeline and Overview options to see some of the new features available.



Select the blue  **Roster** button to add roster details & populate a staff summary for each day. You can also add bulk staff requests, review skill mix & edit activity.

Select the green **+** **Add** button to make supplementary staff request or to make surplus staff available for redeployment.

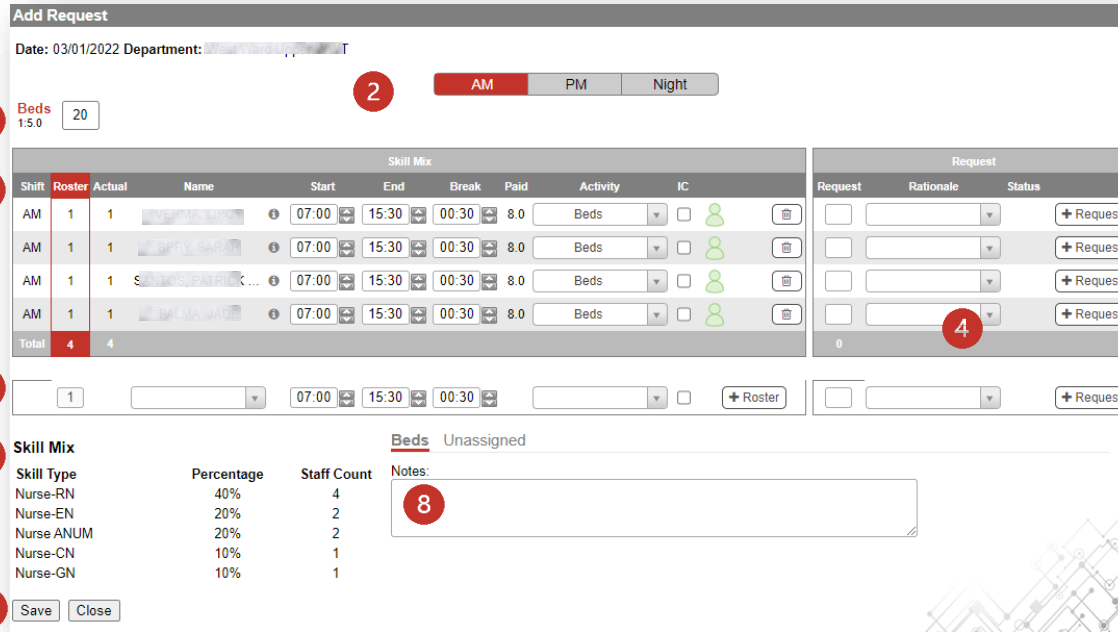
Select the **Beds** number box & add your activity count (display only in areas with bed / chair activity). Edits will save when you select off the number box.

# From the Workforce module, Request Staff page;

 Roster

Select the blue [Edit Roster](#) button.

The below popup will display to review & adjust the integrated staff roster as required.



**1** Beds 1.5.0 20

**2** AM PM Night

Shift	Roster	Actual	Name	Start	End	Break	Paid	Activity	IC
AM	1	1	[Name]	07:00	15:30	00:30	8.0	Beds	[IC]
AM	1	1	[Name]	07:00	15:30	00:30	8.0	Beds	[IC]
AM	1	1	[Name]	07:00	15:30	00:30	8.0	Beds	[IC]
AM	1	1	[Name]	07:00	15:30	00:30	8.0	Beds	[IC]
<b>Total</b>	<b>4</b>	<b>4</b>							

**3** Request

Request	Rationale	Status
[Request]	[Rationale]	[Status]
[Request]	[Rationale]	[Status]
[Request]	[Rationale]	[Status]
[Request]	[Rationale]	[Status]

**4** + Request

**5** 1 [Dropdown] 07:00 15:30 00:30 [Dropdown] + Roster

**6** Save Close

**7** Skill Mix

Skill Type	Percentage	Staff Count
Nurse-RN	40%	4
Nurse-EN	20%	2
Nurse-ANUM	20%	2
Nurse-CN	10%	1
Nurse-GN	10%	1

**8** Notes: [Text Area]

1. Edit the activity count.
2. Move between AM, PM & Night shifts.
3. Edit integrated roster.
  - Activity i.e. Clinical beds & No patient load.
  - Identify staff in-charge
  - Staff Requests can also be added here.
4. Add roster vacancies & additional staff requests (Bulk option), new or additional shift(s).
5. Save before closing.
6. Skill mix percentage & staff count will automatically calculate.
7. Add notes if required – viewed in central overview, not for individual shifts.
8. All Smart Allocations functions will simultaneously populate & track in real-time i.e.:
  - Workforce, Request staff, timeline, calendar etc;
  - Central Allocations;
  - Hospital Overview;
  - Day Dashboard;
  - Workforce Reports.

**9** Overview

Tuesday 19<sup>th</sup> May 16:09

CostCentre Department Division Campus Hospital

Department Activity Show Activity Only

Refresh AM PM Night All

Export to Excel Options

Department	Shift	Activity	Actual	Number	Percent	Percent	Confirmed	Redeployment	Surplus	Specialist	Agency	Bank	Pool	Work	Ratio	MET	Falls
AM				13										104.0			
AM				3										24.0			
AM	Cubicles		9	3										24.0	1.3		
AM				1										8.0			
AM	Beds		30	7										56.0	1.5+1		
AM	Beds		13	7										56.0	1.2+1+1		
AM				1										8.0			
AM				1										7.5			
AM				10										95.5			
AM	Theatres		4	11										105.0	1.0+4		
AM	Beds		30	6										48.0	1.5		
AM				1										8.0			
AM				1										8.0			
AM	Flooray/Chairs		5	3										24.0	1.1+7		
AM	WhanChairs		14	5										40.0	1.2+3		

# What Will Change?

## Current: Shift Template

Select Actual Shift

Type  Request Staff  Make Staff Surplus

Rationale

Skill Group  Nurse  Support

Shift Template  07:00-15:30 - ANUM - Nurse ANUM (Beds)  07:00-15:30 - NUM - Nurse Manager  
 07:00-15:30 - Clinical - Nurse-EN, Nurse-RN, Nurse-CN (Beds)  None

Select Actual Shift

Type  Request Staff  Make Staff Surplus

Rationale

Skill Group  Nurse  Support

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

Unrostered Staff

**New: Integrated Roster**

1. Select Type: Request staff or Make Staff Surplus.
2. Select a Rationale.
3. Skill Group: Select a group based on ideal requirement, allocations will offer other groups if ideal match is not made.
4. **Staff Roster: This will match the roster upload, for replacement of rostered staff, select staff member from names listed.** Edits to time and skill requirements can be made at the next step.
5. **Unrostered Staff: If shift/staff member was not imported from roster, user can search for make in this section and add as required.**
6. For additional shift requirements, e.g. additional beds, additional care resources follow prompts or utilise blue 'roster' button on request page.
7. Click next and make adjustments to add skill types, change times or add notes as required before clicking on Add button.