

Implementation of e-rostering for student nurses, midwives and ODPs

Background

The Learning Environment Lead team has worked closely with the Healthroster team to enable the electronic rostering of all our student nurses, midwives and ODPs who are with us on placement across our clinical areas. We have done this so that there is a consistent approach to planning off duties, better communication, clearer reporting and auditing.

➤ **How it will work**

The details of all current undergraduate students have been supplied to the Healthroster team, and so all students are now on the electronic roster (Employee on line; EOL). Your details will be uploaded onto the system at the start of the academic year so that when on placement student co-ordinators/mentors may add you to their ward roster.

Managers/student co-ordinators will contact the Healthroster team when you have been allocated to their clinical area, to advise them that you will be joining their team. You will then get assigned to that clinical area and appear on their local roster. You will need to plan your roster with your mentor or the relevant student co-ordinator before you commence your placement.

➤ **User Accounts for Students:**

Your email addresses have been entered onto the system so you will be able to log in and view your own roster once you have been set up on the Employee Online (EOL) system. You will be able to see your roster, but will not be able to make EOL requests. Any requests for shift swaps will have to be negotiated with your mentor/department manager. You will be supported in practice to use the system and we will create the student EOL accounts as an ongoing process. Your login name will follow the format: "ST[First initial][Surname]" and your initial password will be "password". If there are any issues please speak to your mentor.

➤ **Spoke visits**

If you go on spoke placement visits you will remain on the roster for your hub placement with a note attached to the shift indicating that you are on a spoke placement. This will be done by the person co-ordinating your placement experience. You will not need to be added to another department's roster.

➤ **Sickness**

Although you will be on the healthroster system you will not need to report sickness to First Care (the absence reporting system). You will however need to inform the clinical area of any sickness/absence. If you are off sick, you will have to make up those placement hours and should follow the relevant university's policy and programme guidelines for reporting sickness. If there are any issues, please speak to your mentor/student co-ordinator in the first instance.