



Softworks eRostering for Healthcare

Employee rostering is often one of the most complex and difficult tasks for healthcare organisations. Softworks can provide you with a completely automated rostering solution. We can help you to manage complex rostering, drive efficiencies, cut costs, reduce absenteeism and ensure regulatory compliance, while simultaneously delivering exceptional patient care.

Softworks eRostering solutions can assist you to:

- ✓ Save time, reduce administration and eliminate paper-based rosters and the errors associated with manually prepared schedules.
- ✓ Streamline and automate your rostering processes and generate real time reports and analytics.
- ✓ Map employee tasks with skills & constraints including gender balancing, languages, years of service & seniority.
- ✓ Easily create rosters that take into account employees preferences, fairness of shift distribution including; bank holidays, weekends and night shifts, as well as monitoring the contract hours being used for employees across the hospital.
- ✓ Generate your ideal staffing levels and visually display any gaps and identify the best personnel, based on required skills and availability, to complete these shifts.
- ✓ Show accurate costing for your staff allocation including, premium rates or any overtime rules.
- ✓ Give employees' greater control over their rostering preferences and organisation of their work. Enable employees to easily check their rosters using the Softworks app.
- ✓ Manage last minute roster changes using "Softworks Real-Time Gaps Screen" that provides a rolled-up view of any gaps you may have in your roster across the hospital, grouping them by ward, area, date and most importantly the severity of the gap.
- ✓ Fill any staffing gaps using "Softworks Vacancy Alerter" that allows you to send triggers via email and text to any available staff to request them to fill the shift. This can be restricted to staff who comply with your organisational rules and current legislation.
- ✓ Once all employees have been rostered and last-minute gaps filled, "Softworks Daily Planner Screen" will provide you with live detail on employees who are expected to be working along with who is due in throughout the day!

Softworks eRostering Wizard

Softworks eRostering 'wizard' gives you the ability to build your entire rosters at the touch of a button, freeing up key personnel; to spend more time on patient care and where the organisation needs them most. Softworks have clients who automate their rosters over a year in advance.

STEP 1

The screenshot shows the 'eRostering' interface for 'Ward One - Sample' on 26/02/2018 to 04/03/2018. It features a grid with columns for days (Mon 26th Feb to Sun 4th Mar) and rows for 'Required', 'Allocated', 'Still required', and 'Absent' counts. A 'Key' on the right defines task types: EA (No Task available), NE (Task to be filled), RO (Closed), DF (Filled Task), RD (Read Only), RA (Relief Task), PA (Attendance Task), EA (Employee absent), and PA (Part absent). The grid shows 7 required staff per day, with 0 allocated and 7 still required.

Choose your ideal staffing levels taking into account; roster preferences, annual leave, legislative compliance and fairness.

STEP 2

This screenshot shows the same grid as Step 1, but now with individual staff names allocated to the cells. For example, 'Tegan Fitzmurice' is allocated to the first cell, and 'Linda Geraghty' is allocated to the second cell. The 'Allocated' row now shows 7 staff, and the 'Still required' row shows 0. The 'Key' on the right is updated to include 'EA' (Employee absent) and 'PA' (Part absent).

At the click of a button allocate your staff.

STEP 3

The dashboard shows 'Remaining allocation: 70/74' with a donut chart indicating 94.59% completion. It displays task allocation for 'Ward Three - Sample' and 'Ward Four - Sample'. A table shows 0 Allowable, 28 Advisory, 42 Serious, and 0 Critical [C] tasks. Below, a task list for 'Ward Three - Sample' shows 'NURSE_MANAGER_09 9:00-17:00' and 'NURSE_22:00_- 08 20:00-8:00' with a staff member 'Michelle Lillis' assigned.

Identify any real time gaps and choose appropriate staff to fill.

STEP 4

The published roster for 'Tuesday 4 July 2017' shows 31 Employees, 0/16 In, 0 Rest day, 0 Absent, and 0 Holiday. A table lists staff members and their shift patterns: Andrew Akter (205) with a 'Fix Late' shift, Alan Barbnik (5) with a 'Standard Day', Agnieszka Benito (176) with a 'Standard Day', Severyn Billane Holland (180) with a 'Standard Day', Rachal Booth (194) with a 'Fix Std Day', Michelle Cahill (99) with a 'Standard Day', Ross Carberry (191) with a 'Fix Std Day', Urszula Chirali (202) with a 'Fix Std Day', Suzanne Conroy (204) with a 'Standard Day', Hannah Dedeku (208) with a 'Fix Std Day', and Jacke Doyle (200) with a 'Fix Std Day'.

Publish your roster and visually display your real-time staffing levels.

Right people, right skills, right place, right time!