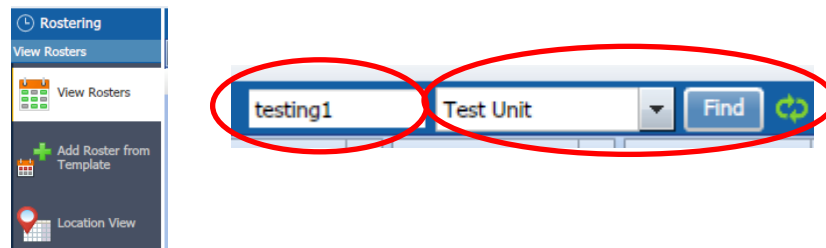


STANDARD OPERATING PROCEDURE	
Title	Assigning Duties to Staff From Another Unit
Purpose	<p>If a staff member works a shift separate to their unit but part of their contracted hours, you can assign a duty from that area.</p> <p>This function can only be completed by staff with access to both units when assigning the duties.</p>
Aim	To identify staff working in other areas different to their own. To identify staff helping other units with low staffing levels.

Contents

Section	Description	Page
A	Assigning Duties to Staff From Another Unit	2-3

- Assigning Duties to Staff From Another Unit
- Log into HealthRoster
- Click ‘View Rosters’
- Enter surname of person, select unit, then click find.



- Check the person’s roster to see if there are any duties or DOs already assigned on the day you want to assign the shift from another unit. These will need to be removed like below.

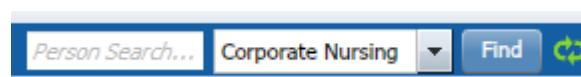
From this: ↓

Name	July 2018
	02 03 04 05 06 07 08
Test Unit	02 July 2018 : Fully Approved
RN	RN
RN Testing1, Byron (Band 5 RN)	N N N DO DO DO DO

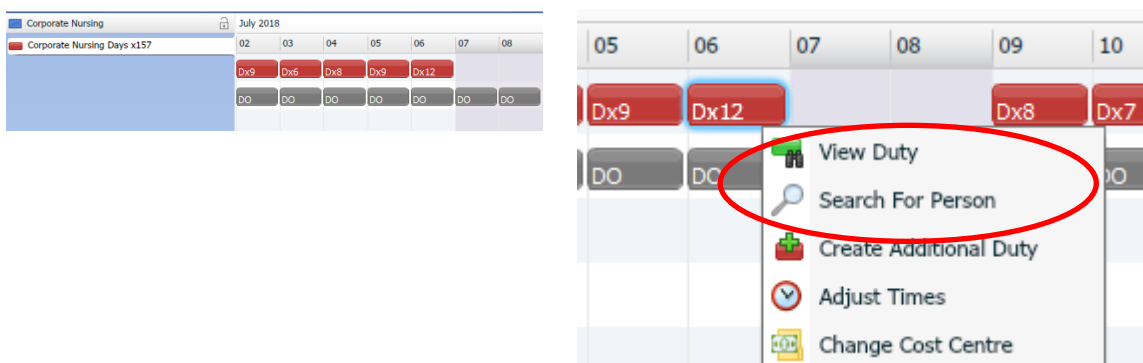
To this: ↓

Name	July 2018
	02 03 04 05 06 07 08
Test Unit	02 July 2018 : Fully Approved
RN	RN
RN Testing1, Byron (Band 5 RN)	N N N DO DO DO DO

- Select the unit you want to assign the shift from, click find, this will take you to their roster.



- Locate the vacant duty you want to assign
- Right click and select ‘Search for Person’



- Once selected, the search for person window will pop up and you can fill in the details of the person working the shift.
- Click Find.
- Highlight person by clicking on their name
- Then select assign.

Postings

Unit: Any Include Subunits: Grade Type Category: Any

Surname: testing1 Grade Type: Any

Forenames: Grade: Any

Staff Number:

Find

Surname	Forenames	Staff Number	Assignment No	Grade	Post Title	Unit	Contracted Time	Known As	Date Of Birth
Testing1	Byron	ETEST0001	ETEST0001	Band 5 RN (RN)	Band 5 RN	Test Unit	37:30		

Assign

- Go back to your roster and locate the person you have assigned the duty from another unit.
- The shift from the other unit will show like below

Rosters

Name

July 2018

	02	03	04	05	06	07	08
Test Unit							
RN							
RN Testing1, Byron (Band 5 RN)	N	N	N	DO	D Corporate	DO	DO