

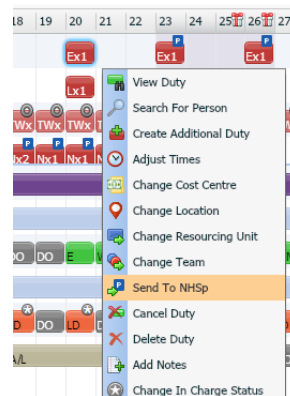
STANDARD OPERATING PROCEDURE	
Title	Send a Duty Using the NHSp/HealthRoster Interface
Purpose	The NHSp Interface provides the Ward/Unit Manager with the ability to request their unfilled shifts be filled by NHSp Bank staff directly from HealthRoster
Aim	The NHSp Interface reduces the amount of data entry required in the process of booking bank workers. It allows the Ward/Unit Manager to view the details of a person filling the duty on the roster.

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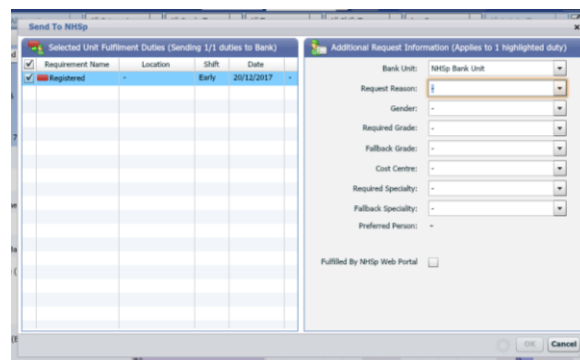
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A) Sending a Duty to NHSp using the Interface:

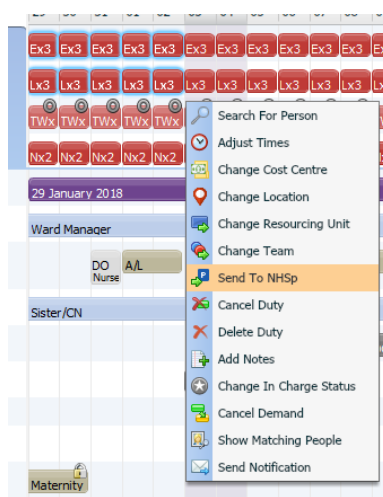
- The vacant shift(s) at the top of your roster can now be sent to NHSp from HealthRoster. To do so you simply right click the duty and select 'Send to NHSp'.



- Select the request reason using the options from the drop down box.
- Press OK.

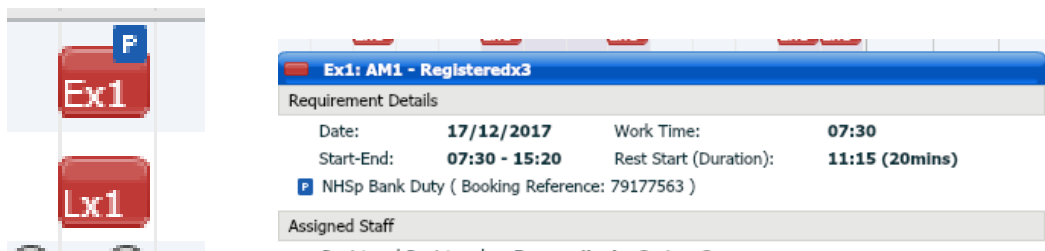


- If you wanted to send more than one duty to NHSp, and the request reason was the same.
- Select the first shift to highlight, then holding the 'Ctrl' button on your keyboard, select the other shifts with your mouse.
- Let go of 'Ctrl', right click and select 'Send to NHSp'.



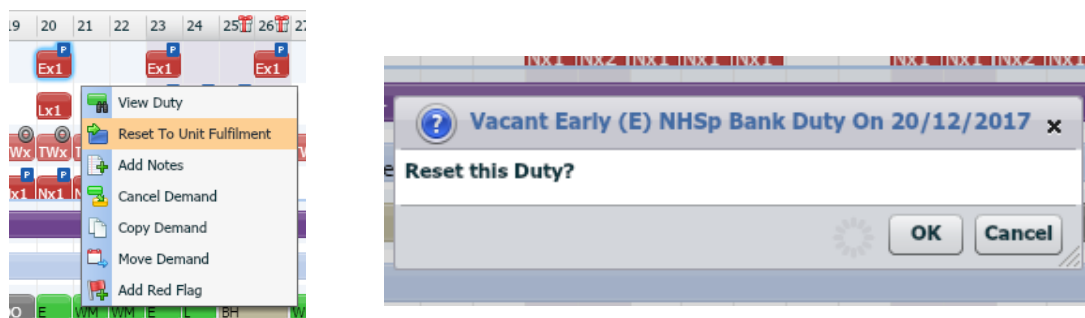
- Duties sent to NHSp using the interface are clearly marked with a 'P' in the corner of the shift.
- Duties will have a booking reference number which will match with the vacant duty shown for workers on NHSp. Place your cursor over the shift for this information to display.

Please note if a shift does not appear with a booking reference number it means it has not passed through the interface and you must contact the E-rostering team.



B) Cancelling an NHSp Duty Using the Interface:

- To cancel a duty sent to NHSp using the interface; simply right click on the selected duty and select 'Reset to Unit Fulfilment'.
- Press OK.
- Only vacant duties can be reset to unit fulfilment on HealthRoster. If you want to cancel a shift that has been picked up by a worker, you will need to cancel them on NHSp.



- Duties cancelled using the NHSp interface are returned back to a normal vacant shift on your roster. The 'P' in the corner of the shift to identify it was sent to NHSp disappears.



- If you wanted to reset more than one duty to unit fulfilment.
 - Select the first shift to highlight, then holding the 'Ctrl' button on your keyboard, select the other shifts with your mouse.
 - Let go of 'Ctrl', right click and select 'Reset to Unit Fulfilment'.
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- Once a duty is picked up by a worker. This can be viewed by scrolling to the bottom of your roster and viewing duties under the team name 'Bank and Agency'.

