

STANDARD OPERATING PROCEDURE	
Title	Shift Swaps
Purpose	Guide on how to swap two members of staff's shifts on the E-roster
Aim	To swap shifts instead of having to flick the shift at the top and drag back down to another member of staff.

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A	Shift Swaps	

Shift Swaps between two employees -

- Select the member of staff' shift of which you want to swap
- Select the duties to be swapped by clicking on one duty, holding down the CTRL key, and clicking on the other duty to be swapped

RN Testing1, Byron (Band 5 RN)	N	N
RN Bowen, George (Band 5 RN)	N	DO
RN Testing, Charlotte (Band 5 RN)	DO	DO
RN Testing, Elizabeth (Band 5 RN)	DO	DO
RN Testing, Faith (Band 5 RN)	D	DO

- Right click on one of the highlighted duties click on 'Swap Duties'

RN Bowen, George (Band 5 RN)	N	DO	D
RN Testing, Charlotte (Band 5 RN)	DO		
RN Testing, Elizabeth (Band 5 RN)	DO		
RN Testing, Faith (Band 5 RN)	D		
RN Testing, Imogen (Band 5 RN)	DO		
RN Testing, Peter (Band 5 RN)	D		
RN Testing, Rebecca (Band 5 RN)	DO		
RN Testing, Dawn J (Band 5 RN)	N		
RN Account, Test (Band 5 RN)	A/L		
RN Testing, Amanda (Band 5 RN)	DO		
RN Testing, Catherine (Band 5 RN)	DO	D	DO

- Adjust Times
- Change Location
- Set Requested Status
- Finalise
- Cancel
- Clear
- Retest Rules
- Add Notes
- Swap Duties
- Change In Charge Status
- Send Notification
- Cancel Demand

- **Swapping David's shift (4th August) with Catherine's shift (5th August) will not work due to their being a DO assigned to them. If you wish to swap two members of staff' shift on different days the DO shift will first need to be removed.**

Staff Member	04	05
Unit Manager-Registered Nurse x5		
1. RN-RN x6		
2. NA-Band 2 HCA x2	DO	DO
CQC-Band 3 HCA x0		
RN Testing, Catherine (Band 5 RN)	DO	D
RN Testing, David (Band 5 RN)	D	DO