



Manager's Guide – Expression of Interest - How to Assign Bank Duties to Staff

Send the shift to Bank

Right click on the red vacant shift and select 'Send to Bank'

Send To Bank

Selected Unit Fulfillment Duties (Sending 6/6 duties to Bank)					
<input checked="" type="checkbox"/>	Requireme	Location	Shift	Date	Required G/GT/GTC
<input checked="" type="checkbox"/>	HCA	-	Late	28/11/2023	HCA
<input checked="" type="checkbox"/>	HCA	-	Late	28/11/2023	HCA
<input checked="" type="checkbox"/>	HCA	-	Late	28/11/2023	HCA
<input checked="" type="checkbox"/>	HCA	-	Late	28/11/2023	HCA
<input checked="" type="checkbox"/>	HCA	-	Late	28/11/2023	HCA
<input checked="" type="checkbox"/>	HCA	-	Late	28/11/2023	HCA

Additional Request Information (Applies to 6 highlighted duties)

Bank Unit *
Bank

Request Reason *
Vacancy

Gender *
-

Required Grade *
Band 4 HCA

Fallback Grade
-

Cost Centre
-

In the left side of the window that opens, select/de-select the number of shifts to be sent to Bank . In the right side select the 'Bank unit', as 'Bank', the 'Request Reason' and 'Required Grade', click OK. The red vacant Bank shift/s now appear with a green symbol.

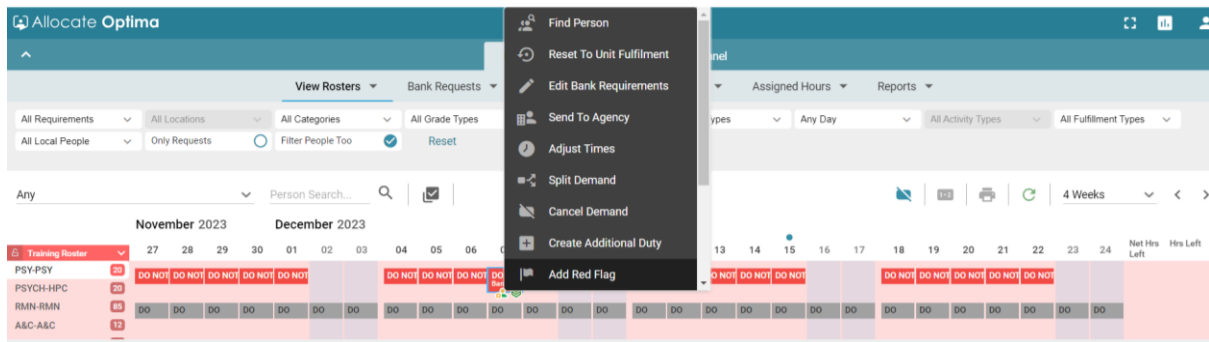
Training Roster

November 2023

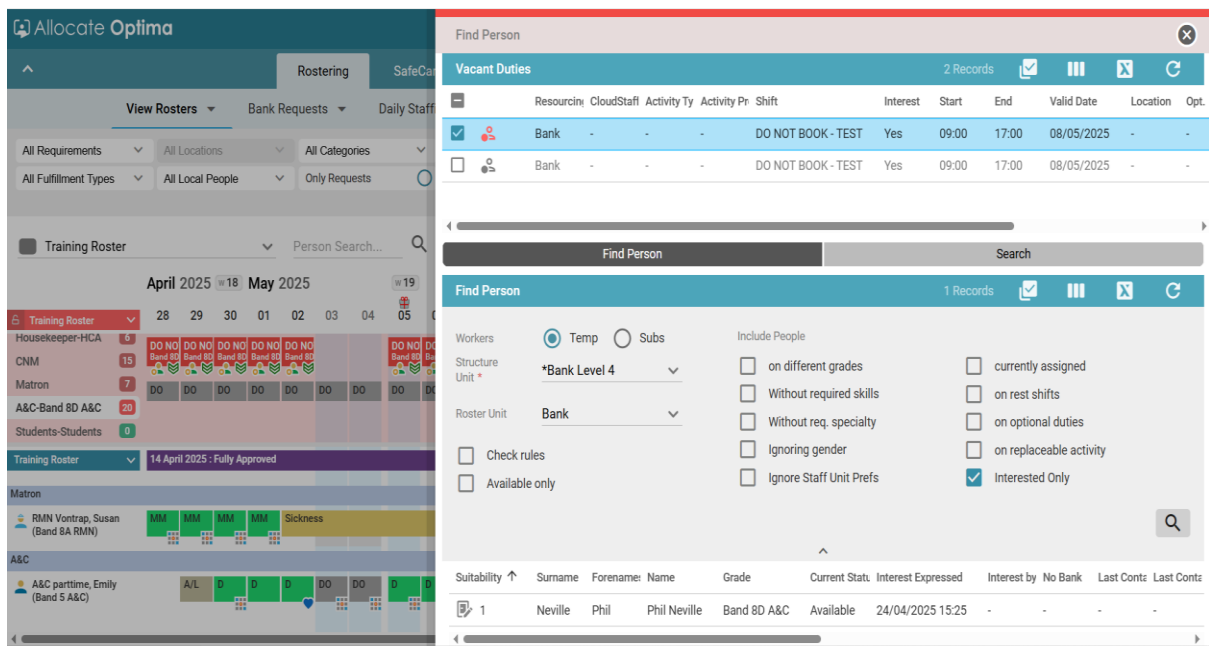
Training Roster	27	28	29	30
OC-RMN	28 Ex5	Ex5	Ex5	Ex6
PSY-PSY	20 Lx6	Lx6	Lx6	Lx5
PSYCH-HPC	20 Nxt	Nxt	Nxt	Nxt
RMN-RMN	85 DO	DO	DO	DO
HCA-HCA	122 DO	DO	DO	DO

Search for Bank Workers who Expressed their Interest

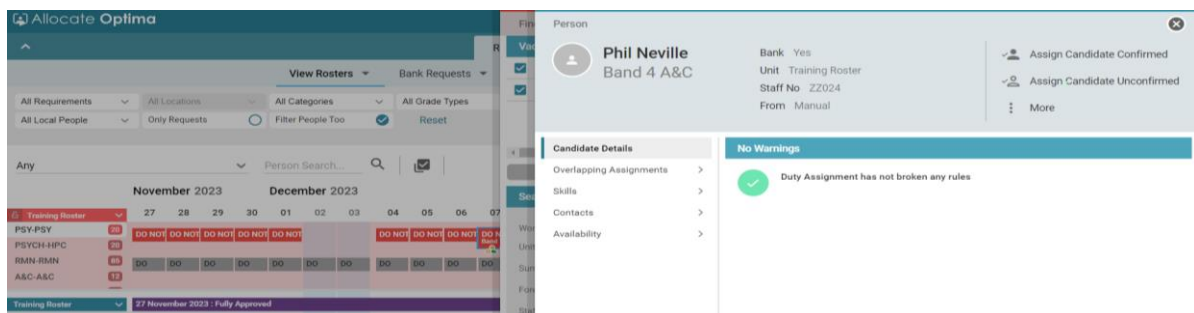
Right click on the vacant bank shift and select Find Person:



Click on the Find Person tab, check the Interested Only box, uncheck other boxes as relevant, click search. To select the bank worker, click on their name:



Click 'Assign Candidate Confirmed' to complete the booking:



Tip: Multiple Shifts

To send multiple shifts to bank and/or assign multiple shifts to a bank worker, highlight the shifts by pressing the Control (Ctrl) key on your keyboard and click on each shift. Follow the steps above.

Cancellations:

Bank workers should receive 24 hours notice of the cancellation of any bookings. If less than 24 hours notice is given, the Bank worker will be paid a minimum of 4 hours pay from the roster unit's budget.

To cancel a bank worker's booking in Healthroster:

Right click on the Bank worker's shift and select 'Cancel'

Select the 'Cancel Duty Reason'

Click OK

To cancel a vacant bank shift:

Right click on the (red) unfilled bank shift

Select 'Reset to Unit Fulfilment'

Click OK

Note:

As Bank staff are paid weekly, their bank shifts must be finalised by Friday each week