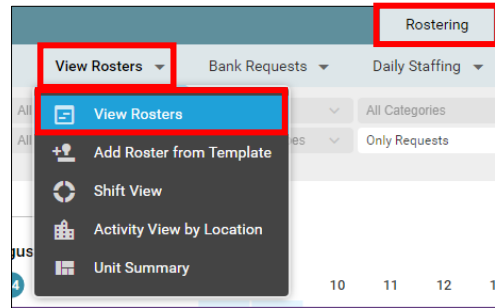


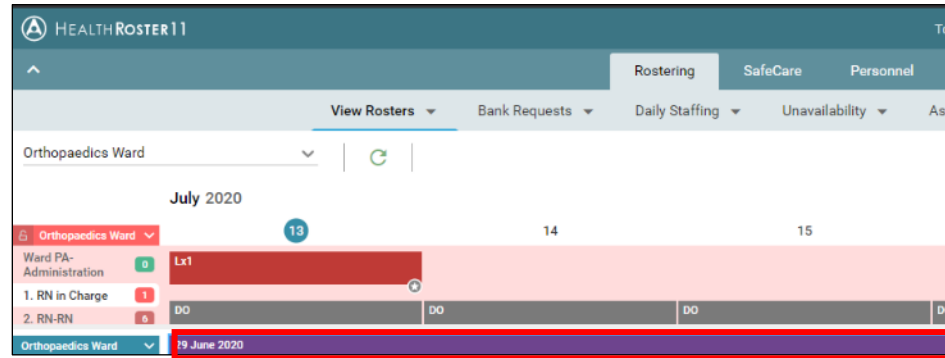
# HealthRoster – Analyse a Roster

How to video: <https://vimeo.com/457724108/5780c26c33>

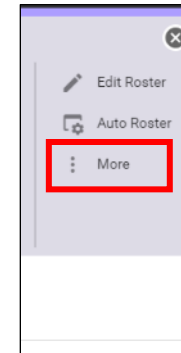
1  
Select **View Rosters**.



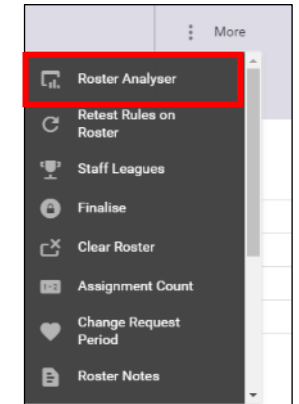
2  
Select the **Purple Roster Bar** to open the side panel



3  
Select **More**



4  
Select **Roster Analyser**



# HealthRoster – Analyse a Roster

5

Roster Analyser screen will be displayed

The screenshot displays the 'Roster Analyser' interface. At the top, there are six status indicators: Budget (green checkmark), Unavailability (yellow triangle), Safety (red octagon), Effectiveness (red octagon), Annual Leave (red octagon), and Fairness (green checkmark). Below these are two buttons: 'Unapprove Roster' and 'Reject Roster'. A navigation bar shows 'Summary', 'Effectiveness', and 'Costings' tabs, with 'Summary' selected.

**Budget Comparison**

£63,053 Total Roster Cost	£73,862 Staffing Budget	15 % £10,809 Difference
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**Safety**

3 % Roster Unfilled %	12 Missing Charge Cover	2 Missing Skills	66 % / 34 % Skill Mix
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**Effectiveness**

30.75 Over Contracted Hours	164.50 Unused Contracted Hours	7.50 Additional Duty Hours	0 Wrong Grade Type
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**Fairness**

1 % Requested Duties %	3 % Duties with Warnings %	0 Duties Below Minimum Length
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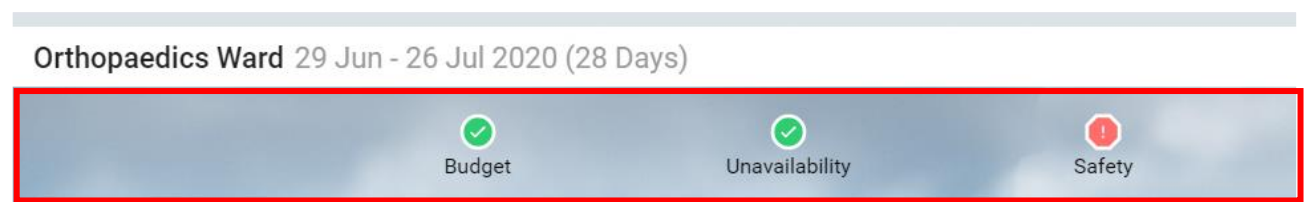
**Annual Leave**

Grade Type Category ↑	Week 1	Week 2	Week 3	Week 4
Admin & Clerical	0.0 %	0.0 %	0.0 %	0.0 %
Registered	20.2 %	12.7 %	7.4 %	3.2 %
Unregistered	23.8 %	4.8 %	7.1 %	7.1 %

# HealthRoster – Analyse a Roster

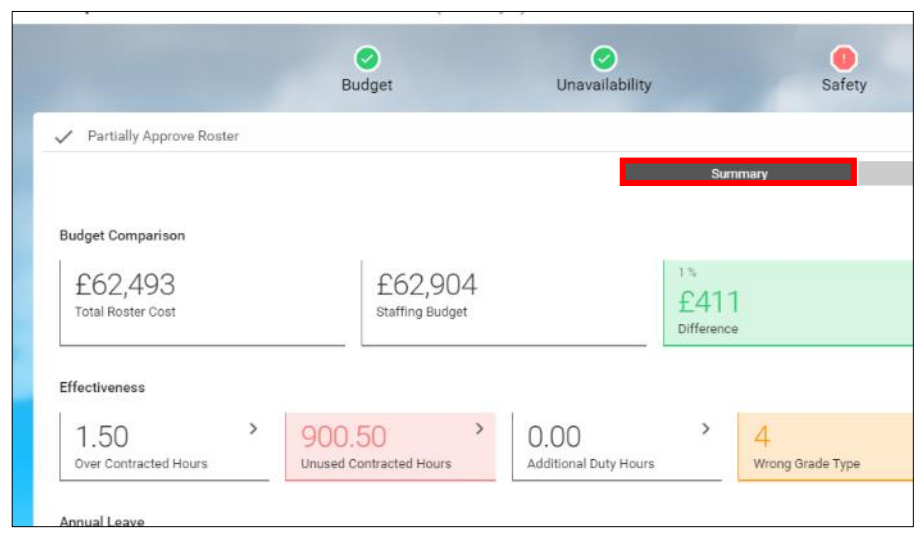
6

Weather images in the background give an indication as to the overall outlook of the roster, with icons indicating the performance in each KPI group:



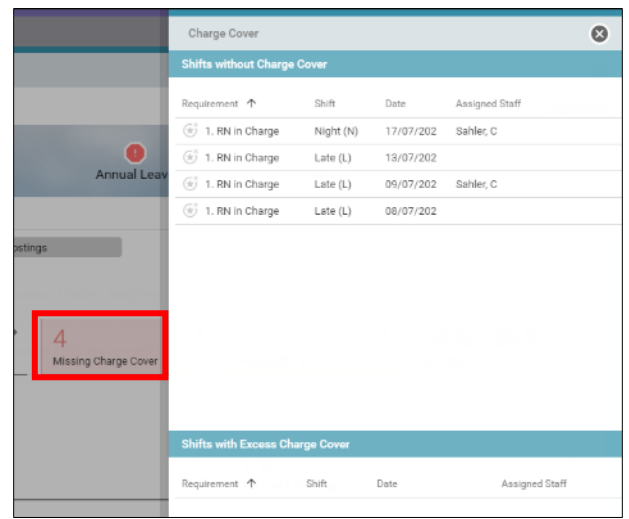
7

The Summary tab provides an overview of the roster Key Performance Indicators:



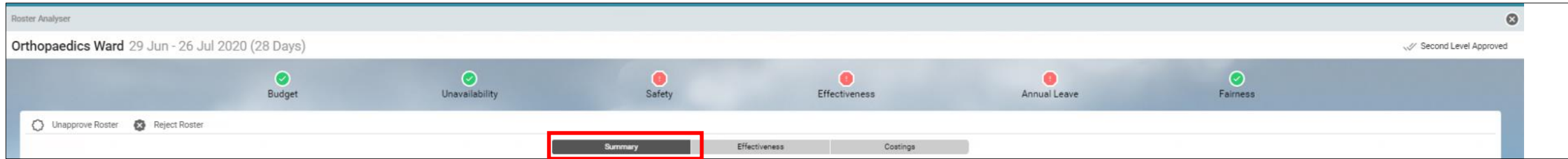
8

Metrics with an > icon can be selected for a drill down to see the detail. Select the **metric** item to view more detail in the side panel.



# HealthRoster – Analyse a Roster

The Summary tab provides KPIs for:



9

## Budget Comparison:

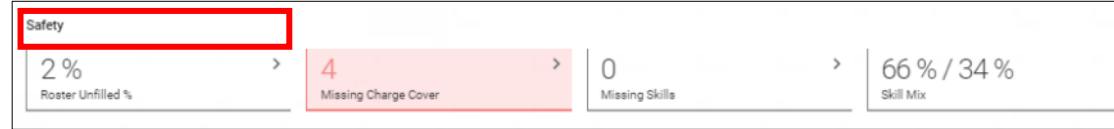
Total roster cost compared to the staffing budget. See the Costings tab for a detailed breakdown



10

## Safety:

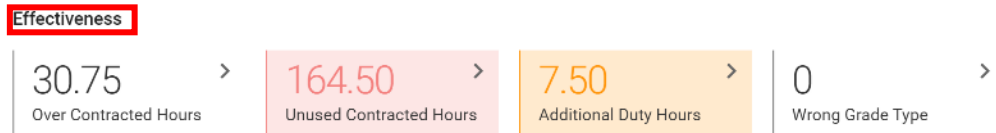
How well the roster demand has been filled. How much of the roster is unfilled; if shifts are missing charge cover or required skills, and the skill mix ratio.



11

## Effectiveness:

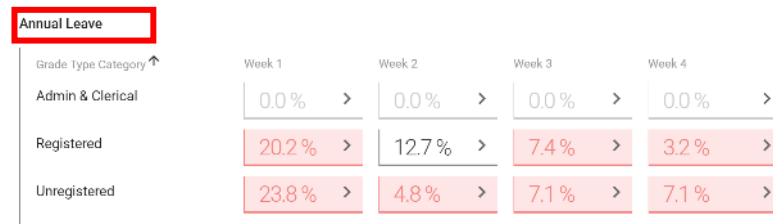
How well staff hours have been used. The amount of over & under contracted hours, duties assigned over the roster demand, and duties assigned to the wrong grade type of staff.



12

## Annual Leave:

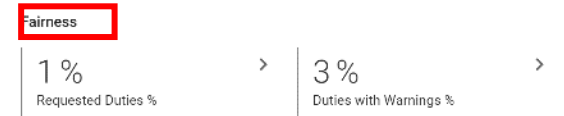
% of staff on leave, highlighting both too much and too little staff on leave. Grey numbers are for a group of staff too small to provide meaningful thresholds



13

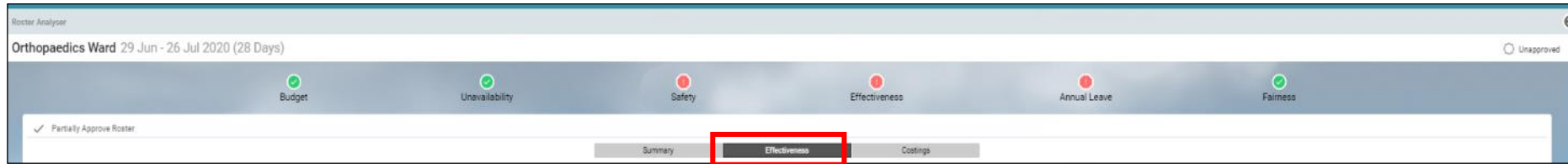
## Fairness:

% of the roster requested or breaking rules



# HealthRoster – Analyse a Roster

14  
The Effectiveness tab provides an overview of the roster's effectiveness, broken down by Grade Type Category:



15  
**Demand Vs Availability:**  
Compares the demand to the amount of staff available (i.e. after unavailability is taken into account)

Grade Type Category ↑	Demand Inc LD Factor	Staff Available	Difference	Unfilled by Substantive
AHP	0.0 WTE	1.0 WTE	-1.0 WTE	0.0 WTE
Management	0.0 WTE	0.6 WTE	-0.6 WTE	0.0 WTE
Other	1.0 WTE	1.0 WTE	0.0 WTE	0.0 WTE
Registered	14.7 WTE	16.3 WTE	-1.6 WTE	1.4 WTE
Unregistered	7.5 WTE	9.3 WTE	-1.8 WTE	0.0 WTE

16  
**Staff Unavailability:**  
% total staff unavailable broken down by unavailability group

Grade Type Category ↑	Leave	Sickness	Working	Study	Other	Parenting	Total
AHP	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Management	0.0 %	0.0 %	23.8 %	0.0 %	0.0 %	0.0 %	23.8 %
Other	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %
Registered	0.0 %	0.3 %	0.0 %	0.0 %	0.0 %	0.0 %	0.3 %
Unregistered	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %	0.0 %

17  
**Effectiveness Indicators:**  
Provides detail of the effectiveness indicators, and overtime hours, by grade type

Grade Type Category ↑	Over Contracted Hours	Unused Contracted Hours	Additional Duty Hours	Overtime Hours
AHP	0.0 Hrs	150.0 Hrs	0.0 Hrs	0.0 Hrs
Management	0.0 Hrs	91.5 Hrs	0.0 Hrs	0.0 Hrs
Other	0.0 Hrs	0.0 Hrs	0.0 Hrs	0.0 Hrs
Registered	0.5 Hrs	380.5 Hrs	0.0 Hrs	0.0 Hrs
Unregistered	1.0 Hrs	278.5 Hrs	0.0 Hrs	0.0 Hrs

18  
**Mandatory Unfilled Duties:**  
Total Unfilled Hours broken down by Day and enhanceable time

Grade Type Category ↑	Day	Night/Saturday	Sunday/Public Holiday
Registered	21 (157.5 Hrs)	3 (26.5 Hrs)	3 (22.5 Hrs)

19  
**Demand, Budget & Staffing:**  
Compares the demand to the budget and to the staff in post

Grade Type Category ↑	Demand Inc Headroom & LD Fa...	Budgeted WTE	Staff Contracted WTE
AHP	0.0 WTE	0.0 WTE	1.0 WTE
Management	0.0 WTE	0.0 WTE	0.8 WTE
Other	1.3 WTE	1.0 WTE	1.0 WTE
Registered	18.4 WTE	19.7 WTE	16.3 WTE
Unregistered	9.4 WTE	9.0 WTE	9.3 WTE

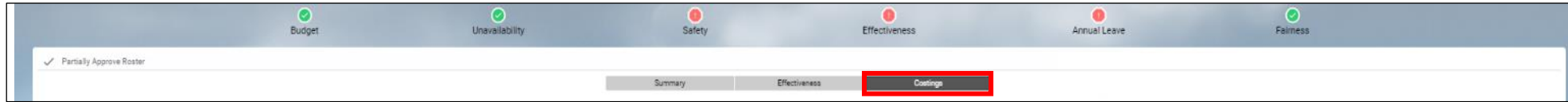
20  
**Filled Duties:**  
Total filled duties between Mandatory, Optional and Additional duties

Grade Type Category ↑	Mandatory Filled	Optional Filled	Additional Filled
Other	20	0	0
Registered	237	0	0
Unregistered	139	0	0

# HealthRoster – Analyse a Roster

21

The Costings tab provides detail around the roster costs:



22

**Budget Comparison:** Total roster cost compared to staffing budget

Budget Comparison		
Total Roster Cost ↑	Staffing Budget	Difference
£59,439	£62,904	£3,465 (6%)

23

**Costs Totals:** break down by Grade Type Category of costing of shifts split out by Salary, Uplift, Temp Staffing, Unfilled Duties, Unavailability and a Total

Costs Totals						
Grade Type Category ↑	Salary	Uplift	Temp Staffing	Unfilled Duties	Unavailability	Total
AHP	£0	£0	£0	£0	£0	£0
Management	£0	£0	£0	£0	£0	£0
Other	£0	£0	£0	£0	£0	£0
Registered	£29,041	£5,390	£0	£4,680	£0	£43,111
Unregistered	£12,723	£3,605	£0	£0	£0	£16,328

24

**Filled Temp Staffing Duties Cost:** Break down by Grade Type Category of filled by enhanced working day

Filled Temp Staffing Duties Cost			
Grade Type Category ↑	Day	Night / Saturday	Sunday / Public Hol

25

**Unfilled Duties Costs:** break down of the cost to fill remaining Unfilled Duties with temp staff, by Grade Type Category

Unfilled Duties Cost			
Grade Type Category ↑	Day	Night / Saturday	Sunday / Public Hol
Registered	£3,000 (75.0 Hrs)	£780 (15.0 Hrs)	£900 (15.0 Hrs)

26

**Uplift Cost By Grade:** Break down of duty total costs by Grade and Enhancement Uplift

Uplift Cost By Grade				
Grade ↑	(E)Night	(E)Sat	(E)Sunday	<24 Hours
Admin Mgr	£0 (80.5 Hrs)	£0 (15.0 Hrs)	£0 (7.5 Hrs)	-
Administration	-	-	-	-
Band 3 HCA	£1,394 (202.0 Hrs)	£866 (125.5 Hrs)	£1,346 (97.5 Hrs)	-
Band 5 RN	£3,830 (379.5 Hrs)	£2,066 (207.5 Hrs)	£3,495 (205.0 Hrs)	£0 (7.5 Hrs)