

Roster Analyser SOP

Approving rosters in a timely manner is part of the KPI's which need to be met to ensure effective and safe deployment of staffing as well as efficient running of the service.

This SOP will go through the entire process, from start to finish, ensuring all aspects of preapproval checks are effectively met and checked off before final roster approval.

View Rosters

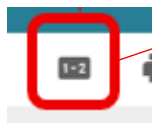
The 'View Rosters' page is the foundation upon you are expected to build your roster. The below annotation will provide you with an overview of your roster layout and functional spaces.

The screenshot shows the 'View Rosters' interface with the following callouts:

- Callout 1 (Left):** These are your requirements; you can select the requirement for which you wish to view the unfilled duties for.
- Callout 2 (Top Left):** These are your unfilled duties; they are used to fill the roster to achieve a 100% fill rate. The number of shifts available is in line with the service's budgeted establishment.
- Callout 3 (Center):** This is the Rosters main workspace, this is where you fill shifts and unavailabilities into against each member of staff, ensuring both; Safety and Service requirements are
- Callout 4 (Top Right):** This is the 'Assignment Count' button; it gives you live overview data at a glance of the rostering fill based on shift type, i.e. LD, N, etc.
- Callout 5 (Far Right):** These 2 columns provide a live view of the Net Hours and Hours balance; it is imperative that you bring the hours shown in both columns down to a zero, this will ensure the Roster Analyser is not flagged with discrepancies pertaining to unused hours.

Assignment Count

It is important to review your assignment count and not solely rely on visual confirmation of the roster; this ensures a safe and practical skill mix is applied against the shifts which are assigned to effectively fill the roster.



| Assignment Count | | | | | | | | |
|------------------|-------|--------|--------|--------|--------|--------|--------|--------|
| 28 Records | | | | | | | | |
| Week1 | Shift | Mon 13 | Tue 14 | Wed 15 | Thu 16 | Fri 17 | Sat 18 | Sun 19 |
| | E | 2-2 | 2-2 | 2-2 | 2-1 | 2-1 | 0-0 | 0-0 |
| | D | 0-0-3 | 0-0-3 | 0-0-3 | 0-0-3 | 0-0-3 | 0-0 | 0-0 |
| | MM | 1-0 | 1-0 | 1-0 | 1-0 | 1-0 | 0-0 | 0-0 |
| | CNM | 0-0 | 0-0 | 0-0 | 0-0 | 0-0 | 0-0 | 0-0 |
| | L | 2-1 | 2-1 | 1-1 | 2-2 | 2-2 | 1-0 | 1-0 |
| | N | 1-0 | 1-1 | 0-1 | 1-1 | 1-1 | 1-0 | 1-0 |
| Week2 | Shift | Mon 20 | Tue 21 | Wed 22 | Thu 23 | Fri 24 | Sat 25 | Sun 26 |
| | E | 2-2 | 2-2 | 2-2 | 2-1 | 2-1 | 0-0 | 0-0 |
| | D | 0-0-3 | 0-0-3 | 0-0-3 | 0-0-3 | 0-0-3 | 0-0 | 0-0 |
| | MM | 1-0 | 1-0 | 1-0 | 1-0 | 1-0 | 0-0 | 0-0 |
| | CNM | 0-0 | 0-0 | 0-0 | 0-0 | 0-0 | 0-0 | 0-0 |
| | L | 2-1 | 2-1 | 1-1 | 2-2 | 2-2 | 1-0 | 1-0 |
| | N | 1-1 | 1-1 | 0-1 | 0-0 | 0-0 | 0-0 | 0-0 |

Unavailability Management and Approval

Part of the pre-roster approval actions are to ensure unapproved unavailabilities are approved prior to roster approval. These unapproved unavailabilities are easy to spot on the roster, they are shown with a question mark inside of a yellow squiggly circle. Failure to leave this unapproved will result in rosters not being approved as system will prompt an error message when attempting to approve roster.

The screenshot shows a roster grid with columns for days and rows for shifts. Unavailability icons (yellow squiggly circles with question marks) are present on several cells. A context menu is open over one of these icons, listing the following options: Edit Unavailability, Retest Rules, Delete Unavailability, Approve Request (highlighted with a red box), and Reject Request.

Roster KPI Schedule

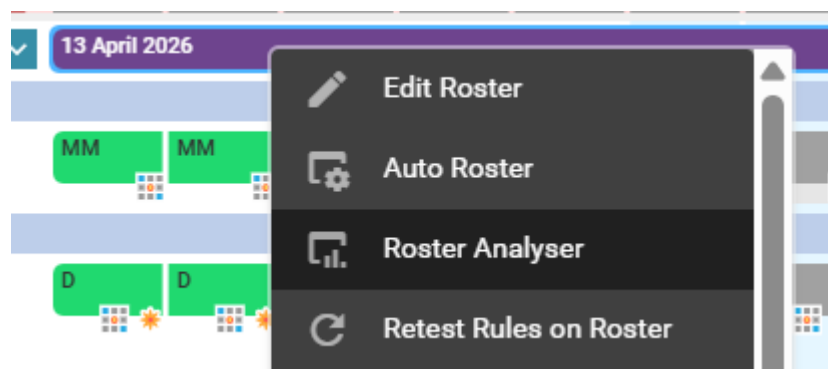
The roster KPI schedule outlines actions you must strictly adhere to and carry out in a timely manner. Part of the KPI's is to ensure that rosters are partially and fully approved by the dates set out in this schedule. The Optima system also provides notifications which are sent to first and second level approvers of rosters to carry out these actions. The system also prompts users on the Unit Summary page as to when both these must be performed by. This ample means of communicating this onto users ensures these KPI's are met and not overlooked and creates a sense of responsibility, ownership and accountability over the rosters they create.

| ROSTER DATES FOR YOUR DIARY | | | | | | | |
|-----------------------------|---------------------------|--|----------------------------------|--|--------------------------------|---|--|
| ROSTER SYSTEM | | WARD MANAGER | ROSTER SYSTEM | WARD MANAGER | | SERVICE MANAGER/MATRON | |
| | | 13 weeks | 9 WEEKS | 8 WEEKS | 8-7 WEEKS | 6 WEEKS | |
| No. of Days | | 91 | 63 | 56 | 56 - 49 days | 42 | 35 |
| START DATE OF ROSTER PERIOD | END DATE OF ROSTER PERIOD | Add Roster From Template/ 1ST COMMS TO STAFF | ROSTER CLOSED FOR STAFF REQUESTS | ROSTER DRAFTED & PARTIALLY APPROVED DEADLINE | HealthRoster Oversight Meeting | ROSTER FULLY APPROVED & PUBLISHED TO EOL DEADLINE | All the unfilled shifts are sent to bank |
| 19-Jan-26 | 15-Feb-26 | 20-Oct-25 | 17-Nov-25 | 24-Nov-25 | 01-Dec-25 | 08-Dec-25 | 15-Dec-25 |
| 16-Feb-26 | 15-Mar-26 | 17-Nov-25 | 15-Dec-25 | 22-Dec-25 | 29-Dec-25 | 05-Jan-26 | 12-Jan-26 |
| 16-Mar-26 | 12-Apr-26 | 15-Dec-25 | 12-Jan-26 | 19-Jan-26 | 26-Jan-26 | 02-Feb-26 | 09-Feb-26 |
| 13-Apr-26 | 10-May-26 | 12-Jan-26 | 09-Feb-26 | 16-Feb-26 | 23-Feb-26 | 02-Mar-26 | 09-Mar-26 |
| 11-May-26 | 07-Jun-26 | 09-Feb-26 | 09-Mar-26 | 16-Mar-26 | 23-Mar-26 | 30-Mar-26 | 06-Apr-26 |
| 08-Jun-26 | 05-Jul-26 | 09-Mar-26 | 06-Apr-26 | 13-Apr-26 | 20-Apr-26 | 27-Apr-26 | 04-May-26 |
| 06-Jul-26 | 02-Aug-26 | 06-Apr-26 | 04-May-26 | 11-May-26 | 18-May-26 | 25-May-26 | 01-Jun-26 |
| 03-Aug-26 | 30-Aug-26 | 04-May-26 | 01-Jun-26 | 08-Jun-26 | 15-Jun-26 | 22-Jun-26 | 29-Jun-26 |
| 31-Aug-26 | 27-Sep-26 | 01-Jun-26 | 29-Jun-26 | 06-Jul-26 | 13-Jul-26 | 20-Jul-26 | 27-Jul-26 |
| 28-Sep-26 | 25-Oct-26 | 29-Jun-26 | 27-Jul-26 | 03-Aug-26 | 10-Aug-26 | 17-Aug-26 | 24-Aug-26 |
| 26-Oct-26 | 22-Nov-26 | 27-Jul-26 | 24-Aug-26 | 31-Aug-26 | 07-Sep-26 | 14-Sep-26 | 21-Sep-26 |
| 23-Nov-26 | 20-Dec-26 | 24-Aug-26 | 21-Sep-26 | 28-Sep-26 | 05-Oct-26 | 12-Oct-26 | 19-Oct-26 |
| 21-Dec-26 | 17-Jan-27 | 21-Sep-26 | 19-Oct-26 | 26-Oct-26 | 02-Nov-26 | 09-Nov-26 | 16-Nov-26 |
| 18-Jan-27 | 14-Feb-27 | 19-Oct-26 | 16-Nov-26 | 23-Nov-26 | 30-Nov-26 | 07-Dec-26 | 14-Dec-26 |
| 15-Feb-27 | 14-Mar-27 | 16-Nov-26 | 14-Dec-26 | 21-Dec-26 | 28-Dec-26 | 04-Jan-27 | 11-Jan-27 |
| 15-Mar-27 | 11-Apr-27 | 14-Dec-26 | 11-Jan-27 | 18-Jan-27 | 25-Jan-27 | 01-Feb-27 | 08-Feb-27 |
| 12-Apr-27 | 09-May-27 | 11-Jan-27 | 08-Feb-27 | 15-Feb-27 | 22-Feb-27 | 01-Mar-27 | 08-Mar-27 |
| 10-May-27 | 06-Jun-27 | 08-Feb-27 | 08-Mar-27 | 15-Mar-27 | 22-Mar-27 | 29-Mar-27 | 05-Apr-27 |
| 07-Jun-27 | 04-Jul-27 | 08-Mar-27 | 05-Apr-27 | 12-Apr-27 | 19-Apr-27 | 26-Apr-27 | 03-May-27 |
| 05-Jul-27 | 01-Aug-27 | 05-Apr-27 | 03-May-27 | 10-May-27 | 17-May-27 | 24-May-27 | 31-May-27 |
| 02-Aug-27 | 29-Aug-27 | 03-May-27 | 31-May-27 | 07-Jun-27 | 14-Jun-27 | 21-Jun-27 | 28-Jun-27 |
| 30-Aug-27 | 26-Sep-27 | 31-May-27 | 28-Jun-27 | 05-Jul-27 | 12-Jul-27 | 19-Jul-27 | 26-Jul-27 |
| 27-Sep-27 | 24-Oct-27 | 28-Jun-27 | 26-Jul-27 | 02-Aug-27 | 09-Aug-27 | 16-Aug-27 | 23-Aug-27 |
| 25-Oct-27 | 21-Nov-27 | 26-Jul-27 | 23-Aug-27 | 30-Aug-27 | 06-Sep-27 | 13-Sep-27 | 20-Sep-27 |
| 22-Nov-27 | 19-Dec-27 | 23-Aug-27 | 20-Sep-27 | 27-Sep-27 | 04-Oct-27 | 11-Oct-27 | 18-Oct-27 |
| 20-Dec-27 | 16-Jan-28 | 20-Sep-27 | 18-Oct-27 | 25-Oct-27 | 01-Nov-27 | 08-Nov-27 | 15-Nov-27 |

Expenses Approval Deadline: 3rd of every month Roster Finalisation Deadline: 4th of every month

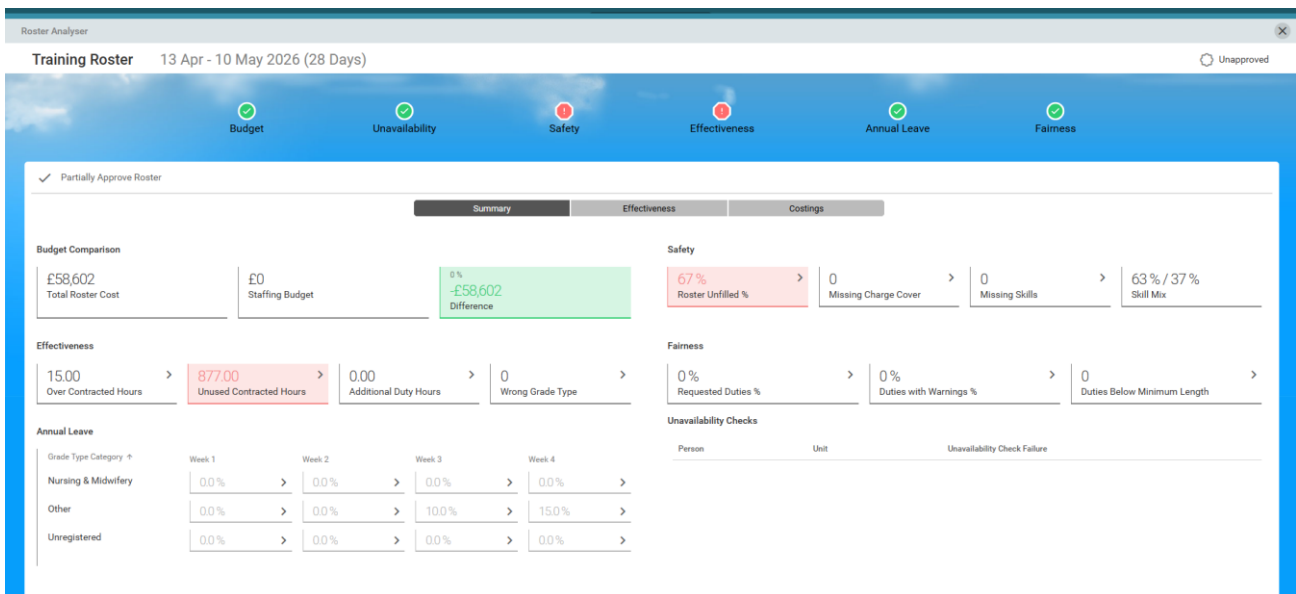
Roster Analyser

The Roster Analyser can be accessed by simply right clicking on the purple bar and selecting 'Roster Analyser'.

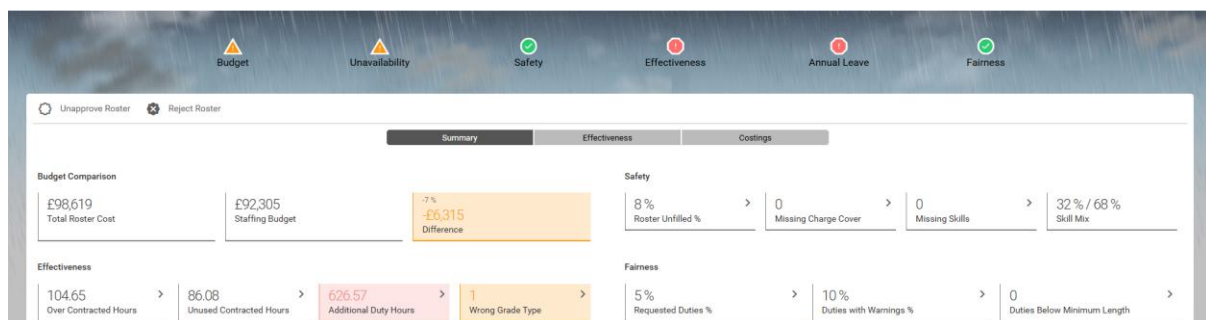


Roster Analyser

The Roster Analyser provides a real time overview of the effects your roster creation has had on the service and provides a colour co-ordinated indication of the strengths and weaknesses of the roster. Each item on the page is expandable by simply clicking on them and it will show you a more detailed rationale for the data shown. The Roster Analyser effectively calculates the budget comparison between the service budget and the total roster cost and accurately provides you with the difference between the two. The Roster analyser also provides you with the safety of rostering performed and provides you with a heads up towards any unsafe rostering applications employed by highlighting inadequate roster fill rates, missing charge cover, mandatory skill requirements unfilled, and adequate skill mix. The effectiveness of the roster is also highlighted to ensure rosters are not over contracted, unused hours are filled any additional duty hours are shown and the incorrect grade type allocation is shown. Fairness is measured against the roster by highlighting the percentage of staff who have requested duties onto the roster via Loop as well as highlighting the duties with rule violations. Annual Leave allocation is also brought into light to ensure AL usage is effectively being managed. And finally unavailability checks are made against staff who may be absent from work.



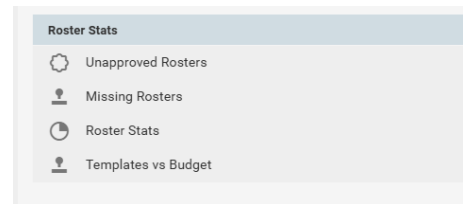
The graphic behind the analyser also provides an interactive weather indicator method by showing sunny blue skies to represent an effective roster to cloudy to represent a substandard roster or rainy and thunderstorms to represent a very poorly planned roster.



If all is in order, then Roster Creators and Roster Approvers can go ahead and approve their rosters accordingly as per the dates set out on the Roster Schedule.

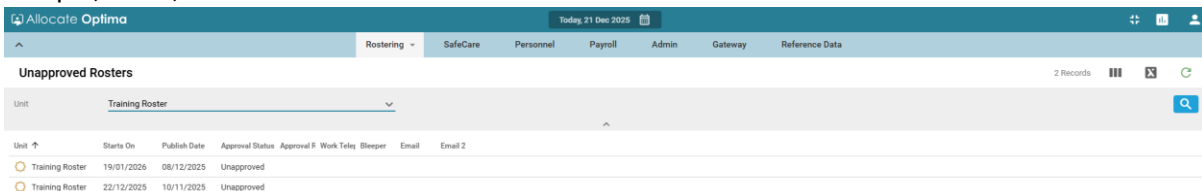


Under Rostering>Roster Stats section you will see these 4 pages which further compliment your control over your rosters by providing you with dedicated pages to pull data pertinent to your roster and the roster analyser report.



Unapproved Rosters

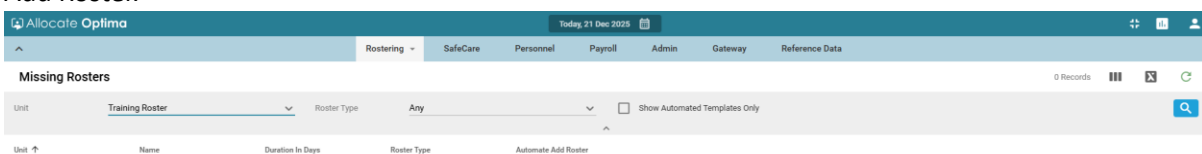
The unapproved rosters report provides users with the following; Unit, Name, Starts On, Ends On, Publish Date, Approval Status, Approval Required By, Work Telephone, Mobile Tel., Contact Tel., Bleeper, Email, Email 2.



This information can address periods of non-compliance and ensure rosters are approved on time, it can also serve as a reminder as to when the rosters must be approved by.

Missing Rosters

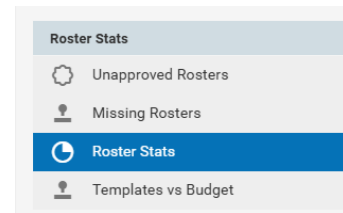
The missing rosters report provides users with information on roster templates which have not been loaded in, it can provide information such as; Unit, Name, Duration In Days, Roster Type, Automate Add Roster.



This usually should not be an issue as we have automated the system to always load in a new roster period every month, however if you do notice a period where it is not visible then please do reach out to us at elft.healthrostersupport@nhs.net.

Roster Stats Report

To navigate to the Roster Stats page, you simply have to select Rostering from main navigation panel and then under 'Roster Stats' section you will see a page called 'Roster Stats'.



The Roster Stats report is identical to the information provided in graphical format on the Roster Analyser but provides a lot more in-depth information in data format for professional use. The roster stats report provides users with information on; Unit, Name, Approval Status, Starts On, Ends On, Full Approver, Partial Approver, Date Fully Approved, Date Partially Approved, % Changed Since Approval, Assigned Duties Count, % Other, % Manually Rostered, % Auto Rostered, % Requested, % Duties With Warnings, % Unfilled, Date Rejected.

| Unit | Name | Approval Status | Starts On | Ends On | Full Approver | Partial Approver | Date Fully Approved | Date Partially Approved | % Changed Since Approval | Assigned 1 | % Manually Rostered | % Auto Rostered | % Requested | % Duties With Warnings | % Unfilled |
|-----------------|------------------|----------------------|------------|------------|-----------------|------------------|---------------------|-------------------------|--------------------------|------------|---------------------|-----------------|-------------|------------------------|------------|
| Training Roster | 27 October 2025 | First Level Approved | 27/10/2025 | 23/11/2025 | KapoorA.trainer | | 04/11/2025 | | 8.95 % | 324 | 2.78 % | 97.22 % | 0.00 % | 0.00 % | 78.1 |
| Training Roster | 24 November 2025 | First Level Approved | 24/11/2025 | 21/12/2025 | KapoorA.trainer | | 27/11/2025 | | 100.00 % | 13 | 92.31 % | 0.00 % | 0.00 % | 72.73 % | 98.1 |

This information can be effectively used for service targets aimed at improving rostering practices in turn resulting in a more resilient workforce is deployed to where they are needed most in a safe and efficient manner.

Template vs Budget Report

The template vs budget report provides users information on; Unit, Department, Name, Duration In Days, Number Of Beds, Roster Type, Registered Budgeted WTE, Registered Mandatory Demand WTE, Unregistered Budgeted WTE, Unregistered Mandatory Demand WTE, Other Budgeted WTE, Other Mandatory Demand WTE, Is Obsolete.

| Unit | Department | Name | Duration In Days | Number Of Beds | Roster Type | Registered Budgeted WTE | Registered Mandatory Demand WTE | Unregistered Budgeted WTE | Unregistered Mandatory Demand WTE | Other Budgeted WTE | Other Mandatory Demand WTE | Is Obsolete |
|-----------------|------------|------------------------------|------------------|----------------|-------------|-------------------------|---------------------------------|---------------------------|-----------------------------------|--------------------|----------------------------|-------------|
| Training Roster | Training | Training Roster - 25/01/2021 | 28 | 0 | Nursing | 14.96 | | 33.78 | | 1.00 | 5.71 | |

This information can be used for service leads to identify trends and counter mismanagement of rosters in future periods.