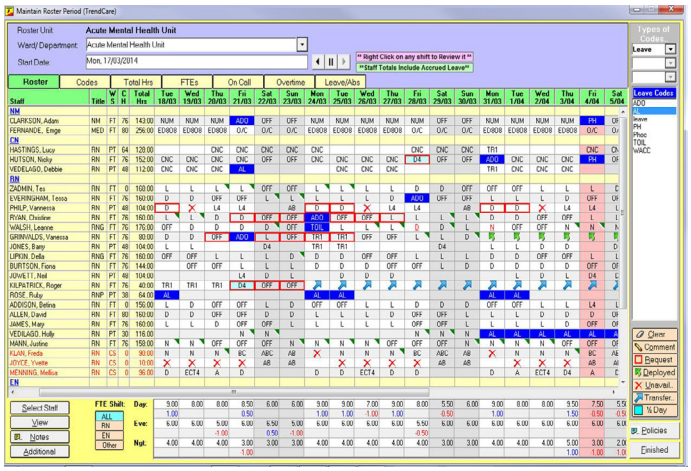
TC flyer

January 2015

Happy New Year to all our user sites!!

With the start of a brand new year, it might be a good time to review some Handy Hints for the TrendCare Roster System!



Did you know you can:

- Create Roster Units, enabling multiple wards/ departments to be included in one roster
- Import shifts (Get Roster) from one roster to multiple wards in Allocate Staff
- Identify ward specific Roster Codes on a printed multi-ward roster (ward acronym displayed under shift code)
- Create Roster Code Groups to group specific Roster Codes together
- Create Roster Codes to accommodate all TrendCare staffing areas
- Create Roster Codes that can accommodate multiple TrendCare staffing areas within the one Roster Code
- Create codes for split shifts and "On Call"
- Create leave codes to accommodate any leave areas not currently utilised by TrendCare
- Create TOIL roster codes
- Assign comments to rostered shifts to provide additional information / detail relating to the individual shift
- Create roster comment groups to group specific comments together
- Assign free text comments to a roster to provide additional information relating to the roster period
- Identify staff that are deployed out
- Identify staff that have been permanently transferred to other wards/departments
- Identify dates and reasons why staff are unavailable
- Identify requested shifts
- Identify contract breaches while rostering relating to consecutive shifts, breaks between shifts and shift length
- Allocate staff leave for 12 months or longer
- Map public holidays for each year
- Map school holidays for each year
- Provide a staff leave report showing all staff leave for the selected ward over a selected period
- Print an On Call Roster
- Set access to roster maintenance by specific login or security level
- Archive rosters for retrospective checking / auditing

FREQUENTLY ASKED QUESTIONS

We have a new staff member commencing on 26 January 2015, and their employment details have been entered into staff maintenance. We can add their name in Roster development and the Leave planner, however, when we go to select staff in the roster template they do not show in the home ward or entire campus.

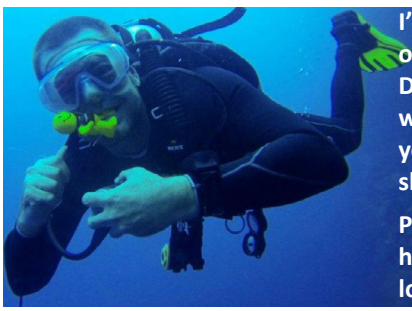
In Roster Development, the roster has a date relationship, so when it loads staff into Select Staff, it loads staff who are available at any time during the roster period. The template, has no such date relationship, so when it loads staff into Select Staff, it only loads "Currently Available" staff. As the staff member's start date is in the future, they are not currently available. The good news is that you will be able to find the staff member in Select Staff when you tick the checkbox that says "Show Staff Members that are Not currently Available".

Our Rehab Department employs a large number of Allied Health staff who are rostered on six different rosters. Currently, there are 16-20 Therapist Assistants working with different groups of Clinicians on different days depending on the workload. Please advise how to have these Therapist Assistants rostered to each of these 6 departments so that they flow into the appropriate Allocate Staff screen.

It is possible to handle the same group of Therapist Assistants on one roster and send them to separate allocate staff screens. This is called a Multi-Ward Roster. To make a Multi-Ward Roster, go to Maintain / Roster / Roster Units. Click Add New and name the roster whatever you like, eg Therapy Assistant Roster. Make the Roster Unit as you would for any other roster, but when you get to the Departments tab, select each of the seven relevant "Departments". Continue through and finish creating the roster unit, making the template and assigning security as necessary, then Save the Roster Unit. In Roster Development, with the Therapy Assistant Roster open, the person making the roster selects the ward that they are rostering to before adding the roster codes for that ward. Roster Codes for the selected Department are shaded green, so it is easy to see the rostered shifts for the selected ward. When the roster developer wishes to roster a shift for a different department, they simply select the Ward prior to assigning the shift code. Once the roster is complete, pulling "Get Roster" in Allocate Staff for any of the six wards will pull in the Therapists from the new multi-ward roster.

The Ward Weekly Rostered Staff report will show the staff rostered to the specific department from all relevant rosters. This helps to review the rostered staffing for the week without needing to load into Allocate Staff prematurely.

Where in the world is TC?



I'm sure you all know our lead developer Chris Drysdale and his skill in writing code – but did you know he's also a skilled diver.

Poor TC.. Chris gets a bit hungry sometimes on a long dive..