



Realtime Rostering

Safer, fairer rosters that improve patient care



staff
scheduling
made
easy

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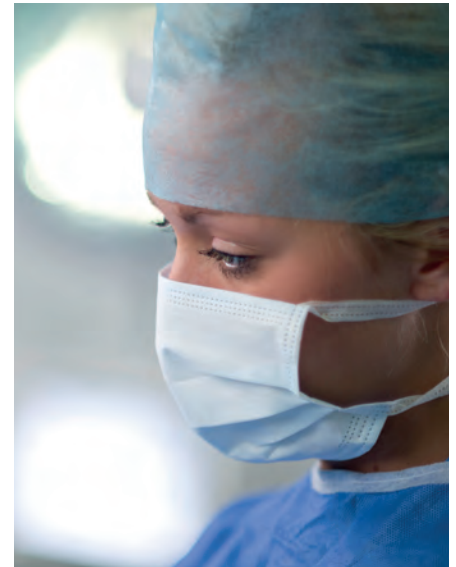
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Safer, fairer rosters that
improve patient care

Realtime Rostering: A fair and cost-effective workforce plan for staff and service delivery

Getting your roster right is more than important; it's critical. Making sure you're being cost effective in the delivery of your service, as well as ensuring the wellbeing of your skilled workforce is imperative.

Our Realtime Rostering system enables organisations to plan ahead and deliver the service required. It enables organisations to ensure the correct combination of skilled people are working as needed, in the safest and most cost-effective way, while providing the opportunity to flex the workforce if demand changes.



Seamless system integration

We work with organisations to ensure seamless integration into existing systems such as; HR, Payroll, Time & Attendance.

Roster all staff

Roster your whole workforce in one system. Realtime caters for the different working arrangements and contracts of consultants, junior doctors and Agenda for Change staff such as nurses and support workers.

Reported reduction of 6 hours since implementing the system.



Easy to use **low cost solution**

Our e-rostering software users reported a significant reduction in administrative time to create and distribute complex rotas, as well as a clear reduction in the number of mistakes made due to the reduced margin for human error. There have also been reports of an important increase in the accuracy of their workforce deployment based on skill mix. The subsequent improvements in productivity are tangible having achieved the right person with the right skills just where and when they are needed.

Developed by workforce experts Skills for Health, our rostering tools are therefore built with a critical understanding that errors in the workforce plan can have an exponential impact on any service. Initially designed for the healthcare sector, our tools are robust in their functionality to deal with all complexities associated with rostering, so you can have confidence in our accuracy and learning over the last 10 years.

Getting **Started**

Getting workforce rostering right – if not now, when?

Getting your roster right is more than important; it's critical. Realtime Rostering helps organisations deliver a fair workforce plan for staff and service delivery.

As part of the organisation change involved in implementing a dedicated rostering solution, you might come across some issues. Below are a few tips you might find useful:



Involve senior staff

It is always good to involve senior staff in the implementation process from the start. This will allow senior staff to understand the system first hand and promote the system to other staff.

Forward planning

Choosing to roster electronically not only saves time, it is also more efficient as the system enables staff to clearly identify gaps in the rotas and plan ahead accordingly. All information is saved online and can be accessed at any point.

Take staff on a journey

Implementing e-rostering is asking for a major organisational change and is a big step for staff. Staff need to be taken on a journey so they can see the benefits of the e-rostering system. All staff need to see fairness of allocation and transparency – and the benefits to the individual – maintaining a work life balance.

Making it work for you

Skills for Health is a Not for Profit organisation and trusted provider of healthcare and medical e-rostering solutions throughout the UK and we really the extra mile when it comes to support; we won't just throw you in at the deep end!



Contact your regional director to discuss.

Realtime Rostering is provided by Skills for Health, a not for profit organisation that is already a trusted provider of healthcare / medical e-rostering solutions throughout the UK.

E: realtimerostering@skillsforhealth.org.uk

Why use **Realtime Rostering**?

- Create and distribute long term rotas that can detail over a year in advance, specifically designed to meet the needs of your service and wellbeing of your staff
- Keep track of the historical rota and flex into the future to ensure cost-effective use of available staff
- Avoiding using more expensive temporary staff at last minute incidences to fill an unseen need.



I've found Realtime to be really good value and it definitely has the potential to save us money in the long run. The Realtime system is also a big time-saver and so easy to navigate; the response across has the organisation has been really positive.

Iain Elrick

Project Manager for Workforce Planning and Redesign, NHS Grampian



I used to spend up to eight hours per week planning the rosters. This task now takes around two hours and I now have the option of planning activities over a longer period as is the case when I go on holiday.

Dr Kerry Grady

Consultant Anaesthetist, East Lancs



Discover how Realtime Rostering can help you

Get in touch today for further information or to request a demo:

E: realtimerostering@skillsforhealth.org.uk

T: 0117 910 2286

Get in touch

Better ability to plan ahead and foresee problems.

Visual information on a live day to day basis.



Benefits

- Supports deployment of right people in the right place at the right time;
- Realtime updates staff rotas in seconds, providing accurate and up to date information;
- System allows staff to access their details and rotas online 24/7;
- Enables compliance, saving money and most importantly meeting staff needs;
- Takes into account factors such as annual leave and shift swaps to help staff manage their time better;
- Greater work / life balance and higher staff satisfaction.

Easy to use low cost solution:

- Cost effective online solution for creating rotas and delivering smooth day-to-day working;
- Enables rosters to be managed across multiple sites;
- Accessible online to all relevant staff at anytime and via Smartphone;
- Robust auditing and reporting functionality;
- Low cost solution that delivers significant savings and return;
- Better use of senior staff's time – as they can spend less time on scheduling;
- Plan up to a year in advance, with flexibility to plan around unexpected absences and take account of annual leave and shift swaps.

Skills for Health's Realtime Rostering system was already in use when I joined The Walton Centre in 2012 but it was really easy to pick up, once I had a better understanding of its capacity we implemented scheduling events for the junior trainees so we could provide evidence of training when required. The system is perfect for us and allows us to see most member of staffs' availability on one screen; having that level of visibility means that we can see any gaps all on one screen and are alerted to any problems earlier than we would have been before. The visibility that Realtime provides is definitely its best feature; I couldn't do my job without it, it's as simple as that.

Heather Bennett

Medical HR Manager, The Walton Centre
NHS Foundation Trust



Duty Rostering

Swap & Leave Management

Online self-service allows rostered staff to submit leave and swap requests for approval by their roster manager, who is able to see at a glance whether the request can be approved without compromising service cover rules. The system also manages leave allowances for staff which can be easily reported upon.

Turn fixed & rolling rota patterns into operational rosters

Roster any staff group based on their fixed working pattern. For staff such as junior doctors who follow a rolling rota, these can be easily turned into day to day operational rosters to see who is on duty at any time.

Health sector – Nurse (Ward) rostering

Easy to use ward rostering interface to quickly produce a weekly nursing roster while ensuring that all duties are covered by appropriate staff.

Staff rostering

Roster any departmental staff group with an easy to use staff rostering interface. Create simple effective rotas that are fair to all staff. Ensure all duties are covered by the appropriate staffing skill mix.

Service cover rules

Build simple and complex cover rules to ensure that rosters are sufficiently staffed with the right combination of skills, grades & teams.



Other features include:

Contract & Working Time Regulations (WTR) compliance

Realtime ensures that the duties worked by staff continue to comply with the WTR and any contractual safety rules by continuously checking for compliance, even where staff have swapped duties.

Working hours tracking

For hours-based staff, keep a running count of the hours worked within a pay period to ensure they are not working too many or too few hours, and that their pay is correctly calculated.

Realtime visibility

Provide everyone across the organisation with a real-time view of who is on duty in any area at any time.

Self-rostering

Let staff indicate their availability and preferences for shifts to help improve work life balance, while making it easier for roster managers to produce weekly rosters which meet service cover rules.

Consolidated view of on-call

Provide wards and switchboard with a realtime consolidated view of who is on-call and how to contact them.

Reports

Extensive range of reports to provide all the information you need about your organisation's rostering.

Fully auditable

All changes are fully auditable and can be tracked to the planned roster, including displaying who made the changes and when.

Access from anywhere

Our web-based self-service can be accessed from desktop, tablet and smartphone, making it easy for staff to access their roster and manage requests while on the move.

Doctor's Rostering System

DRS4 – Designed for the Health Sector

Design rota patterns for junior doctors

Allows NHS organisations to design rota patterns for junior doctors to ensure that specialties are safely staffed throughout the week.

Check rota compliance against the 2016 junior doctor contract

Allows NHS organisations to assess rolling rota patterns against the 2016 junior doctor contract to ensure they meet the new safety rules and flag any failures in work patterns.

Check rota compliance against the Working Time Regulations

Allows NHS organisations to assess rolling rota patterns against the Working Time Regulations (WTR) to ensure they meet the rest requirements of the legislation, and flags up where and why a given work pattern fails.

Guardian of Safe Working Dashboard

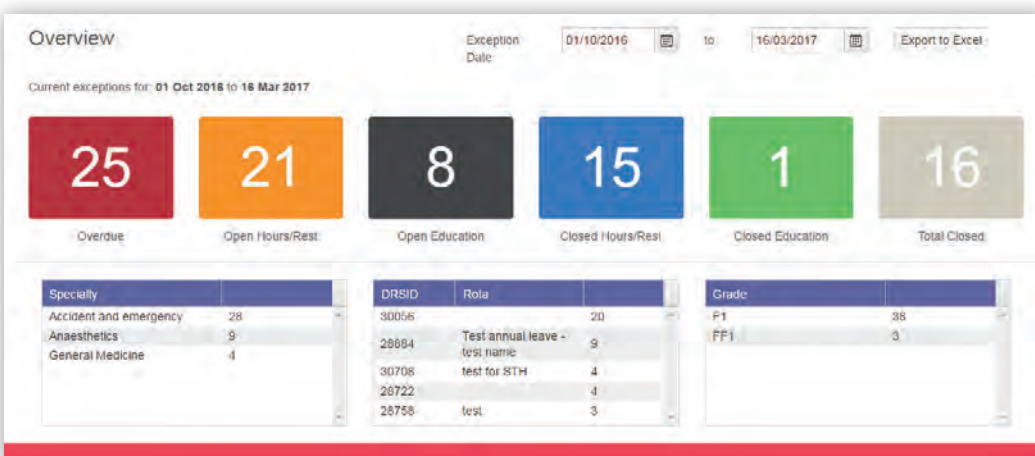
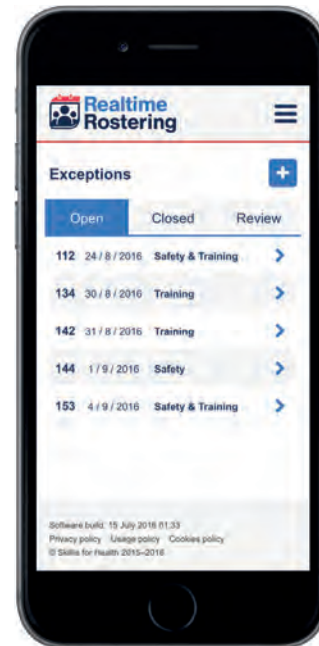
Provides your guardian of safe working hours with a trust-wide overview of exception reports and highlights any hotspots across specialties or specific rotas. All data can be exported into Excel for further analysis and to help produce payroll reports for additional hours worked.

Calculate the pay for junior doctors under the 2016 junior doctor contract

Calculate the pay associated with any rota, including a breakdown of rostered hours, out of hours premium time & availability allowance for time spent on call.

Exception reporting

Allows doctors to submit exception reports online using their desktop, tablet or smartphone, and routes these to the correct educational supervisor or clinical supervisor for response and action.



Events Planner

Manage scheduled activity across the week

Provides a real-time view of all scheduled activities such as training and specific area/work assignments during a duty.

Multi-professional events

Realtime allows organisations to manage complex events through an easy-to-use interface, showing the various staff/roles that contribute to ensuring the successful delivery of an event.

Consultant job plans

Easily allocate consultants to events on a recurring basis in line with their agreed job plan, and report on the delivery of Programmed Activities (PAs) against agreed job plans.

The right person for the event

Ensure that complex events are covered by staff with the appropriate specialist skills, and improve training opportunities by matching staff with the events which support their development plans.

Locum/Bank

Keep track of duties and events requiring bank & locum cover

Highlight which duties or events need bank/locum cover and why, capture the cost of providing this cover, and easily report on this at a department or organisation level.

Publicise bank & locum duties to internal staff

Provide your existing staff with visibility of locum/bank duties they could cover, reducing the likelihood of having to go to external agencies and improving continuity of service.

Integrations

Time & attendance

Realtime can be integrated with a range of time and attendance systems to capture actual working hours through a range of methods such as timesheets, clock cards and biometric terminals.

Bank & agency

Already using a bank/agency/locum system? Realtime integrates with third party systems to automatically pass across duties and events requiring cover. Once the duty is filled, the name and contact details of the person taking up the role is shown in real time.

NHS Electronic Staff Record (ESR)

Inbound and outbound interfaces to ESR eliminate duplication of data entry.

Using another HR or payroll system?

Realtime can talk to most systems through our modern APIs, and we'd be happy to talk to your existing system providers to develop bespoke integrations.



Time saved in administration and processing.



All rotas in one place.



Save time and money

Our Health sector users report: Our e-rostering software has reduced medical locum spend by 10%-20%, consultants rota planning now taking 75% less time, reduced rostering workload of medical secretaries by 50%, and better access to training opportunities, improving training for junior doctors. One organisation has saved £20,000 in one directorate alone. Others have seen fewer theatre and clinic cancellations.

Training and Support

Our dedicated support helpdesk is staffed by experts and is available to anyone using our rostering solutions.

The Practitioner level provides in-depth, face to face training for those staff responsible for creating and managing rosters.



We were approached by Skills for Health and the Scottish government to pilot DRS Realtime, we have found the system to be user friendly. It works really well, it improves governance, gives greater visibility to the organisation and to the clinical staff.

Iain Elrick

Project Manager for Workforce Planning and Redesign, NHS Grampian



Client testimonials



- Time saved in administration and processing
- Less paper used
- Better ability to plan ahead/foresee problems
- Who has benefited: Doctors, patients, rota administrators, Operational Staff
- Doctors and administrators able to plan ahead.
- Rotas available realtime so no delay in updating users.
- All rotas in one place.
- Gaps in rotas visible in good time so plans can be made for cover.
- Able to record annual leave for doctors.
- Service Managers able to plan ahead to cover gaps on the rotas saving stress and costs.
- Greater understanding by other users of how the rotas work.
- Able to identify issues before they become a problem.
- Problems highlighted in good time.
- Support: Always helpful and available

Chris Carroll

Shift manager/rota coordinator, North Cumbria University Hospitals NHS Trust



Read more

Read more about Skills for Health and e-rostering

You can find out more about Skills for Health at:

 skillsforhealth.org.uk

To learn about our current Rostering solutions please look at our Realtime Rostering page:


 skillsforhealth.org.uk/realtimerostering

Realtime Rostering Microsite:

 realtimerostering.uk

Sales

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