

Rostering Best Practice

Important Update – COVID19



Health

Rostering Best Practice Team (RBPT) update about newly created COVID-19 codes for use in HealthRoster and StaffLink.

Due to the current surge in demand in response to COVID-19 it is important that managers update HealthRoster and StaffLink with specific **COVID** codes that can be captured and reported in these systems. This information can be utilised in your Health Agencies to assess the impact of COVID-19 in the following areas –

1. HealthRoster Non-Productive – Special Leave – **COVID**
2. HealthRoster rostering reasons for managing casuals, additional duties, assignment reasons and duty change reasons – **COVID**
3. HealthRoster Skills identified as required by staff who are treating patients with Coronavirus - **COVID**
4. StaffLink Staffing arrangements for staff who are required to self-isolate in their home – **NCoV Staff WFH**

HEALTHROSTER

NON-PRODUCTIVE – Special Leave – COVID

Roster managers can assign a non-productive special leave reason (Special Leave **COVID**) to those staff members that are entitled to this leave type in accordance with the parameters outlined by [NSW Health](#).

This special leave type can be found under the 'Other Leave' Non-Productive category in HealthRoster.

For information on how to apply the COVID Non-Productive reason please refer to the HealthRoster COVID Non-Productive Reason [Fact Sheet](#) and to the attached Ministry of Health Workforce Advice.

ROSTERING REASONS

Roster managers can assign rostering reasons for staff who are directly working in COVID-19 specific wards, or for staff who are redeployed to these wards. The rostering reason code **COVID** is available from the list of options to choose from in HealthRoster.

This code should be selected when roster managers are assigning a shift to a casual or creating additional duties that are in response to COVID-19 related activities. This **COVID** reason is to be utilised when updating relevant assignment reasons or duty change reasons, and when creating and maintaining a roster.

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For information on how to apply rostering reasons please refer to the HealthRoster COVID Rostering Reasons [Fact Sheet](#).

SKILLS

In HealthRoster, Roster managers can assign specific skills to their staff who are deemed competent in these skills. The set of skills identified for staff treating patients with COVID-19 is listed here -

- Advanced Life Support (ALS)
- BiPAP
- CPAP
- ECMO
- Immunisation
- Ventilation

For skill definitions and instructions on how to assign a skill to a staff member please refer to the HealthRoster COVID Skills [Fact Sheet](#).

STAFFLINK

RECORDING STAFFING ARRANGEMENTS

In StaffLink, Managers can record **NCoV Staff WFH** to those staff that may be required to undertake a period of isolation in their home for a total of fourteen (14) days. To determine if staff are eligible for isolation please refer to the parameters outlined by [NSW Health](#) and refer to the attached Ministry of Health Workforce Advice COVID-19.

NCoV Staff WFH can be recorded within the Manager Self Service Menu and through the NSWHR Update responsibility.

For information on how to record NCoV Staff WFH please refer to the Recording COVID-19 Staffing Arrangements within StaffLink [Fact Sheet](#).

For information about temporary sick leave arrangements and other leave entitlements please refer to the attached Ministry of Health Workforce Advice COVID-19.

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FACT SHEET SUMMARY TABLE

HEALTHROSTER	PURPOSE	FACT SHEET
Non-Productive Special Leave COVID	Where a Health Agency excludes an employee from the work place to self-isolate due to COVID19 and they are unable to complete meaningful work at home.	HealthRoster Non-Productive COVID Reason
Rostering Reasons COVID	To capture data relating to the increased operational demand due to COVID19.	HealthRoster COVID Rostering Reasons
Skills	To capture those specific skills required for staff deemed competent when treating patients with COVID19.	HealthRoster COVID Skills
STAFFLINK		
NCoV Staff WFH	To capture staff that may be required to undertake a period of isolation in their home for a total of fourteen (14) days.	Recording COVID-19 Staffing Arrangements
WORKFORCE		
Workforce Advice	For updates on precautionary measures in place in response to the evolving COVID-19 situation.	Ministry of Health COVID-19 Workforce Advice

For further information please email the Rostering Best Practice Team:
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