DEVELOPING ROSTERING CAPABILITY

Locating Rostering Resources

ROSTERING PORTAL
www.health.nsw.gov.au/rostering

ONLINE LEARNING MODULES
Go to **MyHealth Learning** (see below) and search 'rcf'

ROSTERING BEST PRACTICE WEBPAGE
Go to the **Rostering Portal** (see above)
Select **Rostering Best Practice** from the left hand menu

ROSTERING RESOURCE MANUAL
Go to the **Rostering Best Practice webpage** (see above)
Select **Rostering Resource Manual** on the right side of the screen
Select the **image** of the Rostering Resource Manual
This will open a pdf version of the document.

HEALTHROSTER INTRANET (NOTE: MUST BE LOGGED IN)
Log in to your system
Go to http://intranet.hss.health.nsw.gov.au/
Select **HealthRoster**

MYHEALTH LEARNING
Go to **NSW Health home page** (http://www.health.nsw.gov.au)
Scroll to bottom and select **Health Education and Training Institute**
Hover over **MyHealth Learning tab** to right of top menu bar
A temporary menu will appear
Select **MyHealth Learning**
Enter your **StaffLink number**
Enter your password you use for all system access
Type '**rcf**' in the '**Search Catalogue**' field at the top right

INDUSTRIAL AWARDS
Go to the **Rostering Portal** (see above)
Select **Other links and resources** from the left menu
Select **NSW Health Industrial Awards**
Select the first letter in the title of the award you are looking for
Select the relevant award from the list displayed

LEAVE MATTERS FOR NSW HEALTH SERVICE POLICY DIRECTIVE
Go to the **Rostering Portal** (see above)
Select **Other links and resources** from the left menu
Select **Leave Matters for NSW Health Policy Directive**
Select the link in the text or the image to the right

STAFFLINK FACTSHEETS
Log in to **Stafflink**
Select **Help** in the top right corner
This will open a new window
Select **Contents** tab in the top left corner of the new window
Select **NSW Health Desk Manual Index** toward the bottom of this page
Select **Factsheet Index** from the middle of the top menu

ROSTERING INFORMATION FOR STAFF BOOKLET
Speak to your Manager to confirm if this document is available in your
Health Agency, and if so, how it can be accessed.