E-Rostering Implementation Project

NORTH WALES NHS TRUST

MINUTES OF PROJECT BOARD – E-ROSTERING

WEDNESDAY 12th August 2009

Central Board Room, Bowen Court, St Asaph

Present: Reena Cartmell, Deputy Director of Nursing (Chair)
Neil Evans - Payroll
Tracey Foulkes, Workforce Planning/Modernisation Manager
James Satelle, Project Manager E-Rostering (Central)
Kevin Higgins, Project Administrator & Support (East)
Dave Griffiths – Staff side
Joanne Brown, Project Manager East
Steve Jenkins – Staff Side

Agenda Items:

1) Apologies

Richard Walker, Acting Head of IT
Maria Trevor –Roberts – Project Manager ERostering (West)
Katie Brocklehurst, Project Administrator & Support (Central)

2) Minutes of last meeting (04/02/2009)

Minutes reviewed by RC. Minutes agreed as correct. Updates and progress as detailed below.

Update on PID – Paula Jones to get update to next meeting

NMC Numbers – Arrange meeting with Lynn Grundy and Project Managers to progress this and look at how PIN numbers will be stored centrally. DG some concerns on staff handing over PIN numbers – No problem showing but doesn’t like handing over to be stored. It was pointed out that they are currently stored. RC asked for their to be strict controls around access to PIN information

The process for sign off has started and RC stated this has been an invaluable discussion /debate. Need to discuss how WEST have been signing off. Headroom is an issue across the whole organisation
Discussion around the idea of running clinics throughout the organisation to discuss different practices Inc headroom. Also look at specialist areas across the organisation to look at differences where the speciality and bed numbers are the same. RC said this will help with consistency, sign off and patient safety etc.

TF asked to look at Benchmarking/Modelling around skill mix

RC has noted from sign off meetings some shortages of staff in and has sent some ideas to Kate. We are going to be looking at what is needed to run a ward not what is minimum

**Preceptorship** – RC asked JB to put a competence on to see if this would resolve the issue

Northwest Have applied to payroll for interfacing this month

**Bank**: Kate and Paula to investigate Bank Nurse systems contracts and way forward. TF to arrange meeting Bank System. Currently 3 or 4 bank modules. System due to be upgraded to Best Of Bank. West getting this upgrade asap

**Roster Guidelines**: RC to speak to Mark Sykes then to Martin Mark and Tanya to take to wider circulation. TF asked to investigate what’s happening at the moment

**Roster Central**: It was agreed that the project managers not get additional training as TF & JB felt that the team in Wrexham have enough knowledge of Roster Central to be able to provide this training. This hasn’t been put to West as yet however TF stated that JB could do sessions for staff

RC asked if the unfilled duties are accurate. This isn’t the case as bank and students are not on the roster. RC stressed that we must be absolutely clear on Roster Central and the information must be displayed accurately

**Sign Offs**: RC invited staff side to sign off meetings. This will be useful to see if different discussions are being had in different areas and staff side can help bring a consistency to the process. Action for Project Managers to send sign off dates to staff side when available

Staff side are having increased calls around Headroom and Funding
Working Time Directive – There is an issue in both Central and East around Breaks. TF to speak with Lesley Hall to find best person to take this forward TF to draft letter to Lesley Hall and RC will sign it

Project updates were given by Central and East

Any Other Business:

A discussion took place around wards interfacing to payroll as some wards in both Central and East are nearly ready to go. RC stated that any ward doing this should demonstrate total and competent compliance before doing so. Project teams should work closely with Payroll and Managers to ensure compliance

SJ asked for areas to be included in documentation instead of Phases.

Project Plan to be put on TIS

RC asked if we were confident that EOL training was being handed down to all staff. JB gave assurance that ward managers in EAST are ensuring this. Central however cannot give that assurance although training is ongoing in these areas

SJ – The training and support offered by the Project Team in the Eastr has been really good and where they have been issues or problems they have been dealt with and there is good support in place.

RC- Invited Staff side to identify a month where they were concerned about staffing levels Get IR1 forms and use expertise to look at efficiency and bring findings back to Operational Board. JB to work with staff side on this.

TF brought up issues around guidelines. No of requests – It is 8 in system but recommend 6. This was agreed. Staff side asked if 1 LD = 2 requests how come if member of staff sick its only 1 shift

Pro Rata requests an Issue

Before next meeting project teams to work with staff and staff side to get feedback and bring to next meeting
E-Rostering Implementation Project

Upcoming events

21st August – Central and east handover from Allocate to Allocate Helpdesk
IT upgrade funding approved
Imminent system upgrade to 8.6

Date of Next Meeting 7/10/2009