One Day Rostering Master class – programme outline for facilitators

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| **Time** | **Content** | **Activity** | **Key Issues to be covered** | **Equipment** |
| 8.55 am | Registration |  |  | Register |
| 9.00 am | Welcome/ Introduction  *(15 mins)* | **Presentation by JT**   * Programme overview (slide 2) * Learning outcomes (slide3)   *Encourage staff to identify additional learning outcomes they wish to achieve by the end of the day* | * *Emphasise high participation expectation of the day* * *Masterclass has been designed for staff to share good practice and improve rostering practice in line with policy requirements* | Laptop/Projector |
| 9.15 am | Nursing Workforce – Planning & Monitoring  *(25 mins)* | **Presentation by JT**   * Nursing Workforce – Planning & Monitoring (slide 4) * Overview of national NMWWP Tools, why this is being run annually, the NMWWPT process and the importance of triangulation (slide 5,6,7 & 8) | * *Acknowledge challenges associated with nursing workforce issues* * *Reference to current CNO/SEND context* | Laptop/Projector |
| 9.40am | Financial Governance  Local Monitoring  *(25 mins)* | **Presentation by:JT + LN**   * Discuss each point (slide 9) * Re-emphasise roles/ responsibilities and accountability for financial governance * Provide an overview of local system in place to monitor financial governance * Emphasise the importance of the SCN role for financial governance | * *Describe local arrangements to assist SCN to understand funded establishment and how workforce issues are monitored* * *Improved understanding of local financial governance arrangements* * *SCN responsible and accountable for efficient and effective resource management at ward level* * *Identify potential areas for improvement in terms of own/ team development*   *Opportunity for SCN & CNs to clarify roles/ responsibilities and development needs. Facilitators should earmark issues that emerge to link this with groupwork later or as suggested ‘actions/ next steps’* | Laptop/Projector |
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**Morning** continued……….

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| 10.10 am | How do we know there are problems with rostering?  *(30 mins)* | **Presentation by LN**   * Discuss the evidence demonstrating that there are problems with Rostering (slide 10)   **Group work:ALL**   * Reflect on and discuss common rostering problems * Discuss how problems were resolved   (slide 11) | * *Evidence is provided by staff: self-assessment results/ requests for nurse bank usage/ unplanned leave/ NMWWPT* * *Impact of rostering issues evident by others – visitors to wards/ inability to engage in wider practice and service development work* * *Emphasise effective rostering to meet the needs of the service is challenging* * *Prompt staff to reflect on own rostering practice* | Laptop/Projector  Flipchart paper/pens |
| 10.40am | Comfort Break | | | |
| 10.55 am | Predicted Absence Allowance (PAA)  *(30 mins)* | **Presentation by JT + LN**   * Overview of PAA (slide 13) * Problems of applying PAA (slide 14)   **Group work: ALL**   * Reflect on and discuss application of PAA and current rostering practice * Discuss how PAA is monitored locally   (slide 15) | * *Identify the different leave totals under PAA* * *Prompt staff to reflect on current rostering practice and identify development needs* * *Facilitate discussion regarding local systems for improving monitoring/ compliance with PAA* * *Emphasise SCN Workforce Planning Toolkit – maybe useful to access staffnet link (slide 14)* | Laptop/Projector  Flipchart paper/pens |
| 11.25 am | Monitoring and Escalating Guidance  *(10 mins)* | **Presentation by LN**   * Discuss each point (slide 16) * Re-emphasise roles/ responsibilities and accountability for monitoring and escalating concerns (slide 17) | * *Improved understanding of the monitoring and escalation process* * *Clarify roles and responsibilities* | Laptop/Projector |

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| **Time** | **Content** | **Activity** | **Key Issues to be covered** | **Equipment** |
| 11.35 am | What supports/ resources are available?  *(20 mins)* | **Presentation by LN**  Overview of policy/ resources (slide 18)   * Discuss each point * Encourage group to share experiences of accessing/ use of available supports/ resources * HR policies key issue that links into the next session | * *Prompt staff to reflect on current rostering practice and identify development needs* * *Prompt staff to consider their team capacity for effective rostering and staff development needs to improve rostering practice of the nursing team* | Laptop/ Projector |
| 11.55 am | Human Resources – Policies  *(45 mins)* | **Presentation and facilitated discussion by HR - TBC**   * Overview of Frequently Asked Questions (slide 19) and circulate handout | * *Improved understanding of HR Policies and the SCN role for resource efficiency and managing staff governance.* | Laptop/Projector  HR - FAQ |
| 12.40pm | **Lunch** | | | |
| 1.10 pm | Rostering Policy and Rostering Rules  *(80 mins)* | **Presentation by JT**   * Discuss each point (slide 21) * Emphasise why there was a need for policy and guidance to be developed (slide 21) * Roster rules (slides 23/24)   **Group Work:ALL**   * Review and discuss actual rosters in relation to efficient resource management * Discuss application of Roster Rules (slide 25) | * *Increase awareness of strategic resource management issues* * *Discuss each point on slides 23/24 in turn* * *Increase efficient resource management and identify SCN accountability.* * *Near the end of the session prompt staff to look at the copy of their own roster that they brought with them and consider the rostering rules.* | Laptop/Projector  Roserting Rules handout  Scenarios |
| 2.30 pm | SSTS & BOXI  *(60 mins)* | **Presentation by SSTS Team:**   * Demonstrate SSTS and BOXI functionality | * *SSTS/BOXI functions can be used to assist SCNs to monitor PAA and manage resources* | Internet access |
| 3.30 pm | **Comfort break** | | | |

**Afternoon session continued........**

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| 3.45 pm | Next Steps  *(45 mins)* | **Group discussion by facilitators**   * Recap on previous sessions and encourage staff to ask any questions (slide 26)   **Group Work: ALL**   * Review learning from the session and identify improvements required regarding current rostering practice (slide 27) * Identify further training/ education required | * *Identify any themes emerging from previous sessions and raise as generic issues for the group to discuss.* * *Prompt staff to feedback one action point in terms of improving rostering practice (post-it note method)* * *Allow time for staff to discuss content of the day*   *Facilitators collate feedback re specific training/ education issues noted* | Post-it notes |
| 4.30 pm | Evaluation  *(30 mins)* | **Presentation by JT**   * Discuss each point (slide 28) * Follow-up questionnaire in 3 months * Summarise themes of the day and any immediate follow-up actions * Distribute evaluation forms for completion | * *Re-state links with NWWPT and plan to measure rostering practice against baseline data* * *Emphasise the important for staff to complete follow-up impact evaluation* | Evaluation forms |
| 5pm | **The End** | | | |