Dear Senior Charge Nurses/Charge Nurses

You have been requested to attend a one day **Rostering Masterclass - Safe & Effective Rostering** as you have a specific role and responsibility for ensuring effective and efficient use of the nursing workforce to meet the needs of the people in your care.

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| Title:  Date:  Venue:  Time: | **Rostering & Masterclass - Safe & Effective Rostering** | |
| **Aim:** | | To support nursing staff responsible for safe and effective rostering to comply with NHS GGC Policy |
| **Objectives:** | | Implement NHS GGC Nursing & Midwifery Rostering Policy  Improve safe and effective rostering practice  Application of Predicted Absence Allowance (PAA)/ Rostering Rules  Clarify roles/ responsibilities and accountability for safe effective rostering |
| **Format:** | | * One day programme * Attendees will complete a questionnaire prior to attending to identify strengths and specific development needs * Facilitated presentations from Workforce Co-ordinators/ equivalent, Human Resources and SSTS team representatives * SCN/CN active participation with facilitated group work and scenario based group work |
| **Facilitators:** | | Facilitators are nursing staff who have been identified as have skills/ expertise in roster creation and/ or workforce planning and co-ordination |
| **Target Group:** | | Nursing staff responsible for creating and approving rosters |

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| Prior to attending on the date shown above it is **essential** that you complete the following activities:   1. **Complete** the SCN self-assessment questionnaire (*survey*) 2. **Read** NHSGGC Nursing & Midwifery Rostering Policy <http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Policies/Documents/NHSGGC%20NM%20Rostering%20Policy%2017%2002%2016%20V2.pdf> 3. **Read** NHSGGC Nursing & Midwifery: Principles for Monitoring and Escalation Guidance <http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Policies/Documents/NHSGGC%20Principles%20for%20Monitoring%20%20Escalating%20Guidance%20Safe%20Staffing%2017%2002%2016.pdf> 4. **Browse** the resources on Staffnet [SCN Workforce Toolkit](http://teams.staffnet.ggc.scot.nhs.uk/teams/Acute/DivisionWideFunctions/WFPlanning/SCN_WFP_Tool/SCNWFPToolLauncher.htm) 5. **Bring** a copy of your previous 4 week roster (this is for you to identify & review your current rostering practice during the ‘Rostering Rules’ learning session) |

If you require further information please contact your Rostering Masterclass facilitator

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