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 RulesClarify 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
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|  **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)
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If you require further information please contact your Rostering Masterclass facilitator

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