



## *Getting on top of your rota*

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Although a problem not necessarily limited to them, ask anyone at a care home what's their biggest administration nightmare is and the word "rota" will appear more than once. On the face of it relatively simple, the home's rota often descends into some sort of nightmare for a distinct number of reasons.

During the 2020 COVID-19 pandemic, we looked at what we as a company could do to help our clients in ways other than provide staff and the result got our technical team thinking.

By speaking to a few of our clients, we realised that although the basic idea of a rota is always the same - the number of staff vs the number of shifts, everyone implements their rota slightly differently - paper vs Microsoft Word, Excel to a printed grid. But regardless of the method used, the same issues seemed to occur time and time again.

### The problem with traditional rotas

Although simple in theory, our clients seemed to share some of the same frustrations, when it came to their rota, including one or some of the following...

- Staff frequently change their mind on when they want to work
- Rota changes were frequent & made by anyone
- Staff holiday didn't filter through to already existing rotas
- Insufficient staff arrive for the shift
- Too many staff arrive for the same shift
- For agencies, shifts are booked or cancelled at the last minute

Also...

- It's difficult to know requested what
- Staff don't always know when they're working
- It's difficult to know who booked what from an agency
- No one knows what was confirmed with external agencies

### Our solution

Starting with the simple, a rota is merely a set of data - dates, requirements & staff. No matter which format is used, they all interact with the same information, just in slightly different ways.

In terms of technology, some had nothing, some had an office PC, others were all tech'd up!

With this in mind, we designed Rota101.



Rota101 is a cloud-based solution requiring the home to only have access to the internet. Designed to be easy to use, it is freely available to any of our clients and contains a number of features to help assist with the creation & ongoing maintenance of the rota, using different views depending on how you prefer to work.

## Edit your rotas

With Rota101 you can have a single rota for your home, or one per unit. And by limiting who can edit it you straight away gain control. Rotas can be edited in list, plan or staff view and viewed or printed as a plan.



Staff - yours or your agency partners are easily be added and each time a new name appears, Rota101 creates a record so that you can easily select them again for other shifts. And by indicating who works for which agency, you can easily see how many staff you're booking or potentially need.

## View your rotas

By accessing the rota with a separate "view" user, changes are limited, whilst allowing staff to see when they're working. Alternatively if you prefer, simply print out your rota in 2 weekly cycles.

## Booking, confirmation & history

Each rota & shift has its own history record, so you can always see when changes were made and who by. The system can also generate request & confirmation emails, so you can see what you've asked for, who's been booked and what you're waiting on. All just by logging on to Rota101.

## Automation

Of course one huge benefit of electronic rotas is automation - the ability to constantly monitor and highlight issues before they become a huge deal.

Checks include staff working overlapping shifts, working consecutive shifts and holiday monitoring to ensure staff haven't booked annual leave yet also on the rota.

At a glance you can easily check the status of each rota, including how many shifts remain outstanding.

## Find out more

Rota101 is free to use by our clients, or £25/month for others, including support and initial rota setup should you wish us to help with that.

To find out more, simply visit <https://www.Rota101.co.uk> or to get access to it to try for yourself, [please get in touch](#).