

# Following the RCN Industrial Action Announcements

The following brochure runs through some tips and considerations on sit rep reporting, additional unavailability requirements and SafeCare redeployments for accurate staffing - to help support organisations with additional data requests and system usage during the upcoming RCN industrial action.

# Sit Rep Report

For the self-assessment document cascaded via NHS England's National Operations Centre and each Regional Operations Centre to EPRR leads, the below reports in Allocate Optima can be used to populate the required information.

- Total number of staff absent from work (all reasons) for proceeding day
  - Use the Unavailability List report (Rostering > Unavailability > Unavailability List). Set parameters for the required date range and ensure the columns staff group, grade type and grade type category are visible. Filter on all reasons.
- Total number of staff absent from work as a result of IA for preceding day
  - Use the Unavailability List report (Rostering > Unavailability > Unavailability List). Set parameters for the required date range and ensure the columns staff group, grade type and grade type category are visible. Filter on IA reasons.
- Total rota'd to work (for proceeding day)
  - Use the Assigned Duties by Person report (Rostering > Assigned Hours > Assigned Duties by Person). Set parameters for the required date range and ensure the columns grade, required grade type and required grade type category are visible.

All these reports can be exported to Excel for further analysis and breakdown.

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# Unavailability Considerations

Following the RCN strike announcement there may be a need to include additional unavailability's in the system to allow for more accurate reporting.

Consider whether you need further breakdowns for IA action in Allocate Optima as per ESR UN3244, split by:

- Unpaid Unauth Special Hrs – Industrial Action for absences of a day or less
- Unpaid Unauthorised Special – Industrial Action for absences of more than a day

Also, consider if the reasons already exist, if these now need to be configured to be sent via your payroll extract, if not already?

The Standard HealthRoster Payroll Configuration guide runs through how to configure new reasons, including the external payroll configuration requirements as well. The guide can be found [here](#).

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## SafeCare/Redeployment Considerations

Following the RCN's strike announcement there may be some consideration regarding the use of SafeCare.

### Redeployments

Consider using the Sunburst to determine staffing levels and then redeploying from areas that have over hours to areas with under hours. This could also support reducing reliance on agency/bank for unfilled shifts.

Additional adjustments may also need to be made when staffing levels are different due to closure or under staffing to ensure reporting is consistent.

- Consider setting up a professional judgement for closed areas (if not already in your system) to mitigate areas that appear over staffed due to lack of patients.
- Professional Judgements may be needed for areas that are understaffed, so the correct reasons may also need to be set-up to cover this.

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For more information, please contact  
Customer Support via **ZenDesk**,  
or contact your  
Customer Success Manager directly.