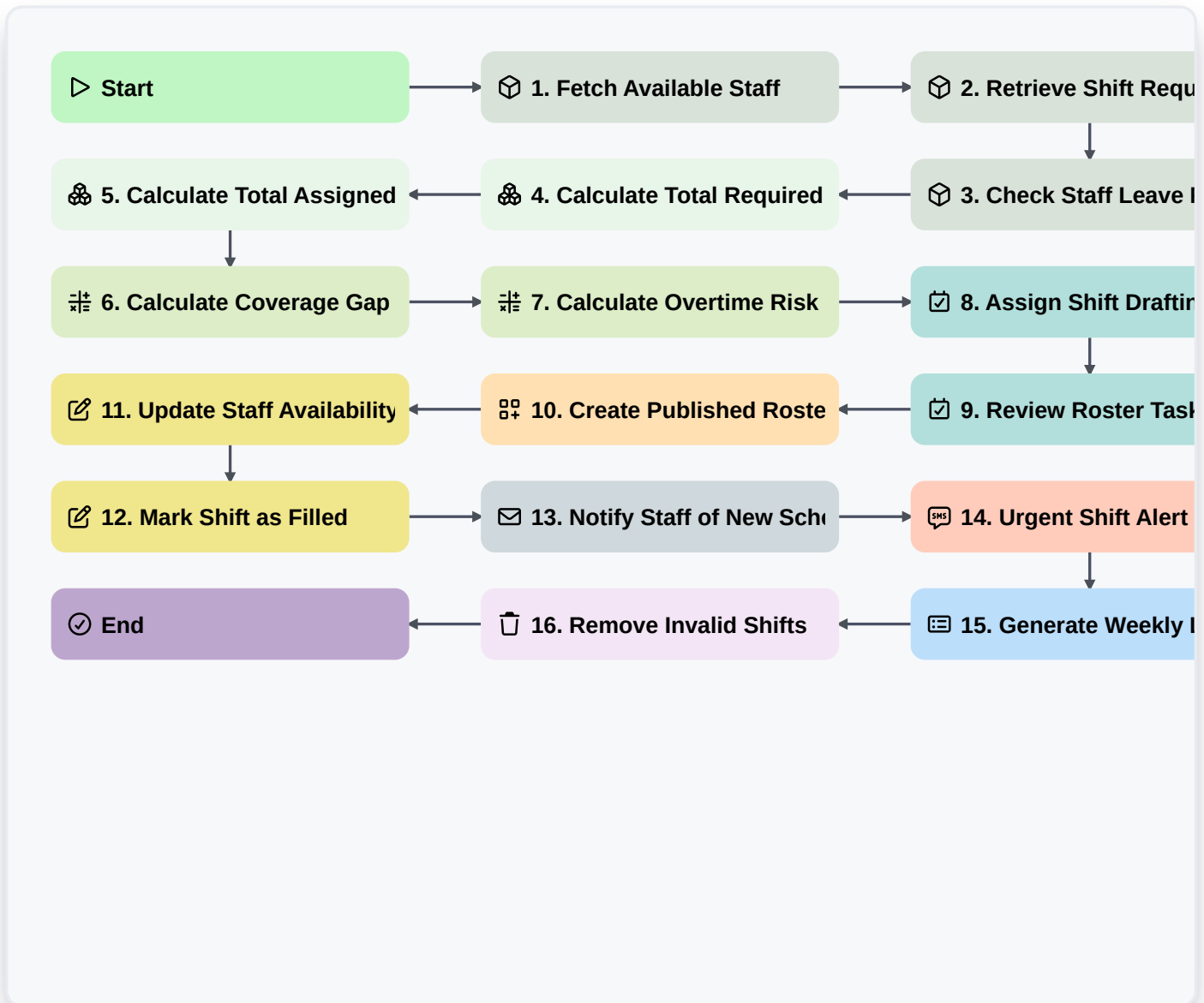


Healthcare Staff Scheduling And Rostering



Start

Start of the Workflow/Process.

1. Fetch Available Staff

Retrieve all staff members from the Staff Data Model with 'Active' status.

2. Retrieve Shift Requirements

Get the predefined shift templates and required headcount for the upcoming week.

3. Check Staff Leave Requests

Get all approved leave entries for the selected period to identify unavailability.

4. Calculate Total Required Hours

Sum the total number of hours required across all active shifts in the roster.

5. Calculate Total Assigned Hours

Sum the hours of all currently assigned shifts to check for coverage gaps.

6. Calculate Coverage Gap

Subtract Total Assigned Hours from Total Required Hours to identify understaffing.



7. Calculate Overtime Risk

Calculate if any staff member's assigned hours exceed their contract limit.

8. Assign Shift Drafting Task

Create a task for the Ward Manager to begin drafting the roster.

9. Review Roster Task

Create a task for the Nursing Supervisor to review and approve the draft roster.

10. Create Published Roster

Create new entries in the Roster Data Model once the draft is approved.

11. Update Staff Availability

Update the 'Last Roster Check' timestamp in the Staff Data Model.

12. Mark Shift as Filled

Update the status of a specific shift entry from 'Open' to 'Assigned'.

13. Notify Staff of New Schedule

Send an email to all assigned staff members containing their new shift details.

14. Urgent Shift Alert

Send an SMS to staff members to fill an emergency last-minute vacancy.

15. Generate Weekly Labor Cost Report

Create a report summarizing total projected labor costs based on the new roster.

16. Remove Invalid Shifts

Delete shift entries that were created in error or overlap with existing approved leave.

End

End of the Workflow/Process.