



STB 9 Rotamaster Training

NAME: _____ (PLEASE PRINT CLEARLY)

DATE OF BRIEFING: _____

BRIEFED BY: _____

STB 9: Rotamaster Training

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

STB 9 – Rotamaster Training	Signed
I have received a face to face briefing	
I fully understand the briefing and will implement this training.	
I have discussed any queries.	

Rotamaster Training-T/C Receptionists	Date
Added to STB Tracker	
Added to Rotamaster	

VERSION CONTROL

DATE	CHANGE	CHANGED BY
06/08/18	Reviewed	TP
27/06/19	Exchange section removed	SB

USING ROTAMASTER

1. Open a web-browser and navigate to the Badger website on the following URL,

<http://www.badger-group.com/>

2. Click on “MEMBERS LOGIN.”




3. [Enter your login credentials and click “Sign in”](#)

Badger

Login

[Forgotten your password?](#)

[You should now be on the Rotamaster home screen as shown here.](#)

 **rotamaster**
for your rota management

Badger Medical Ltd
Badger Non Clinical - Drivers - rotateam@badger.nhs.uk

[Home](#) | [Portal](#) | [Rota](#) | [Availability](#) | [Verifications](#) | [Exchange](#) | [Self Service](#) | [Log Off](#)

Home

Announcements

No Announcements

News

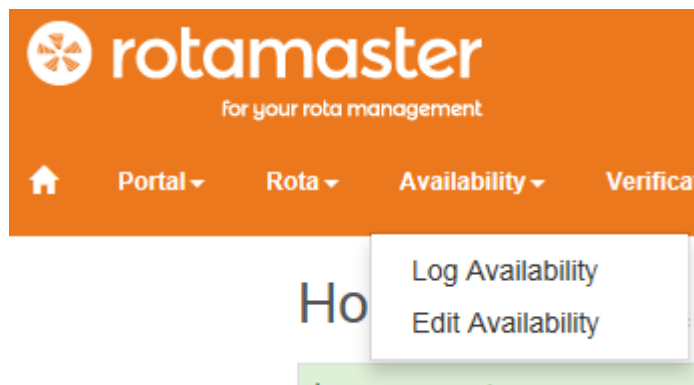
No News

You can see your next 10 sessions on the home screen

YOUR NEXT 10 ROTA SESSIONS		
Date	Duty Station	Team
> 06/08/2018	NHS 111 Clinical Hub	
> 07/08/2018	NHS 111 Clinical Hub	
> 08/08/2018	NHS 111 Clinical Hub	
> 09/08/2018	NHS 111 Clinical Hub	
> 10/08/2018	NHS 111 Clinical Hub	

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4. To apply for shifts, select “Log Availability” from the navigation bare on the home screen



5. Select the Month, Duty Station, Shift Groups and Roles on the left menu on the availability screen.

Months

- August 2018 226
- September 2018 301

Duty Station

Shift Groups

- Solihull 146
- Heartlands 117
- Glover Street 90
- South Bham 89
- Good Hope 85

Roles

- Doctor 283 244

STB9: Rotamaster Training

- On the left side you can see how many shifts are available for a particular shift that you may prefer applying for. You can click on a specific duty station to narrow the search down to only show the one's you want.

The screenshot shows the Rotamaster interface with the following filters and data:

- Rota Group:** Badger Medical
- Months:** August 2018 (30), September 2018 (30)
- Duty Station:** Glover Street Base 2 (AP) (39), Glover Street Base 4 (AP) (8), Glover Street Base 1 (7), Glover Street Base 7 (AP) (5), NHS 111 Clinical Hub (1)
- Shift Groups:** Glover Street (60)
- Zone:** All Zones 60, Doctors 60
- Rows:** 10

Date	Day	Duty Station	Shift Group	Role	Start	End	<input type="checkbox"/>
04/08/2018	Saturday	NHS 111 Clinical Hub	Glover Street		08:00	12:00	<input type="checkbox"/>
07/08/2018	Tuesday	Glover Street Base 2 (AP)	Glover Street		22:30	02:29	<input type="checkbox"/>
11/08/2018	Saturday	Glover Street Base 4 (AP)	Glover Street		22:30	02:30	<input type="checkbox"/>
12/08/2018	Sunday	Glover Street Base 2 (AP)	Glover Street		22:30	02:29	<input type="checkbox"/>
13/08/2018	Monday	Glover Street Base 2 (AP)	Glover Street		22:30	02:29	<input type="checkbox"/>
15/08/2018	Wednesday	Glover Street Base 2 (AP)	Glover Street		22:30	02:29	<input type="checkbox"/>
16/08/2018	Thursday	Glover Street Base 2 (AP)	Glover Street		22:30	02:29	<input type="checkbox"/>
18/08/2018	Saturday	Glover Street Base 2 (AP)	Glover Street		18:30	22:29	<input type="checkbox"/>
19/08/2018	Sunday	Glover Street Base 2 (AP)	Glover Street		08:30	12:29	<input type="checkbox"/>
20/08/2018	Monday	Glover Street Base 2 (AP)	Glover Street		22:30	02:29	<input type="checkbox"/>

Maximum number of shifts for this month

Log Availability Select All

Showing 1 to 10 of 60 shifts

First Previous Next Last

- On the right hand side you can see the day and time of the shifts, and click the tick boxes of the shifts you are available for and then click Log Availability.

The screenshot shows the Rotamaster interface with the following filters and data:

- Rota Group:** Badger Medical
- Months:** August 2018 (132), September 2018 (157)
- Duty Station:** Heartlands Nurse Practitioner (43), Glover Street Base 2 (AP) (39), Heartlands Base 1 (37), Heartlands Base 2 (AP) (27), Solihull Base 1 (27), Heartlands Base 3 GP/AP (24), South Bham Base 2 (AP) (22), Good Hope Base 1 (17), Good Hope Base 2 (AP) (15), Solihull Base 2 (AP) (14), Glover Street Base 4 (AP) (8), Glover Street Base 1 (7), Glover Street Base 7 (AP) (5), Good Hope Base 3 (AP) (2), NHS 111 Clinical Hub (1), South Bham Base 3 (AP) (1)
- Shift Groups:** Heartlands (131), Glover Street (60), Solihull (41), Good Hope (34), South Bham (23)
- Zone:** All Zones 289, Doctors 246, Nurse Practitioners 43
- Rows:** 10

Date	Day	Duty Station	Shift Group	Role	Start	End	<input type="checkbox"/>
04/08/2018	Saturday	NHS 111 Clinical Hub	Glover Street		08:00	12:00	<input type="checkbox"/>
07/08/2018	Tuesday	Glover Street Base 2 (AP)	Glover Street		22:30	02:29	<input type="checkbox"/>
08/08/2018	Wednesday	Heartlands Base 2 (AP)	Heartlands		18:30	22:59	<input type="checkbox"/>
10/08/2018	Friday	Heartlands Nurse Practitioner	Heartlands		18:30	22:59	<input type="checkbox"/>
11/08/2018	Saturday	Heartlands Base 1	Heartlands		14:30	18:29	<input type="checkbox"/>
11/08/2018	Saturday	Heartlands Base 2 (AP)	Heartlands		18:30	22:59	<input type="checkbox"/>
11/08/2018	Saturday	Heartlands Base 3 GP/AP	Heartlands		18:30	22:59	<input type="checkbox"/>
11/08/2018	Saturday	Glover Street Base 4 (AP)	Glover Street		22:30	02:30	<input type="checkbox"/>
12/08/2018	Sunday	Heartlands Nurse Practitioner	Heartlands		18:30	22:59	<input type="checkbox"/>
12/08/2018	Sunday	Glover Street Base 2 (AP)	Glover Street		22:30	02:29	<input type="checkbox"/>

Maximum number of shifts for this month

Log Availability Select All

Showing 1 to 10 of 289 shifts

First Previous Next Last

- In the My Rota tab is where you will see all your confirmed shifts. This will state the location and the start and end times.

My Rota

[Print](#)

My Rota
Calendar

10

Rows

Date	Day	Duty Station	Shift Group	Role	Team	Zone	Start	End
04/07/2019	Thursday	South Bham HCSW	South Bham	Nurse		Health Care Support Workers	18:45	23:00
05/07/2019	Friday	South Bham HCSW	South Bham	Nurse		Health Care Support Workers	18:45	23:00
11/07/2019	Thursday	South Bham HCSW	South Bham	Nurse		Health Care Support Workers	18:45	23:00
12/07/2019	Friday	South Bham HCSW	South Bham	Nurse		Health Care Support Workers	18:45	23:00
18/07/2019	Thursday	South Bham HCSW	South Bham	Nurse		Health Care Support Workers	18:45	23:00
19/07/2019	Friday	South Bham HCSW	South Bham	Nurse		Health Care Support Workers	18:45	23:00
25/07/2019	Thursday	South Bham HCSW	South Bham	Nurse		Health Care Support Workers	18:45	23:00
26/07/2019	Friday	South Bham HCSW	South Bham	Nurse		Health Care Support Workers	18:45	23:00

Showing 1 to 8 of 8 shifts

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