workforce

Setting up a Workforce Hub account

The Hub is the collective name for the Service, with its structure set out underneath that label. A Hub has an identity in the Network. It is a kind of super-employer that staff users in the network can join by opt-in.

A Hub has a Name. a logo and contact details. It can have its own agreement documents. A Hub builds its own mixed workforce and manages their compliance.

A Hub is managed by a Hub admin account. A Hub can have multiple Hub Admins.

Overview of Hub structure:

Hubs are structured into Modules.

The Modules are a notional grouping of sites/locations - so a Module name can be either notional or literal

Examples of Modules:

- Red, Orange, Green
- Hot, Cold
- North, South, East, West
- Urgent, Non-urgent

Members of the Hub workforce can opt into the Modules, once opted into the Hub itself. This determines where they can be rostered.

Each Module has its own Rota screen (called Assignments) and its own Schedule screen.

Within the Modules, there are sites (locations) where clinics happen.

Structure of a Rota

Within a Hub the Rota's can be built for the modules.
A rota contains shifts, naturally grouped into clinics, for the sites within the module and are populated by the Hub workforce. (see separate document on building rotas)

Overview:

Hub (needs a name) - this an account on our system with an identity
---- Module(s) - top structure of a Hub (containing sites) - have their own rota's
-------- Site(s) - location of shifts in rota

We can setup a Hub account pretty fast – if we know:

1. The Hub name (this is what network members see and can opt into from their account)

If they have a logo, we would use that as part of the Hub ID

2. The Modules and their names
3. The sites (grouped by the modules)

Once we setup a Hub, we connect Hub Admins to it.

A Hub Admin is a non-staff user account that can manage one or more Hubs.
A person can have a staff account and a Hub admin account, but they need to each have an unique email address as two accounts cannot have the same email address.