



**Service Priorities and Programmes**  
**Electronic Presentations**

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**Computerized Duty rostering system at Speech Therapy Department**

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**Introduction**

This paper describes the computerized duty rostering system at Speech therapy Department developed in 2018 using Microsoft Excel software. It has been known that Staff Rostering System (SRS) is used among nursing staff in Hospital Authority. However, due to difference in duty pattern and job nature, the rostering system is not applicable to speech therapy staff. Previously, the planning of vacation leave (VL) and calculation of full-time equivalent (FTE) manpower was done manually. Not only was this time-consuming, but also difficult for staff to plan their leave. The system calculates daily total number of FTE at each service site by combining the designated duty roster and colleagues' VL plan. The development of system aim to (1) encourage effective leave planning, (2) create a user-friendly platform on duty roster and (3) facilitate data retrieval, and (4) enhance the transparency in the Speech Therapy department.

**Objectives**

This paper aims to describe the online system's function and evaluate its effectiveness.

**Methodology**

Satisfaction survey on computerized duty rostering system was implemented to evaluate if the online platform serves its purposes effectively. It evaluated the system's user-friendliness, function and whether it achieved the purpose of fairness and transparency in the department. The survey was done by professional staff in Speech Therapy Department after the system had been rolled out for 1 month use. A survey return rate of 100% was recorded.

**Result**

All respondents strongly agreed that the system had achieved its purpose of facilitating VL planning and the system was easy to access. Time was saved in planning VL and this enhanced transparency in the department. More than 90% respondent agreed that the system was user-friendly. Also, data retrieval was facilitated with the introduction of online system.