

Communications Toolkit

Allocate CloudStaff

Edition 2 | July 2024

Communication Toolkit Overview



Below is a list of the assets that RLDatix can support you with as part of the **Allocate CloudStaff** communication toolkit.

- **Promotional Assets**
 - Poster
 - Roller Banner
 - Screensaver
 - Email Signature
 - Social Media Image
- **Written Templates**
 - Email template for users
 - Email template for managers

The Process

1. To request these items, please submit via the Comms Vault.
2. Please ensure to include logo for your organisation, name of the Collaborative Bank you are part of as well as a digital resource for QR codes.
3. A member of the team will supply you with your requested assets.

Promotional Assets



Digital Item: Roller Banner

- Large format print item for placing in staff areas.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Name of Collaborative• QR Code
Who personalises it	Via Comms Vault
Supplied Format	Print ready PDF





Digital Item: A2 Posters

- Large format print ideal for notice boards.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Name of Collaborative• QR Code
Who personalises it	Via Comms Vault
Supplied Format	Print ready PDF





Digital Item: Email Signature

- For attaching to bottom of your emails and add hyperlink to website of your choice.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Name of Collaborative
Who personalises it	Via Comms Vault
Supplied Format	jpeg



Promotional Assets



Digital Item: Screensaver

- For promotion as screensaver or on digital screens in staff areas.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Name of Collaborative• QR code to website
Who personalises it	Via Comms Vault
Supplied Format	Jpeg 16:9 ratio



Promotional Assets



Digital Item: Social Media Image

- For sharing on your staff social media channels or Loop newsfeed.

Can this be personalised?	Yes
What can be personalised?	<ul style="list-style-type: none">• Your logo• Name of Collaborative
Who personalises it	Via Comms Vault
Supplied Format	Jpeg





Digital Item: Email (for Users)

- For internal communications, highlighting more details on what it is and when it is coming. To help drive traffic for sign ups

Can this be personalised?	Yes
Who personalises it	Yourselves
Supplied Format	PDF

Allocate CloudStaff

Email for users

Dear xxx,

We're excited to announce that we have just launched our new **[insert name here] Collaborative Bank**, giving you the flexibility to choose additional shifts when and where you want them. The collaboration with **[insert Trust names]** will provide you more flexible working options and new learning opportunities.

What does this mean for you?
You now have the option to opt in to the collaborative bank via the MeApp, EmployeeOnline or Allocate Loop app. You will then be able to see any additional shifts available to you, not just at your home Trust, but all Trusts across the collaborative.

What are the benefits for you?
Our new collaborative bank gives you the opportunity to work at new sites, with different multi-disciplinary teams, allowing you to gain new experience and creating new opportunities. By working additional shifts, where and when you want, you have the flexibility to make work fit around your life and the chance to supplement your income.

How do I access shifts at other Trusts?
If you want to view and book shifts at one of the other Trusts in the collaborative, you can easily self-book additional shifts via the **Allocate CloudStaff** system, available via the MeApp, EmployeeOnline or Allocate Loop app. You'll only be able to see the shifts that you are suitable for.

If you'd like any more information or have a question, please contact **[insert email address]**.

Kind regards,
[Insert name]
[Insert job title]



Digital Item: Email (for Mangers)

- For internal communications, highlighting more details on what it is and when it is coming. To help make your managers ambassadors for your Collaborative Bank.

Can this be personalised?	Yes
Who personalises it	Yourselves
Supplied Format	PDF

Allocate CloudStaff

Email for managers

Dear xxx,

We have recently introduced our new **[insert name here] Collaborative Bank**, powered by the **Allocate CloudStaff** system. Our new collaborative bank with **[insert Trusts names here]** will enable staff to book additional shifts across all involved Trusts, via the MeApp, EmployeeOnline or Allocate Loop app.

What does this mean for you?
You will soon see an additional option in your temporary staffing cascade, when sending shifts to bank from your roster. This should provide you additional resources options, before booking agency staff.

Once a duty is sent to Allocate CloudStaff, all bank staff who have opted into the collaborative bank will be able to view and book the shift. Shifts filled by Allocate CloudStaff bank workers will be indicated with a cloud icon.

Insert any details here around your roll out e.g. Allocate CloudStaff will be initially available to [insert type of shift or area] and will then be rolled out to other staff groups by [insert date].

What do you need to do?
You don't need to do anything now. Just keep an eye out for the option to book Allocate CloudStaff and remember, any new staff who haven't worked at our hospital before, will need new starter orientation.

The new collaborative bank will give our staff the opportunity to work at new sites, with new teams – enhancing their experience and supplementing their income.

How do staff access shifts at other Trusts?
If a bank worker would like to view, book and work at one of the other hospitals within the collaborative, all they need to do is click 'yes' when prompted to register for the **[insert name here] Collaborative Bank**, via the MeApp, EmployeeOnline or Allocate Loop.

Would you like to request assets from the Communications Toolkit?

Get in touch:

Email: comms-vault@allocatesoftware.com