ROSTERING PROCESS FLOWCHART

Rostering Process

Key Tasks and Responsibilities

Roster **Template** Build + **Development** of Rostering Measures of Success

- Develop roster template in line with FTE, budget allocated and agreed skill requirements within approved staffing profile
- Roster templates must be responsive to known workload variations, service provision, seasonal fluctuations and special events
- Factor Work Health & Safety and Industrial Award provisions
- Consider leave planning when developing roster templates e.g. maximum number of staff on leave at one time
- Determine roster structure e.g. shift work, staggered shifts, on call
- Ensure locally developed rostering rules are incorporated into the roster template including Temporary Individual Roster Arrangements
- Ensure adequate time for patient handover is built into shifts
- Ensure adequate supervision is available for staff
- Determine the number, classifications and skills of staff required per shift
- Build in training and education requirements and provide cover where necessary
- · Develop and agree on rostering measures of success

Task:	Roster template build + development of Measures of Success
Responsibility:	Roster Creator/Manager

Staffing **Availability**

- Ensure there is a process for review and approval of the following:
 - Staff roster requests and Temporary Individual Roster Arrangements
 - Annual leave requests and leave schedule
 - High leave balances
 - ADO balances
- Identify part-time staff available for additional shifts to assist with vacancy management

Task:	Determination of staffing availability
Responsibility:	Roster Creator/Manager

Roster Creation

- Ensure all approved Temporary Individual Roster Arrangements, roster requests, ADOs and leave are entered into roster
- Allocate staff to remaining shifts according to roster template build requirements and staffing availability
- Fill vacancies according to locally developed vacancy management processes

Task:	Roster creation
Responsibility:	Roster Creator/Manager

Approved for **Publishing** Roster

- Prior to sign off ensure all appropriate steps in the roster process have been completed and agreed rostering measures of success have been
- · Ensure local processes are in place for sign off and approval prior to
- Following approval, publish roster according to Industrial Award requirements

Task:	success
Responsibility:	Roster Creator/Manager
Task:	Roster approval for publishing
Responsibility:	Authorised Roster Approver (for publishing)
Task:	Publish roster
Responsibility:	Roster Creator/Manager

Reconciliation of roster to agreed measures of

Maintenance

 Ensure rosters are updated daily to record time worked, unplanned leave, shift swaps and any other changes to the published roster

Task:	Roster maintenance
Responsibility:	Roster Creator/Manager/AHNM/Operational Manager

Finalisation for payroll

- Ensure there is a process for approval by the manager for payroll transfer
- Ensure there is a process to print timesheets for staff review and signing at the end of the roster period

Task:	Authorisation and approval for payroll transfer
Responsibility:	Authorised Roster Approver (for payroll transfer)

Retrospective

• Ensure there is a process in place for managing and approving any retrospective payroll adjustments

ı	Task:	Entry of retrospective roster adjustments
	Responsibility:	Roster Creator/Manager
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	Task:	Authorisation and approval for payroll transfer
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