

Rostering Best Practice

COVID-19 Vaccination Reasons



Health

Effective from 23 March 2021 there are newly created COVID-19 Vaccination reasons available for roster managers to assign to staff in HealthRoster in response to the COVID-19 vaccination rollout across NSW Health.

These reasons will give Health Agencies, NSW Health and the State Health Emergency Operations Centre (SHEOC) the ability to centrally monitor and report roosting data critical to the management of staff receiving COVID vaccination and for staff deployment and backfill arrangements during the COVID-19 vaccination roll out.

This information can be utilised in your Health Agencies to report costs of COVID-19 in the following areas –

Reason	Reason Type	Definition
COVID Vaccination	Non-Productive Working Day	<p>For staff receiving COVID vaccination at vaccination hub/clinic during their normal working hours.</p> <p>This reason can be retrospectively assigned to staff from 22 February 2021.</p> <p>Staff will be paid in accordance with Award provisions applicable to their shift.</p>
COVID Vaccination	Additional Duty Reason	When staff are deployed or required to backfill in COVID vaccination hub/clinic.
COVID Vaccination	Casual Request Reason	When an unfilled duty is sent to casual for staff deployed or required to backfill in COVID vaccination hub/clinic.
COVID Vaccination	Change Assignment Reason	When staff are working in COVID vaccination hub/clinic.
COVID Vaccination	Duty Cancel Reason	When an assigned or a vacant duty is cancelled due to COVID vaccination.
COVID Vaccination	Duty Change Reason	When a rostered shift is changed due to COVID vaccination.

For further information and instructions on how to assign these COVID Vaccination reasons to a staff member please refer to the HealthRoster-Important updates to support COVID-19 [Fact Sheet](#).

For further information about COVID Vaccination reasons please contact the Rostering Best Practice Team on MOH-Rostering@health.nsw.gov.au