

## Rostering Measures of Success Checklist

Roster Period from: \_\_\_/\_\_\_/20\_\_\_ To: \_\_\_/\_\_\_/20\_\_\_

Roster Unit: \_\_\_\_\_

Cost Centre Number: \_\_\_\_\_

Roster Creator: \_\_\_\_\_ Roster Approver: \_\_\_\_\_

	Measures of Success	Agreed Measure of Success Target	Roster Performance Measure of Success	Meets Measure of Success (Yes/No)	Reason / Comments
	<b>Staffing</b>				
1	Nursing Hours per patient day				
2	Percentage of shifts filled by staff with correct skills / qualifications / grade				
3	Number of shifts missing 'In Charge' cover				
4	Number of vacant shifts				
	<b>Fairness</b>				
1	Number of occasions that unit's preferred patterns of rostering have not been met				
2	Percentage of roster that has been requested by staff				
3	Number of requests per employee that have been accommodated in the planned roster				
	<b>Effectiveness</b>				
1	Number of additional shifts rostered				
2	Number of shifts filled by Casual / Relief Staff				
3	Number of shifts filled by Agency / Locum Staff				
4	Number of rostered overtime hours				
5	Number of unused contract hours				
	<b>Staff Unavailability</b>				
1	Number of staff rostered on annual leave				
2	Number of staff rostered on study leave				
3	Percentage of staff with rostered ADO's				
	<b>Staffing Establishment</b>				
1	Number of shifts filled by different to planned staffing				
2	Number of staff with individual roster arrangements / working restrictions				