ROSTERING PROCESS FLOWCHART

Rostering Process

- 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
- 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

Key Tasks and Responsibilities

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 met
- Ensure local processes are in place for sign off and approval prior to publishing roster
- Following approval, publish roster according to Industrial Award requirements

Task: Reconciliation of roster to agreed measures of success
Responsibility: Roster Creator/Manager

Task: Roster approval for publishing
Responsibility: Authorised Roster Approver (for publishing)

Task: Publish roster
Responsibility: Roster Creator/Manager

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
- 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)

Task: Entry of retrospective roster adjustments
Responsibility: Roster Creator/Manager

Retrospective Adjustments

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

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