

Design your rostering learning pathway



Rostering Portal

The [Rostering Portal](#) is a hub for rostering information and online resources to support staff to improve roster outcomes. Below is some guidance to assist you with capability development.

Start by identifying a persona

Please take a look at the three personas described here and consider which one best describes your current situation.

Then refer to the table below for a recommendation on the most appropriate resources you can access to support your capability development.

Persona One

You support a Roster Manager or are preparing to act or take on Roster Manager responsibilities in the future.

Persona Two

You are relatively new to being a Rostering Manager and are responsible for managing the implementation and outcomes of the roster.

Persona Three

You are capable of managing the day to day operational rostering decisions and are wanting to adopt a more strategic approach to optimise roster outcomes.

Then plan your pathway

We suggest you:

1. Speak to your Manager to request assistance in establishing a coaching relationship with a more capable staff member
2. Meet with your Coach and provide them with the [Coaching Guide](#)
3. Review the Rostering Resource Manual and local roster guidelines
4. Collaborate with your coach to establish an action plan
5. Connect with peers to share knowledge and generate new ideas
6. Log on to [MyHealth Learning](#) and search 'rcf' for generic online learning modules and 'rcf medical' for modules specifically relating to medical rostering.

Persona One

[Effective Rostering video](#)
[Rostering process flowchart video](#)
[Rostering Capability Matrix video](#)
Overview of the Rostering Capability Framework
Key Rostering Principles and Concepts
Overview of Awards (generic and medical)
Check a Roster Prior to Publishing
Approve and Publish a Roster
Maintain a Roster
Finalise a Roster for Payroll

Persona Two

Persona one resources plus

Gather Resources to Plan Annual Leave
Annual Leave Planning
Manage Allocated Days Off (ADOs)
Manage Sick Leave
Manage Long Service Leave
Manage Roster Requests
Vacancy Management
Manage Shift Swaps
Manage Overtime and Time in Lieu
Manage Retrospective Adjustments

Persona Three

Persona one and two resources plus

Review and Update the Demand Template
Establish Rostering Measures of Success
Cost Effective Rostering
Implementing Continuous Improvement Tip Sheet
Manage Temporary Individual Roster Arrangements (TIRAs)
Manage Maternity, Adoption and Parental Leave
Manage Excessive Leave

Please refer to the [Rostering Capability Matrix](#) for easy access to what is available.

You may also go directly to the [Tips Sheets](#) and [Implementation Guides](#) for further support.