

KEY ROSTERING PRINCIPLES AND CONCEPTS

Tips for Roster Managers

Are you a Roster Manager looking to apply rostering principles to roster effectively?

Here are a few tips to get you started.

DELIVER THE SERVICE



Delivery of service to patients is always the first consideration when developing a roster.

SUFFICIENT & SKILLED STAFF



Rosters must ensure that there are sufficient and appropriately skilled staff rostered to work in order to provide appropriate patient care and to meet anticipated service demands.

REGULATIONS & POLICIES



Rosters must conform to relevant regulatory frameworks, including antidiscrimination, work health and safety legislation, industrial awards, and NSW Ministry of Health and LHD/SHN policies.

FAIRNESS & EQUITY



Rostering processes should ensure staff are rostered fairly, while still providing appropriate flexibility to facilitate meeting unit staffing needs.

SUPERVISION, TRAINING & HANDOVER



Rosters must make appropriate provision for adequate staff supervision, training and clinical handover.

GOVERNANCE



The organisation must have appropriate governance structures in place to oversee roster planning, creation, approval, monitoring and reporting.

CO-OPERATION



Rostering practices in NSW Health are based on co-operation between rostering managers and staff, in order to promote fairness in rostering and to deliver appropriate care to patients.

REMIND



Remind staff of the key rostering principles and their responsibility for ensuring you are able to apply these principles when rostering.