

Resources to support you to

MANAGE VACANCIES

The 'Locating Rostering Resources' tip sheet provides step by step instructions to access these resources!



ONLINE MODULES

Go to MyHealth Learning and search 'rcf'
Complete the Vacancy Management module.



ROSTERING RESOURCE MANUAL OR YOUR HEALTH AGENCY'S GUIDELINES

Read the Vacancy Management guidelines.



RECRUITMENT AND SELECTION OF STAFF TO THE NSW HEALTH SERVICE POLICY DIRECTIVE

Refer to Module One for all Staff and Module Two for staff specialists and clinical academics.
Refer to Appendix 1.3 for the process, tasks to be completed and anticipated timeframes and strategies to speed up the action.



MANAGER SUPPORT

Speak to your Manager to confirm the process to manage vacancies for your Health Agency.



HEALTHROSTER SUPPORT MATERIALS

Access the Casual Management User Guide for reference in need.
Access the Roster Creation Management User Guide for reference in need. Select Ctrl+F and search for 'vacan' to locate information throughout the document (Note: This search will return results for 'vacant' AND 'vacancy').

Review the Quick Reference Guides:

- Deploying a Vacant Shift using Search for Person
- Deploying a Vacant Shift using the Padlock
- Adding Locations to a Shift or Vacant Duty
- Casual Rostering – Show Matching People.



TASKS RECOMMENDED BY MY MANAGER/MENTOR
