

*Resources to support you to*

## CHECK AND PUBLISH A ROSTER

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 following modules:

- Check a Roster Prior to Publishing
- Approve and Publish a Roster.



### ROSTERING RESOURCE MANUAL OR YOUR HEALTH AGENCY'S GUIDELINES

Read NSW Health Rostering Principles.



### LEAVE MATTERS FOR NSW HEALTH POLICY DIRECTIVE

Read and familiarize yourself with the contents so you are aware of what is covered when a need arises.



### INDUSTRIAL AWARDS

Access the relevant industrial award your staff are covered by and familiarize yourself with the contents so you are aware of what is covered when a need arises.



### MANAGER SUPPORT

Speak to your Manager to confirm the process to access:

- Full time equivalent (FTE) staffing numbers for your unit
- The allocated budget for your unit
- The Staffing Profile for your unit
- The existing process to plan annual leave for your unit.



### HEALTHROSTER SUPPORT MATERIALS

Access the Roster Creation Management User Guide for reference in need.

Review the Quick Reference Guides:

- HealthRoster Quick Reference Guide – Approving a Roster
- HealthRoster Training Videos
- Rostering Reference Card
- HealthRoster Reports User Guide.



### TASKS RECOMMENDED BY MY MANAGER/MENTOR

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