

REVIEW & UPDATE THE ROSTER DEMAND TEMPLATE

Tips for Roster Managers

Would you like to ensure your template supports you to roster efficiently and effectively?

Here are some suggestions to achieve this.

1. PLAN & PREPARE REVIEW



Plan review meeting at least annually and gather information such as previous rosters, budget activity, FTE, staffing profile and relevant reports.

2. REFLECT ON PERFORMANCE OF CURRENT TEMPLATE



Consider the number of unfilled duties, additional duties, roster warnings, unused contracted hours, &/or overtime occurring whilst using the current template.

3. PREPARE RECOMMENDATION



Determine whether you would recommend the template be modified and if so, how. Gather evidence to justify your recommendation.

4. COLLABORATE



At the review meeting, present your recommendation and collaborate with relevant parties to achieve consensus on how to proceed.

5. OBTAIN APPROVAL



If the recommended modification requires an increase in FTE, you will need to obtain approval from the relevant finance or business representative.

6. DOCUMENT



If a modification is recommended, complete the Demand Template Modification form and submit as per your Health Agency procedures.

7. APPLY UPDATED TEMPLATE



Submit approved forms to the Local Roster Administrator to update the template. When updated, apply the template from the start of the next roster.

8. MONITOR PERFORMANCE



Continually monitor the template's ability to deliver the service. Maintain demand daily in a current roster. Discuss potential improvement with your Manager.