



ROSTERING GUIDELINES



Excellent Care. Every Person. Every Time.

WELCOME TO BENDIGO HEALTH'S EMERGENCY DEPARTMENT

Bendigo Health's Emergency Department (ED) operates 24 hours a day seven days a week and see's approximately 60,000 patients each year, making it one of the busiest emergency departments in regional Victoria and busier than some metropolitan emergency departments.

STAFFING NUMBERS PER SHIFT

Shift	Code	Times	Numbers
Day 0930	D MW	0700 – 1530 0930 – 1800	17 Nurses 4 Nurses 21 Nurses
Total			
Evening 1730	E N4	1330 – 2200 1730 – 0200	17 Nurses 4 Nurses 21 Nurses
Total			
Night	N	2130 – 0730 (2100 start if full-time)	16 Nurses
Total			16 Nurses

All nursing staff employed at Bendigo Health are required to be available across a rotating roster, including weekends, night shifts and public holidays.

A partial self-rostering system operates in ED, whereby everyone is expected to fill in a preferred roster based on their own requirements. However, all shifts need to be filled to ensure a safe skill mix and your preferences may be changed according to departmental needs.

All staff are expected to work their fair share all shifts. Any shift in the department has the potential to be busy and as such we need to share the load. It is extremely important that we consider others and the skill mix of the department when filling in our requests.

FILLING IN YOUR ROSTER

We use an electronic rostering system in ED, whereby a link will be emailed to you on the **3rd Monday of the current roster**. Staff members are required to fill in their requested roster for the month and this must be completed **by 7am on the 4th Monday of the current roster**, allowing you a week to complete your roster template.

1. Follow the link emailed to you (roster will open as a spread sheet)
e.g. https://1drv.ms/x/s!Aj5AQU9tgoR-fm_xNGWhFry5mBI
2. Select Edit in Browser to enable you to add your roster



The screenshot shows a spreadsheet interface with columns labeled P through Z. A green bar at the top contains 'Edit in Browser', 'Download', and 'Print' options. Below this, a pink bar is labeled 'PAY PERIOD 2'. A yellow bar is labeled 'WEEK3'. The main grid shows days of the week (S, M, T, W, T, F, S, S, M, T) and dates (14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24).

3. Add your roster as per roster guidelines
4. Roster will Auto save
5. Close page

Roster tips to ensure efficient rostering:

- Add your full EFT including your red requests
- Add your approved leave i.e. ARL, LSL, SD, MD, ML etc.
- Remember to add your ND & weekend shifts as per roster guidelines (If you don't roster them, they will be allocated to fill the shortfalls)
- Please use roster coding found at the bottom of the spread sheet i.e. D, MW, E, N4 & ND (using caps lock)
- Once the date & time has expired, the roster will be downloaded (the link may still work but the changes will not be recorded)
- The roster will then be finalised
- **All editing is tracked to ensure there is no roster tampering**

ROSTER REQUESTS

The partial self-rostering system allows staff to request 50 percent of their EFT on their roster template in **red**. These **red** requests are generally not negotiable and are made when you specifically require a specific shift or specific day off. Please refer below for the number of requests you are entitled to in relation to your EFT.

- 1.0 eft can make **10** requests per roster
- 0.9 eft can make **9** requests per roster
- 0.8 eft can make **8** requests per roster
- 0.7 eft can make **7** requests per roster
- 0.6 eft can make **6** requests per roster
- 0.5 eft can make **5** requests per roster
- 0.4 eft can make **4** requests per roster
- 0.3 eft can make **3** requests per roster
- 0.2 eft can make **2** requests per roster
- 0.1 eft can make **1** request per roster

NIGHT SHIFT

All staff are required to work a minimum of nights in relation to your EFT as follows:

- 1.0 eft must work 6 shifts per roster as night duties
- 0.9 eft must work 6 shifts per roster as night duties
- 0.8 eft must work 5 shifts per roster as night duties
- 0.7 eft must work 5 shifts per roster as night duties
- 0.6 eft must work 4 shifts per roster as night duties
- 0.5 eft must work 3 shifts per roster as night duties
- 0.4 eft must work 3 shifts per roster as night duties
- 0.3 eft must work 2 shifts per roster as night duties
- 0.2 eft must work 1 shift per roster as night duties
- 0.1 eft must work 1 shift per roster as night duties

If you are consistently not working your share of these shifts your roster will be changed to accommodate.

Please note: 1730 shifts are not considered night shifts.

WEEKENDS

All staff are required to work weekends in relation to their EFT as follows:

- 1.0 eft must work 4 shifts per roster as weekend shifts
- 0.9 eft must work 4 shifts per roster as weekend shifts
- 0.8 eft must work 4 shifts per roster as weekend shifts
- 0.7 eft must work 3 shifts per roster as weekend shifts
- 0.6 eft must work 3 shifts per roster as weekend shifts
- 0.5 eft must work 3 shifts per roster as weekend shifts
- 0.4 eft must work 2 shifts per roster as weekend shifts
- 0.3 eft must work 2 shifts per roster as weekend shifts
- 0.2 eft must work 1 shift per roster as weekend shifts
- 0.1 eft must work 1 shift per roster as weekend shifts

If you are consistently not working your share of these shifts your roster will be changed to accommodate.

EXTRA SHIFTS/SWAPPING SHIFTS

Staff are welcome to pick up extra shifts once the roster has been published and the allocation sheets finished. In consultation with the NUM or an ANUM, these shifts must be recorded on the allocation sheet and signed by the person authorising the shift. Swapping of shifts between the same groups (i.e. CCRN) is generally fine. Only the NUM or ANUM's are authorised to approve and sign all shift swaps on the allocation sheets. If this does not occur then your name will be removed.

CHANGING YOUR SHIFT FOR ANOTHER THAT IS VACANT

If staff would like to swap a rostered shift for one that is vacant on the allocation sheet they must first fill the shift they are currently working with a nurse from their same group. This must be approved and signed off by the NUM or ANUM. If not approved by the NUM or ANUM then your name will be removed.

CASUAL STAFF

Casual bank staff will not be rostered on to shifts on the permanent ED roster, unless there is significant shortfalls of FTE (this will be approved by the NUM via P&C). Casual staff can only pick up available shifts two weeks in advance and must have these approved by the NUM or ANUM. Casual bank staff are aware they may be cancelled if a permanent staff member wishes to pick up an extra shift. Casual bank availability may also be written on reverse side of the ED allocation sheet, casual bank staff cannot write their *names* in vacant slots, unless approved by the NUM or ANUM.

“DROPPING” A SHIFT

Requests for single ARL days, LWOP or "dropping a shift" must be made 4 weeks in advance as per policy and approved by the NUM. There may be occasions due to unforeseen circumstances when a staff member wishes to take a single ARL or LWOP day from a completed roster. Staff would be expected to replace themselves on the roster and the NUM or ANUM must approve.

ROSTER QUESTIONS, CONCERNS AND QUERIES

All roster concerns are to be directed to the edroster@bendigohealth.org.au

PLEASE DO NOT REMOVE THE ALLOCATION FOLDER FROM THE ANUM DESK