

1. Why is a Roster Policy required?

Under the Health and Safety at Work Act (HSE, 1974) the organisation has an obligation to protect shift workers (and patients) who may be affected by fatigue or the health impacts of shift patterns (RCN, 2012). Prior to this policy there were no globally defined rules for creating rosters which means there is a huge variation in practice across the organisation.

The policy defines the roles and responsibilities for rostering and sets out the rostering standards for creating rosters and how changes are made after it has been published. This means that staff know what to expect in relation to their future rosters.

2. who will the policy apply to?

The policy scope specifically relates to employees working within all nursing and midwifery teams across Grampian

3. Is this just for eRostering?

No, the policy sets out the responsibilities and standards for both paper based and electronic rosters

4. What is covered in the policy?

The policy sets out the responsibilities of those who are responsible for creating, publishing and overseeing nursing and midwifery rosters. It also sets out your responsibilities in rostering. It also sets out the standards by which rosters should be created and how far in advance they should be published. It also set out how changes can be made once the roster has been published.

5. When will I expect to see changes to the way I am rostered?

The Roster Policy went live on x date. Any new roster periods being created after this date should be done so in line with the principles and standards set out in the Roster Policy. Current rosters already published to staff should not be changed. As set shift patterns are considered the staffs working template for populating the roster and not the roster itself and therefore it is expected that all rosters for the week commencing the 30th of March 2020 will be created in line with the roster policy.

6. Who implements the roster changes?

The senior charge nurse, midwife, team leader or ward manager as the individual responsible for the roster is responsible for the implementation of the rostering policy. This does not mean that they are required to create the roster if this is a delegated role

7. As a Senior Charge Nurse, Midwife, team leader or ward manager how do I make the required changes to rostering practice

- **Familiarise yourself and share the policy.** It is important that all staff understand their responsibilities in the rostering process

- **Review current arrangements.** Recalculate your time out allowance(appendix 2) and what entitlement have to making day off requests (section 4.1 Roster standards). Review current arrangements for making requests and changes after the roster has been published(appendix 3). Review and plan for the timescales identified in the policy for creating and publishing rosters.
 - **Understand how much change is required.** Undertake the roster audit(appendix 1) on the roster that was published for the current period as a baseline to understand the work that is required. Some departments will have to make very little change compared to others.
 - **Seek Support.** Contact your line manager for support with making your process and rosters compliant with the policy
8. I have concerns about how the policy will affect me, who should I speak to?
In the first instance contact your line manager to discuss your concerns. If you require further support you can contact HR and/or your staff side representative.