**Victorian employee-centred rostering principles**

When it comes to rostering, nurses, midwives and managers, acknowledge that the **Four Fs** should beat the front of everyone’s minds: ***Foundations***, ***Flexibility, Fairness,*** and ***Fatigue*** ***Management.***

Mutually respectful rostering will consider both employee and employer expectations and requirements.

For further explanation of the rostering considerations please [see the toolkit](https://www.safercare.vic.gov.au/sites/default/files/2023-12/final_-_victorian_rostering_toolkit.docx).

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| **Principle** |  | **Statement** |  | **Rostering Considerations** |
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| **FOUNDATIONS** |  | Nurses and midwives should be equipped with the appropriate foundations to ensure they are best placed to incorporate the principles in rostering. |  | * Resources: Education and toolkits to understand EBA clauses and entitlements.
* Access to and understanding of a Fatigue Management policy.
* Unit and roster manager training, resources and allocated time.
* Access to, and understanding of, appropriate rostering systems and governance.
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| **FLEXIBILITY** |  | Rostering for nurses and midwives should acknowledge the need for flexibility. |  | * Defined request system with ability to self-roster a proportion.
* Ability to change roster requests.
* Clear process for shift swapping.
* Flexibility in how night duty is rostered.
* Consider flexibility with shift times and lengths.
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| **FAIRNESS** |  | Rostering for nurses and midwives should acknowledge the need for equity and fairness. |  | * Clear roster publication timeframes.
* Defined request system that is accessible to all staff with process for communication of shifts not approved.
* Equitable allocation of weekend and night duty shifts.
* Equitable process for notification and allocation of extra shifts (supplementary roster).
* Access to Flexible Work Arrangements, including eligibility, clearly documented processes and timeframes for review.
* Reallocation/redeployment policy or process.
* Equitable consideration of staff preferences.
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| **FATIGUE****MANAGEMENT** |  | Rostering for nurses and midwives should ensure roster related fatigue is managed and minimised. |  | * Clear procedure for booking additional shifts to minimise contact with staff on days off.
* Shift length consideration.
* Allocation of shifts (i.e. forward pattern, minimise late/earlies).
* Process in place to avoid double shifts and overtime.
* Consecutive days off.
* Consecutive shifts.
* Processes in place to encourage leave.
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