**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. |