

# Victorian employee-centred rostering principles

When it comes to rostering, nurses, midwives and managers, acknowledge that the **Four Fs** should be at 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](#).

Principle	Statement	Rostering Considerations
<b>FOUNDATIONS</b>	Nurses and midwives should be equipped with the appropriate foundations to ensure they are best placed to incorporate the principles in rostering.	<ul style="list-style-type: none"> <li>➤ Resources: Education and toolkits to understand EBA clauses and entitlements.</li> <li>➤ Access to and understanding of a Fatigue Management policy.</li> <li>➤ Unit and roster manager training, resources and allocated time.</li> <li>➤ Access to, and understanding of, appropriate rostering systems and governance.</li> </ul>
<b>FLEXIBILITY</b>	Rostering for nurses and midwives should acknowledge the need for flexibility.	<ul style="list-style-type: none"> <li>➤ Defined request system with ability to self-roster a proportion.</li> <li>➤ Ability to change roster requests.</li> <li>➤ Clear process for shift swapping.</li> <li>➤ Flexibility in how night duty is rostered.</li> <li>➤ Consider flexibility with shift times and lengths.</li> </ul>
<b>FAIRNESS</b>	Rostering for nurses and midwives should acknowledge the need for equity and fairness.	<ul style="list-style-type: none"> <li>➤ Clear roster publication timeframes.</li> <li>➤ Defined request system that is accessible to all staff with process for communication of shifts not approved.</li> <li>➤ Equitable allocation of weekend and night duty shifts.</li> <li>➤ Equitable process for notification and allocation of extra shifts (supplementary roster).</li> <li>➤ Access to Flexible Work Arrangements, including eligibility, clearly documented processes and timeframes for review.</li> <li>➤ Reallocation/redeployment policy or process.</li> <li>➤ Equitable consideration of staff preferences.</li> </ul>
<b>FATIGUE MANAGEMENT</b>	Rostering for nurses and midwives should ensure roster related fatigue is managed and minimised.	<ul style="list-style-type: none"> <li>➤ Clear procedure for booking additional shifts to minimise contact with staff on days off.</li> <li>➤ Shift length consideration.</li> <li>➤ Allocation of shifts (i.e. forward pattern, minimise late/earlys).</li> <li>➤ Process in place to avoid double shifts and overtime.</li> <li>➤ Consecutive days off.</li> <li>➤ Consecutive shifts.</li> <li>➤ Processes in place to encourage leave.</li> </ul>