

Freedom of Information Act 2000 - Request Reference FoI/20/212

Staff Rosters

Request details

Under FOI please provide the following information relating to how the organisation rosters its staff nurses working shifts in the UHW (for example, nurses working in the Emergency Unit):

1. How are shifts requested, assessed and allocated?

All nursing staff are able to request any specific shifts they require. The requests are reviewed by the ward sister while the rota is being produced. Requests are allocated on an assessment of individual needs, circumstances, how many other staff have requested the same shift and clinical / operational need

2. How far in advance and how frequently are shifts requested and allocated?

There is no set limit on the length of time that shifts can be requested. Allocation of shifts should be done a minimum of 6 weeks in advance.

3. Is it possible to know what shifts will be allocated to a nurse 12 or 24 months in the future?

It is not possible to allocate shifts 12 to 24 months in advance due to the complexity of changing service needs. However, local agreements can be made to accommodate specific exceptional requests (e.g. wedding).

4. How specific needs due to childcare commitments handled are, are there exceptions to the above?

The UHB supports the principles of work life balance, flexible working, equality, diversity and human rights and family friendly working. These principles will be set against the need to meet the organisation's statutory function and ensure safe levels of staffing to maximise the quality of patient care.

5. What happens if they are unable to work a shift that has been allocated (e.g. due to childcare commitments?)

Staff should communicate any issues with the ward sister in order that a decision and agreement can be made to support the individual during this time. However, this must be balanced with the needs of the service / department.

6. Can staff agree to swap allocated shifts amongst themselves?

All changes should be made with the equivalent pay band, and with consideration for the overall skill mix and competence requirements of all shifts being changed. If an equivalent band is not possible this should be negotiated with the Sister/ Charge Nurse / Midwife or nominated deputy

7. What are the possible shifts staff can request (e.g. short days, days, nights etc.)?

There is no restriction on the type of shifts that can be requested. Requests for specific shifts or days off can be made in accordance with local guidance. Whilst the Ward Sister/Charge Nurse/Midwife will be flexible in trying to accommodate as many requests as possible, service requirements and the equity of all staff remain the priority.

8. Can you provide the policy documents that cover the above points?

Rostering Procedure for nurses / Midwives – was due to be reviewed Nov 19. Will be reviewed 2020. Please click on the following link to access the rostering procedure for nurses and midwives

<http://www.cardiffandvaleuhb.wales.nhs.uk/sitesplus/documents/1143/Rostering%20Procedure%20for%20Nurses%20and%20Midwives%20final%20v2.pdf>