**University of Al-Mustaqbal / College of Nursing**

**Fourth Stage / Leadership and Management Course**

 **Scheduling (Duty Roster)**

**Lecture 9**

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**Learning Objectives**-

1. Describe the concept, objectives and principles of time planning (Duty Roster).
2. Explain the importance of scheduling and scheduling policies.
3. Identify steps used in planning duty roster.
4. Identify the guiding principles when compiling duty roster.

**Scheduling-**

Planning patterns of on-off duty hours for employees in a particular unit. Appropriate work scheduling is a prerequisite for successful nursing operation because **patterning of working – non working hours directly affects employee productivity, work satisfaction, and job tenure.**

**Objectives-**

* To ensure adequate patient care while overstaffing is avoided
* To achieve desirable distribution of days off
* To ensure fair treatment of the nursing staff
* To let individuals, know in advance what their schedules are
* To achieve good unit management

**Principles in Planning Duty Roster-**

**Coverage-** Nursing coverage must be provided 24 hours a day, seven days a week with the right number of the staff.

**Continuity**- Continuity of quality and quantity of care.

**Flexibility-** The ability of the scheduling system to handle and to consider individual preferences as much as possible.

**Stability-** The extent to which nurses know in advance their future days off and on duty.

**Cost effectiveness**- The ability to assign the needed staff and ensuring maximum utilization of nurses’ time and skills.

**Scheduling Policies-**

There should be department policies to guide managers in distributing desirable and undesirable work hours equitably among employees, example of some of those policies are the following:

**A policy** for a person, **by title**, who is responsible for preparing the roster, the **time period to be covered** by each schedule, the **total on duty hours for each employee**, the **beginning and ending hours for each shift**, **break times**, **number of shifts to which each employee must rotate**, **days off**, **weekends off per month**, **minimum days off in sequence,** **vacation scheduling**, **number of sequential work days**, **shift pattern** (8 hours, 10 hours, and 12 hours shifts).

**Steps in Planning Duty Roster-**

* A skeleton plan is made in pencil to allow alterations.
* List the names in order of seniority
* Put special requests in ink to avoid erasure
* Put days off, it is important not to have too many nurses off duty at the same time
* Add the shifts, balancing senior and junior nurses on each shift, ensuring that there is a senior nurse on duty to take charge.
* Count the total number of staff on duty for each shift
* Duty Roster may be planned weekly, every two weeks or monthly.
* Holidays should be taken into account.

**Guide to Compiling Duty Roster-**

1. Before starting, **check request book for any special requests**
2. All shifts M (Morning), A (Afternoon) and N (Night) should be written in blue felt pen
3. D.O. (Day Off) should be written in red felt pen
4. Asterisk (\*) the name of the staff nurse in-charge for each shift
5. Count numbers on each shift
6. Duty roster should be submitted to the nursing officer for checking and approval one week before the actual work.
7. A copy of the completed roster checked and signed by nursing officer not later than 26th / 27th of each month.

**Use the Following Symbols Only**-

**Symbols-**

 **A. L. - Annual Leave**

 **M.L. - Maternity Leave**

 **S. L. - Sick Leave**

 **A.W.L - Absent without Leave**

 **H. L. - Haj Leave**

 **Styx. L. - Study Leave**

 **HN - Head Nurse**

 **Dy. HN. - Deputy Head Nurse**

 **S/N - Staff Nurse**

 **A/N - Assistance Nurse**

 **M/O - Medical Orderly**

**Prepared By-**

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