Capital Health

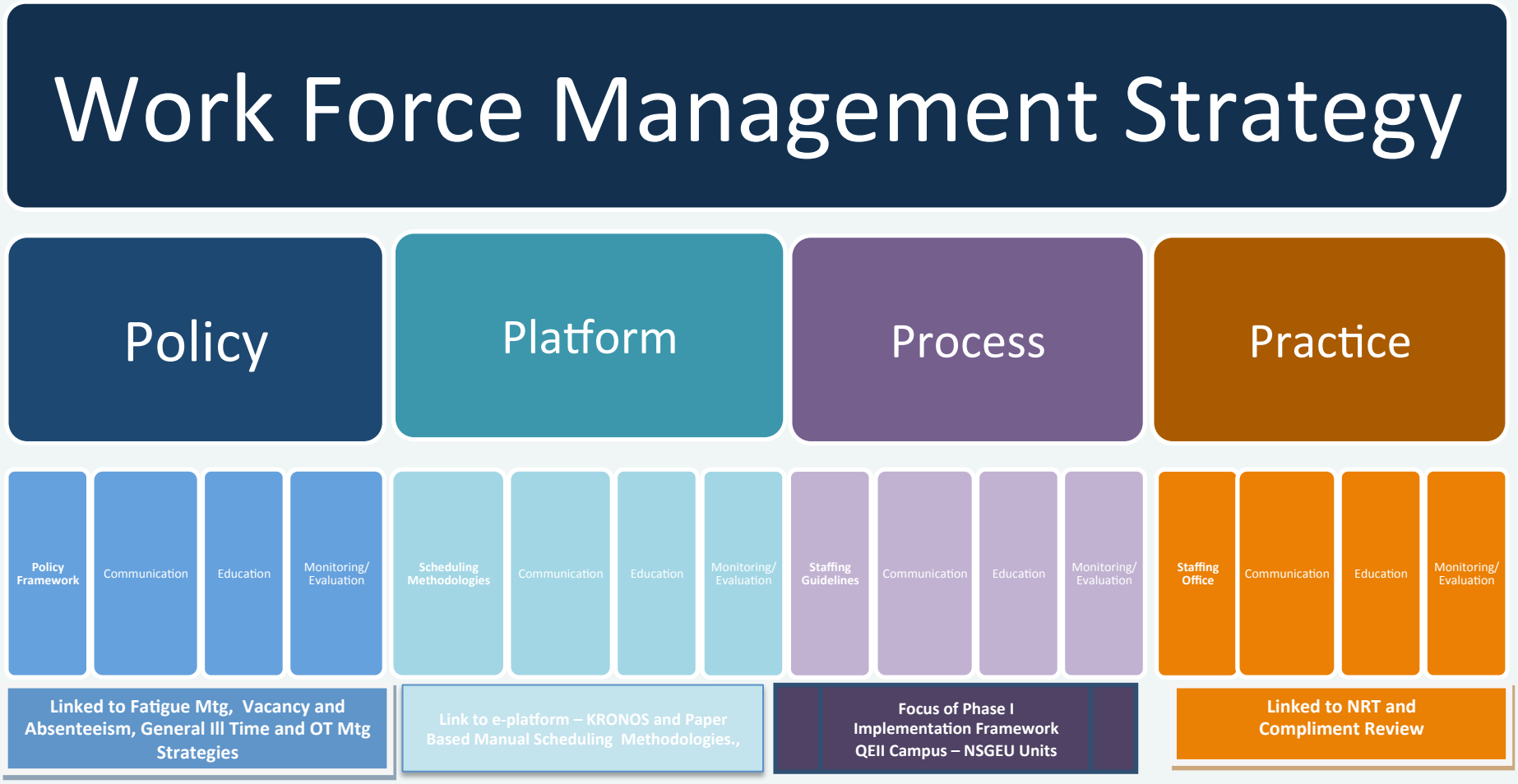
Staff Scheduling Guidelines

Clinical Teams

A different today. A better tomorrow.

Capital Health

Capital Health Staff Scheduling Guidelines



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Rationale and Purpose of Guidelines

As a health care organization – we have 3 core responsibilities ~

- Provision of Safe, Quality Health Care
- Taking Care of Our Staff
- Conducting Our Business in a Fiscally Responsible Way

The Staff Scheduling Guidelines Assist with this by;

- Creating a process/protocol platform to ensure stable core complement numbers.
- Creating an equitable and contract compliant model that allows for optimized and balanced scheduling for staff – work life balance, day to day schedule and vacation.
- Create conditions to ensure financial efficiencies related to scheduling are optimized – reduction of OT where possible.

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Parameters, Context and Key Elements

- Core operational requirements for unit are fundamental and of paramount, importance.
- Guidelines are aligned with current NSGEU collective agreement.
- Guidelines are to be used in constructing all staffing schedules.
  - Including days, weekends and holidays.
- Guidelines provide consistent frame of reference guiding process related to additional time off requests , smoothing and vacation approvals.
- Roles and responsibilities of all active process partners are clearly articulated in guidelines.

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What does this mean specifically for staff?

- Clear parameters around hours of work and vacation requests.
- Clear parameters around scheduling process – both routine and exceptional circumstances
- Clear parameters about accountability, roles and responsibilities related to process and approach
- Clear articulation of what is in and out of scope with respect to staff scheduling process and protocol

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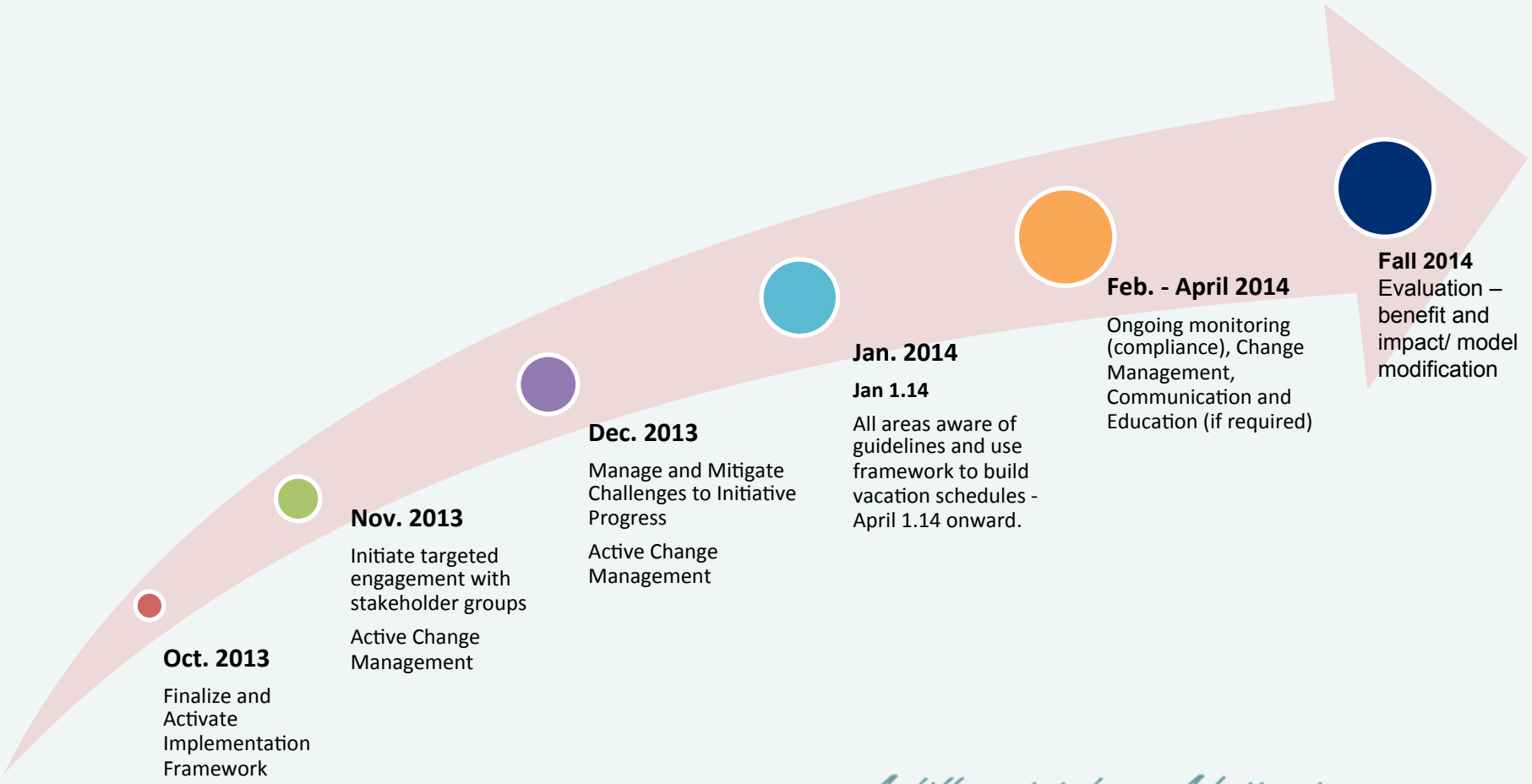
Broad Timelines and Associated Milestones



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- If I have questions – where do I turn?

Teams can address their questions to their supervisors if they have outstanding questions related to this approach and/ or the guidelines specifically.