

**Staff Scheduling Guidelines
Information Brief
(Dec 18.13)**

What

Scheduling guidelines, a set of procedures and processes for managers, scheduling committees and staff to use when developing unit and vacation schedules, will be implemented on all units of the QEII with NSGEU bargaining unit employees. This is a first phase implementation. Subsequent implementations will take place across Capital Health within 12 to 24 months. The intent is to help create consistent scheduling practices regardless of whether a unit uses a rotational scheduling model or a self-scheduling model. The scheduling guidelines support high quality patient care, best practices and the NSGEU collective agreement.

Why

There are three main reasons for implementing scheduling guidelines. The first is to help managers and scheduling committees ensure schedules meet safe, quality patient care needs on their unit. The second is to help make scheduling practices across units more consistent regardless of whether the unit is using a rotational scheduling model or self-scheduling model. The third is to ensure all unit and vacation schedules comply with the NSGEU collective agreement.

When

Communication and education about the scheduling guidelines will take place in December 2013. With respect to when the guidelines are in force, the expectation is that all clinical areas staffed with NSGEU bargaining unit employees will:

- As of January 1, 2014, use the new vacation guidelines to submit their annual vacation requests for 2014-2015.
- As of April 1, 2014 have fully implemented the new staff scheduling guidelines.

Who

The scheduling guidelines were developed by a group of managers at the QEII (VG and HI sites) and their directors. The scheduling guidelines have been approved by Capital Health's Leadership Executive Team (LET) and are sponsored by Paula Bond, VP Patient Centered Care. The implementation of the guidelines is being led by the manager advisory group that developed the guidelines and Brian Butt, Director, Health Services.

So What

Implementing the scheduling guidelines will bring changes to the units and to staff. The degree of change will vary across units depending on type of schedule currently used. The most notable change relates to planned rotational work schedules where staff will be required to work a combination of days and nights (rather than one type of shift exclusively), with the schedule reflecting 1 W/E in 3 rotation.

More Information

If you have any questions related to the scheduling guidelines, please discuss with your immediate supervisor or provide your questions and comments online at <https://survey.nshealth.ca/TakeSurvey.aspx?SurveyID=8I0I59m3>. The advisory group will address the questions and comments via updated Q&As, online or via email.