

Rostering Audit Tool

This audit tool should be used to monitor compliance of the rostering policy at least 6 monthly and should be completed by the Ward/Unit Manager. An action plan should be agree for areas requiring improvement as recommended in the Carter Review.

Ward/Department:

Audit completed by:

Date completed:

	Yes/No	Comment	Action
Has the roster template been reviewed on a six-monthly basis to ensure it is current, realistic and reflects the staffing required?			
Are all the staff aware of the Roster policy?			
Do the shift and break times conform to European Working Time Directives?			
Are the approved minimum numbers of staff rostered for each shift?			
Is the skill mix maintained?			
Have any staff been moved within the Trust to cover vacancies?			
Is annual leave allocated as per policy?			
Is study leave allocated fairly as per policy?			

	Yes/No	Comment	Action
Are there any work/life balance procedures for any person in the ward/department?			
Is the request system used as per policy?			
Are there 6 weeks of completed roster available for staff to view?			
Does the ward/department have adequate handover time?			
Are break time guidelines being followed?			
Is there evidence of annual review of existing work patterns?			
Are 3/12 of rosters available for requests?			
Does matron/Head of Department approve rosters?			
Is annual leave between 11-17%?			

SAMPLE - DO NOT USE