

Flexible Rostering Agreements Quick Reference Guide

For nurses and midwives

This quick reference guide provides more information for **nurses and midwives** on the use of Flexible Roster Agreements.

For nurses and midwives who are applying for a formal **Flexible Working Arrangement**, please see the Western Health Organisational Procedure [Flexible Work Arrangements](#).

A Flexible Rostering Agreement (FRA) allows staff to work in a flexible manner that suits their life requirements which may not match the requirements of the roster guidelines, whilst ensuring unit staffing requirements are maintained. These agreements ensure that all Western Health nurses and midwives can access flexibility within their roster.

The advantages of these agreements include:

- The staff member is not locked into a roster ongoing
- The unit is not locked into a set roster ongoing
- An established work practice is not locked in
- Establishes a documented and tracked application process with agreed periods for review
- Determines a clear start and finish date, for a period up to 12 months
- Does not compromise the requirements of the *Safe Patient Care Act*

Applying for a Flexible Rostering Agreement

Nurses and midwives may request a Flexible Rostering Agreement for any period up to 12 months. The nurse/midwife must complete the Flexible Rostering Agreement form and submit in writing to their Nurse/Midwife Unit Manager.

When writing a request for an FRA, ensure you are considering the following:

- The request considers business/service needs, as well as legislative requirements such as the *Safe Patient Care Act*.
- Be open to considering other options
- Consider the period of time you are requesting is reasonable and kept to a minimum where possible
- Be mindful of Fatigue Management principles
- Ensure there are no changes to contractual agreements such as EFT or required rotations.

Approvals

If your Unit Manager approves your Flexible Rostering Agreement, the form will be signed and sent to the Operations Manager for sign-off.

The approved FRA will include:

- Details of the agreed Flexible Rostering Agreement
- Regular review periods, particularly for longer agreements of 6-12 months
- The commencement date and period approved for the Flexible Rostering Agreement

Disapprovals

If the request is not approved due to reasonable business grounds, your Unit Manager will meet with you to discuss alternate options or other ways to support your request.

Ensure you are able to attend a meeting to discuss this further and this meeting may discuss other options which may meet your needs.

Appeals Process

If a nurse/midwife would like to appeal the decision for disapproval, the process is as follows:

- Have attending a meeting with the Unit Manager to hear the reasons for disapproval and consider other options.
- May contact People & Culture to request an appeal.

Examples of a Flexible Rostering Agreement

- A nurse would like to change her AM shifts to start at 0630hrs-1530hrs, for an 8 week period to allow her to collect her child from school. The UM reviews this request and notes this will support night duty staff during a busy medication round and there will be no impact on the Safe Patient Care Act.
- A midwife has been selected to play high level netball and part of this commitment requires two training sessions and a Saturday morning game for a 10 week period. She submits a Flexible Rostering Agreement to request AM shifts on Tuesday and Thursdays, and Saturdays off. As part of this agreement, she suggests she will work a Sunday shift to ensure she is meeting her ward requirements of weekend work.
- A nurse would like to work permanent night duty for 6 months, to save money for an overseas holiday she is planning to take.