
MEMORANDUM

To: Clinical Directors, Health Service Managers and Clinical Unit Based Teams

CC: Paula Bond, VP Acute Care – Person Centred Health
Kathy MacNeil, VP People

From: Brian Butt - Director – Office of Clinical Care Coordination

Date: December 3, 2013

Subject: Standardizing Approaches to Staff Scheduling – Implementation of Guidelines – Phase I

Good Afternoon,

Capital Health has explored approaches to standardizing staff scheduling practices over the last eight months. This work was done by an advisory group of unit managers, directors, labour and professional practice representatives. Our aims are to achieve greater consistency in scheduling practices across units, improve fairness, and fully comply with collective agreements. We started from the premises of high quality patient care and safety, staff wellbeing and fiscal responsibility.

We reviewed practices across a number of jurisdictions, including our own, and best practices. We also considered rising costs related to overtime and illness related work fatigue. We examined all issues critically to develop an approach that we believe is in keeping with our commitments to patients and staff and also supports fiscal responsibility and appropriate work force management. The result is a set of scheduling guidelines. Scheduling guidelines for nursing staff will be implemented across Capital Health starting with all NSGEU Bargaining Unit areas at the QEII with a subsequent implementation for all clinical service areas across the district. Implementation of the scheduling guidelines is a mandatory, organizational initiative. The expectation is that all clinical areas staffed with **NSGEU** nurses across the QEII campus will:

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

To help support the implementation of the guidelines, town hall meetings will be scheduled where members of the advisory group will provide an overview of the guidelines and answer questions from leadership teams and staff. The town halls are scheduled for:

- **December 6 – 11:30-12:30pm – VG Auditorium**
- **December 6 – 2:00-3:00pm – Royal Bank Theatre**

Staff and leadership teams are welcome and encouraged to attend any of these information sessions. In addition to the town halls, the implementation will be supported through the Office of Clinical Coordination. If you have any questions, comments or concerns, please feel free to contact your immediate supervisor.

Regards,

Brian Butt
Director – Office of Clinical Care Coordination