



Telephone 1300 627 246

www.metronaps.com.au training@metronaps.com.au ABN 78 122 392 778

## **Managing fatigue and best practice rostering**

A one-day interactive workshop

- 08:30 Arrival and coffee
- 09:00-09:10 **Welcome & introductions**  
'Why are we here?'  
Introduction to the day's events
- 09:10-09:30 **Short group discussion**  
What are the desired outcomes of the day?  
What are some of the current issues facing the organisation and how to move forward?
- 09:30-10:10 **Managing Fatigue in a healthcare environment**
- Sleep and circadian rhythms
  - The causes and risks of fatigue-related impairment,
  - How to recognise fatigue in others
  - Fatigue and the Law
  - Managing Organisational Fatigue
- 10:10-10:30 **Workplace strategies to reduce fatigue**
- Types of strategies
  - Principles of strategies
- 10:30-10:45 Morning tea
- 10:45-11:30 **Principles around effective rostering**
- Intro to the current organisational Rostering system
  - Discussion around current systems used by the organisation
  - What are the risks?
  - Striking a balance between acceptable risk and what is acceptable to staff.
- 11:30-12:10 **Using FAID to assist in identifying potentially unacceptable levels of fatigue**
- How the system works
  - Advantages of the FAID system?
  - What FAID does not do
  - Some case studies on how FAID made a difference



12:10-12:30 **Interactive Group Discussion**

- Ideas for the roster using design principles
- Questions

12:30-13:30 Lunch

13:30-14:10 **Implementing changes to existing rostering arrangements**

- Communication
- Education programs to explain why changes are required
- Consultation with staff in relation to roster design
- Managing the performance of new rosters
- Managing disruptions to rosters

14:10-14:50 **Interactive Group Discussion**

Brainstorming session to identify particular challenges associated with changing roster arrangements as a precursor to the closing discussion.

14:50-15.30 **Closing discussion**

- Valuable points raised from today's discussion
- The best way to implement these ideas
- Did we match up to the desired outcomes?
- Next steps