

Staff Roster & Shift Plan

Diagnostics, Labs & Imaging

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a staff roster and shift plan for a diagnostic centre and its collection points — coverage, shifts, leave and peak load — while controlling cost. Use it to schedule fairly and legally. For headcount use the Lab Staffing & Hiring Plan.

Purpose of this tool & output

Cover all hours and centres with the right staff

How the output is used

Use it to cover all hours and centres with the right staff — a roster that keeps every shift and collection point staffed.

Important cautions

Rosters must cover the morning collection peak and any STAT or emergency needs while respecting working-hour and rest norms and controlling overtime. Ensure a qualified signatory and critical roles are always covered. Adapt to your actual staff and hours.

Companion documents

- Lab Staffing & Hiring Plan
- Technician (DMLT/BMLT) Training Plan
- Phlebotomist Employment Agreement
- Staff Competency Assessment
- Staff Retention Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.