

Rota and working hours log

Register | WRK-REG-004

Document type	Register
Title	Rota and working hours log
Document ID	{{facility.code}}-WRK-REG-004
Version and status	1.0 Draft, for ASF Expert Committee approval
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2E, criterion 2E.9
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

One line per shift and excess. Kept to show that hours and rest were within limits, or why they were not.

1. How to complete

- Enter the hours and rest for every shift in the rota.
- Record every excess on the day it is known, with the reason.
- Review each week.

2. Record

Week	Staff ID	Role	Hours worked	Rest before next shift	Within limit (yes or no)	Excess reason and decision

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval