[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Clinic staff rota

Weekly rota for clinical and admin staff.

Week starting: _____

Prepared by: _____

Roles used on this rota: GP, Nurse, Healthcare assistant, Receptionist, Practice manager.

Rota

Day	Staff member	Start	Finish	Role / station	Notes
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Sign-off

Prepared by: _____ **Approved by:** _____ **Date:** _____