

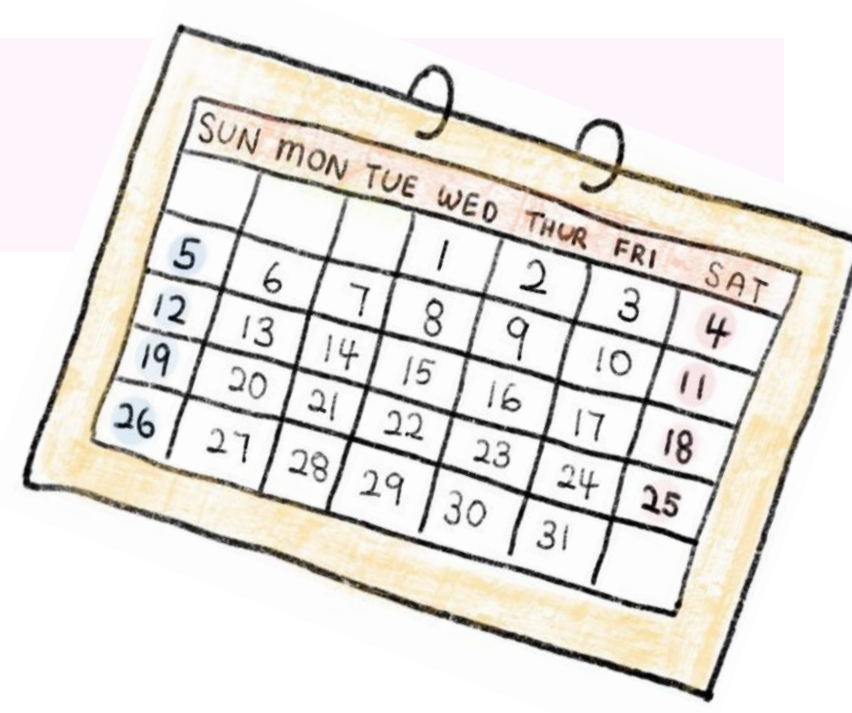


## Introduction

Work life balance has always been a key problem for embryologists especially when it is inevitable to have laboratory procedures every weekend.

To address this, we implemented a point system designed to ensure an even distribution of weekend duties amongst the embryologists, whilst having the autonomy to select their preferred dates.

### Problem statement



- Time consuming for roster in charge
- Longer weekend work hours
- Uneven distribution of weekend work
- Challenges in manual monitoring and ensuring everyone has fulfilled his/her monthly roster
- Staff are given little flexibility in rostering their own weekend duties

### Methodology

A spreadsheet with a point system was created using Microsoft Excel. Saturdays were allocated 2 points due to the longer working hours, and 1 point on Sundays. With the consideration of adequate manpower required for each weekend, staff will then be allowed to plan and select which weekends they wish to work whilst fulfilling the allocated points set.

## Results

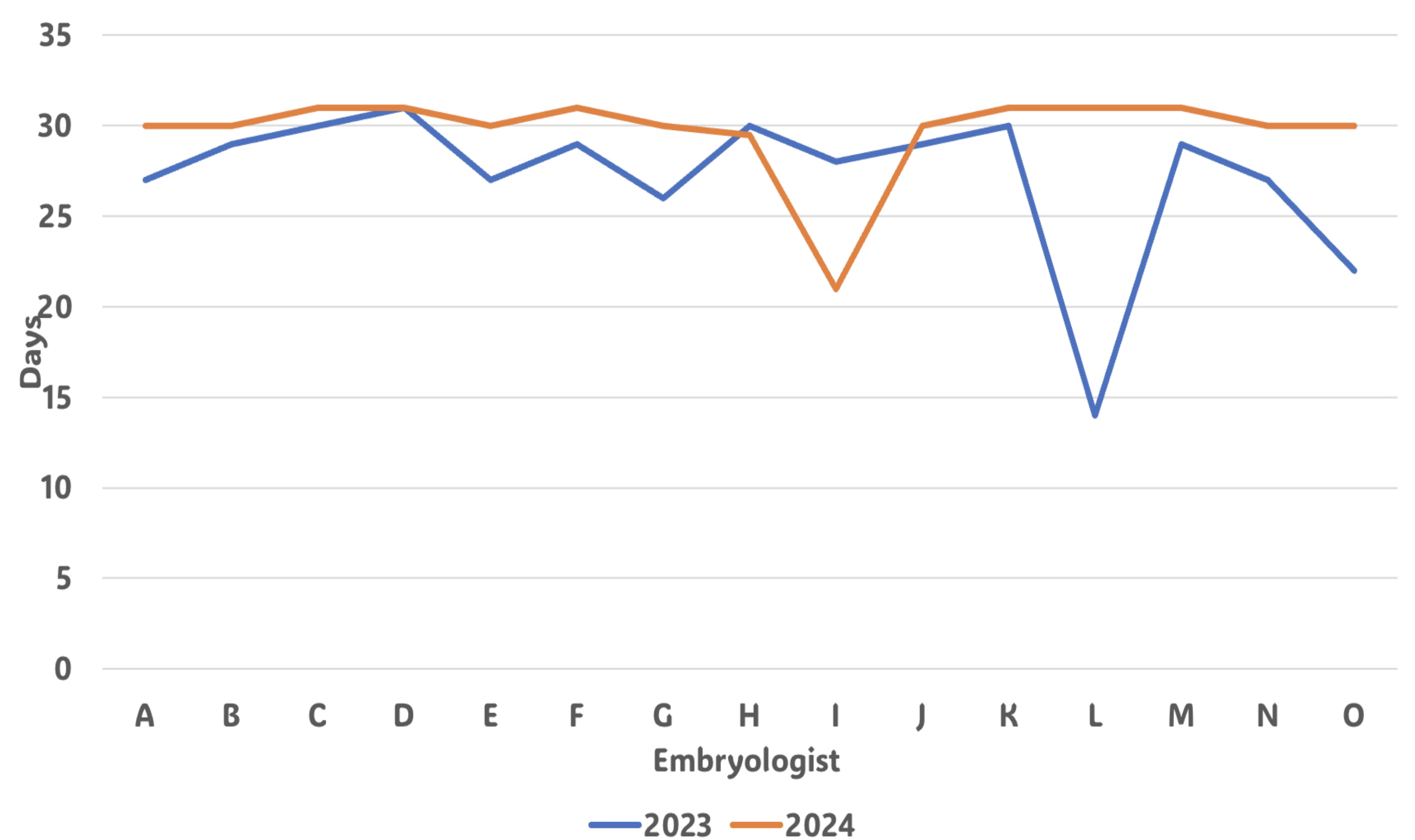
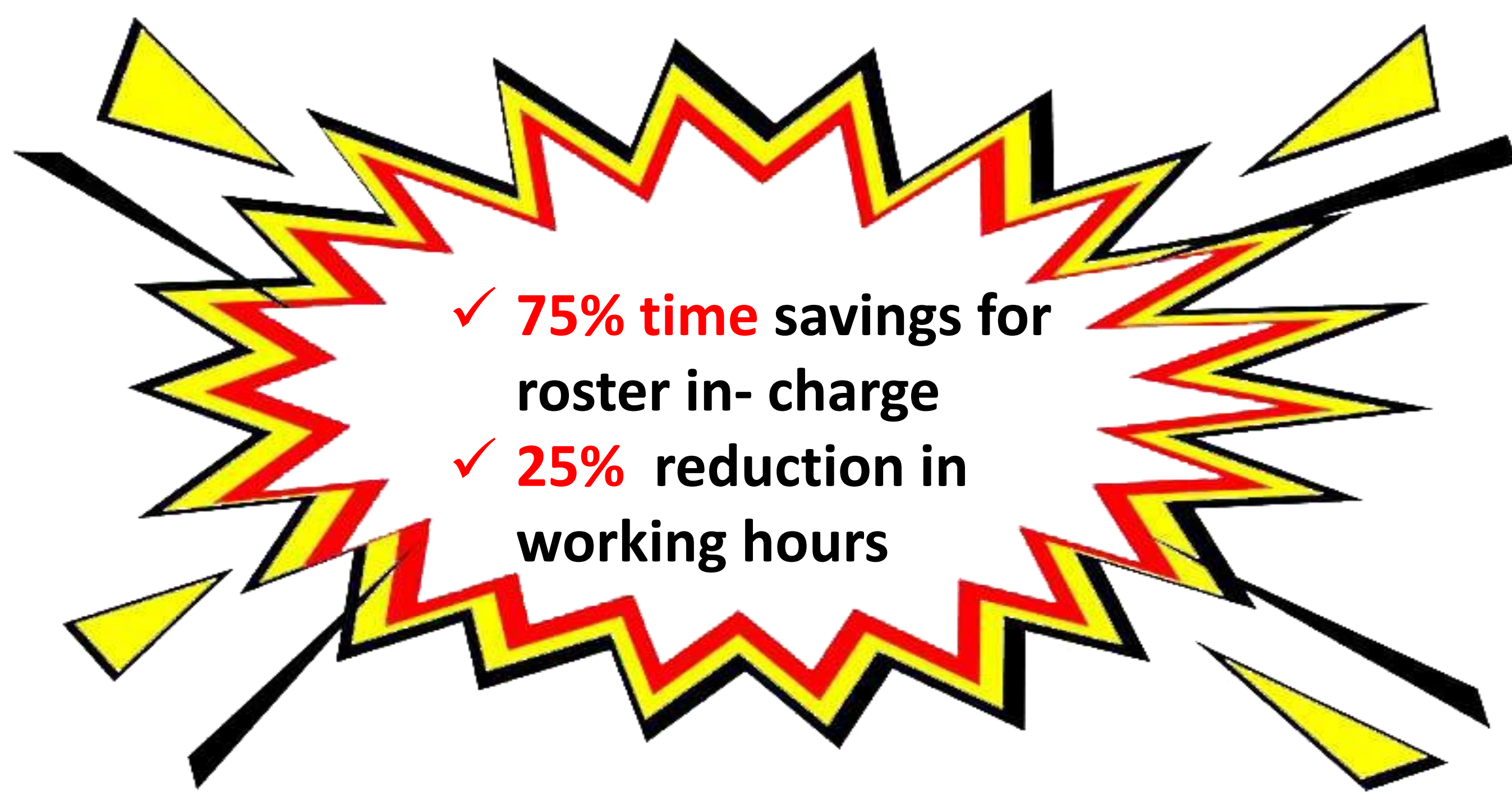


Figure 1: Comparison of 2023 weekend duties vs 2024 Projected weekend duties

In 2024, each staff's weekend duties were evenly distributed (Figure 1), with a maximum of 3 working weekends monthly (Table 1).

Emb	Jul-23		Mar-24	
	Sat	Sun	Sat	Sun
A	2	1	2	1
B	2		2	1
C	2	1	2	1
D	3		2	1
E	2	1	3	
F	3	1	2	1
G	1		2	1
H	3	1	3	
I	3	1	Maternity	Leave
J	2	2	3	
K	3	1	2	1
L	Maternity	Leave	2	1
M	3	1	2	1
N	2		2	1
O	2		3	

Table 1: Sample Comparison of working roster for months with 5 Saturdays and 5 Sundays between 2023 and 2024.

## Conclusions

Since the implementation of this point system, transparency has improved. Staff are now empowered to schedule their own roster, enhancing their satisfaction while ensuring adequate staffing every weekend. Additionally, the system significantly reduces the time needed for scheduling, allowing the roster in charge to focus on clinical matters.