[Company name]

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Clinic staff rota

Weekly rota for clinical and admin staff.

Week starting	[Date]
Prepared by	[Name]

Roles

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