Just Book Healthcare – Staff Retention Toolkit

Staff retention is a critical component of healthcare workforce management. The following toolkit provides evidence-based strategies, best practices, and actionable checklists designed to support healthcare leaders. Sources are cited in APA format at the end of this document.

Staff Retention Strategies

✓ Offer flexible scheduling options to accommodate personal needs.

✓ Recognize and reward strong performance with both praise and incentives.

✓ Provide access to continuing education and professional development.

✓ Ensure clear and consistent communication between staff and leadership.

✓ Create a positive work environment where staff feel valued and supported.

Best Practices for Retention

★ Conduct regular one-on-one check-ins with your team.

★ Act quickly on staff feedback and make improvements where possible.

★ Empower staff with decision-making authority in their roles.

★ Provide a structured and friendly onboarding experience.

★ Celebrate milestones, birthdays, and team achievements.

Monthly Retention Checklist

☐ Conduct team check-in and gather informal feedback.

☐ Review shift schedules for fairness and flexibility.

☐ Identify any emerging signs of burnout or stress.

☐ Acknowledge birthdays, anniversaries, and wins.

☐ Send out a short anonymous pulse survey.

☐ Review turnover data or resignation trends (if any).

☐ **Share updates, gratitude, or shout-outs in team communication.**

☐ **Follow up on any past feedback or action items.**

References

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