Run Review Calculation Matrix Guide – Non Shift Roster
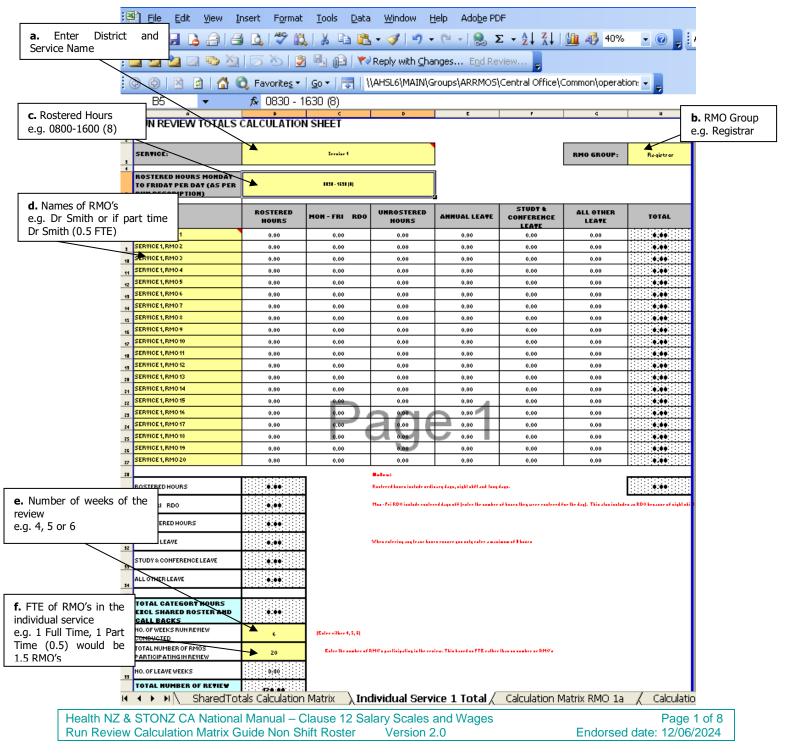
1) Open the Run Review Calculation Matrix template

2) Save as a new document to the appropriate location (under change management on sharepoint)

3) Enter the following items:
   a. District and Service name into the Service field
   b. RMO Type into the RMO Group field
   c. Rostered Hours (as per the run description)
   d. Names of RMO's. If the RMO is part time please enter their FTE next to their name
   e. Number of review weeks
   f. FTE of RMO's in the individual service (use FTE rather than the number of RMO's)

Please note: The information highlighted in yellow will pull through to the individual calculation worksheets automatically so please ensure you enter these fields correctly

a. Enter District and Service Name

c. Rostered Hours e.g. 0800-1600 (8)

b. RMO Group e.g. Registrar

d. Names of RMO's e.g. Dr Smith or if part time Dr Smith (0.5 FTE)

e. Number of weeks of the review e.g. 4, 5 or 6

f. FTE of RMO's in the individual service e.g. 1 Full Time, 1 Part Time (0.5) would be 1.5 RMO's

4) Once all of the RMO names have been entered into the worksheet delete any RMO name rows that are not required (see example below)

RUN REVIEW TOTALS CALCULATION SHEET

SERVICE:	XDHB Mental Health					RMO GROUP:	Registrar
ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)	0800 - 1600					Run Review Start Date	24/02/2020

RMO NAME	ROSTERED HOURS	MON – FRI RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	CALLBACK
Dr John Smith	0	0	0	0	0	0	0
Dr Jane Doe	0	0	0	0	0	0	0
RMO 3	0	0	0	0	0	0	0
RMO 4	0	0	0	0	0	0	0
RMO 5	0	0	0	0	0	0	0
RMO 6	0	0	0	0	0	0	0
RMO 7	0	0	0	0	0	0	0
RMO 8	0	0	0	0	0	0	0
RMO 9	0	0	0	0	0	0	0
RMO 10	0	0	0	0	0	0	0
RMO 11	0	0	0	0	0	0	0
RMO 12	0	0	0	0	0	0	0
RMO 13	0	0	0	0	0	0	0
RMO 14	0	0	0	0	0	0	0
RMO 15	0	0	0	0	0	0	0
RMO 16	0	0	0	0	0	0	0
RMO 17	0	0	0	0	0	0	0

Delete these rows (annotation pointing to RMO 3 – RMO 17)

Totals Calculation Matrix | Calculation Matrix RMO 1 | Calculation Matrix RMO 2 | Calculation Matrix RMO 3 | Calculation Matrix RMO 4 | C

5) The worksheet should look like the below once the extra rows have been deleted.

RUN REVIEW TOTALS CALCULATION SHEET

SERVICE:	XDHB Mental Health					RMO GROUP:	Registrar
ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)	0800 - 1600					Run Review Start Date	24/02/2020

RMO NAME	ROSTERED HOURS	MON - FRI RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	CALLBACK	TOTAL
Dr John Smith	0	0	0	0	0	0	0	0
Dr Jane Doe	0	0	0	0	0	0	0	0

		Notes:
ROSTERED HOURS	0	Rostered hours include ordinary days, night shft and long days.
MON - FRI RDO	0	Mon - Fri RDO include rostered days off (enter the number of hours they were rostered for the day). This also includes an RDO because of night shift
UNROSTERED HOURS	0	
ANNUAL LEAVE	0	When entering any leave hours ensure you only enter a maximum of 8 hours
STUDY & CONFERENCE LEAVE	0	
ALL OTHER LEAVE	0	Note: Night duties, long days and weekend shifts are shared across a number of XDHB Mental Health Registrars and the run review period was not necessarily reflective of this
CALL BACKS	0	Number of weeks in run review period
		Number of weeks in run — 26
TOTAL CATEGORY HOURS EXCL CALLBACKS	0	Total number of nights over 26 week run
TOTAL CATEGORY HOURS INCL CALLBACKS	0	Number of Registrars contributing to night duty
NO. OF WEEKS RUN REVIEW CONDUCTED	0 (Enter either 4,5,6)	Nights worked per Registrar per run — #DIV/0!
TOTAL NUMBER OF RMOS		

TOTALS: 0

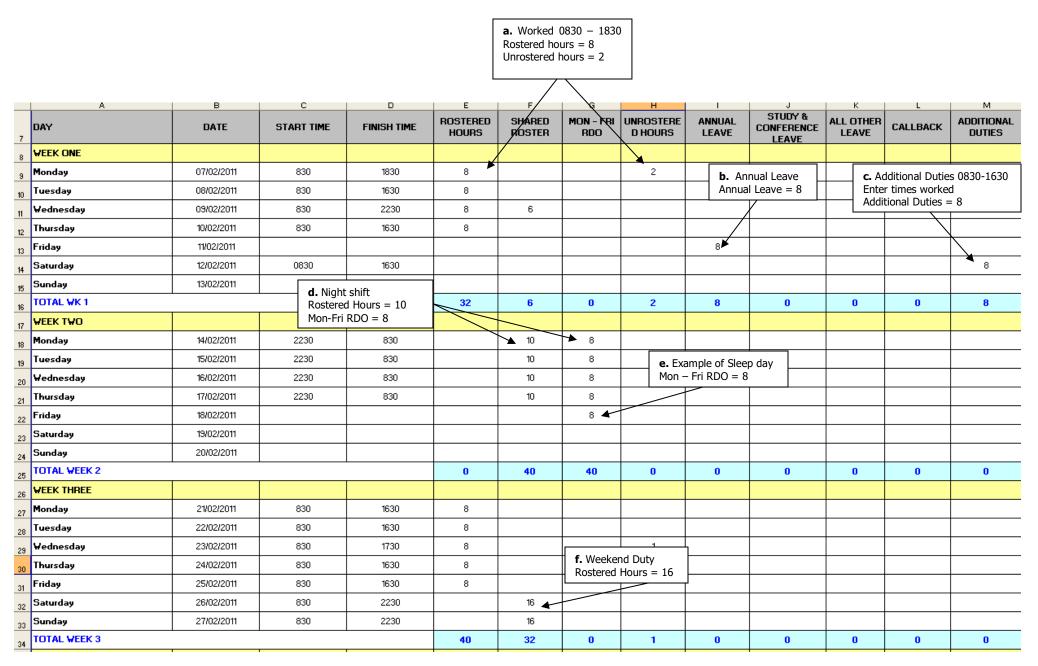6) Delete the extra RMO Calculation Matrix worksheets for the service.

Please note: These worksheets will have #Ref! as the RMO name.

RUN REVIEW CALCULATION SHEET

SERVICE:	XDHB Mental Health			
NAME:	#REF!			

DAY	DATE	START TIME	FINISH TIME	ROSTERED HOURS
WEEK ONE				
Monday	24/02/2020			
Tuesday	25/02/2020			
Wednesday	26/02/2020			
Thursday	27/02/2020			
Friday	28/02/2020			

Hint: To delete more than one worksheet at a time, hold down the CTRL key and select the sheets you wish to delete.

7) Enter the hours recorded for the RMO onto the appropriate Calculation Matrix worksheet. (Information on how to enter on next page)

a. Worked 0830 – 1830
Rostered hours = 8
Unrostered hours = 2

b. Annual Leave
Annual Leave = 8

c. Additional Duties 0830-1630
Enter times worked
Additional Duties = 8

d. Night shift
Rostered Hours = 10
Mon-Fri RDO = 8

e. Example of Sleep day
Mon – Fri RDO = 8

f. Weekend Duty
Rostered Hours = 16

DAY	DATE	START TIME	FINISH TIME	ROSTERED HOURS	SHARED ROSTER	MON – FRI RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	CALLBACK	ADDITIONAL DUTIES
WEEK ONE												
Monday	07/02/2011	830	1830	8			2					
Tuesday	08/02/2011	830	1630	8								
Wednesday	09/02/2011	830	2230	8	6							
Thursday	10/02/2011	830	1630	8								
Friday	11/02/2011							8				
Saturday	12/02/2011	0830	1630									8
Sunday	13/02/2011											
TOTAL WK 1				32	6	0	2	8	0	0	0	8
WEEK TWO												
Monday	14/02/2011	2230	830		10	8						
Tuesday	15/02/2011	2230	830		10	8						
Wednesday	16/02/2011	2230	830		10	8						
Thursday	17/02/2011	2230	830		10	8						
Friday	18/02/2011					8						
Saturday	19/02/2011											
Sunday	20/02/2011											
TOTAL WEEK 2				0	40	40	0	0	0	0	0	0
WEEK THREE												
Monday	21/02/2011	830	1630	8								
Tuesday	22/02/2011	830	1630	8								
Wednesday	23/02/2011	830	1730	8			1					
Thursday	24/02/2011	830	1630	8								
Friday	25/02/2011	830	1630	8								
Saturday	26/02/2011	830	2230		16							
Sunday	27/02/2011	830	2230		16							
TOTAL WEEK 3				40	32	0	1	0	0	0	0	0

a. Unrostered hours

RMO duties worked: 0830 – 1830

This is to be entered as follows:
- Rostered hours = 8 (they are rostered from 0830 - 1630)
- Unrostered hours = 2 (they worked extra hours from 1630 - 1830)

b. Leave

Timesheet states that the RMO was on annual leave for the 11/02/2011. Leave the start time and finish time columns empty and put 8 hours in the appropriate leave column (in this case the Annual Leave Column).

Please note: Leave needs to be entered only as 8 hour days and only deducted for Monday to Friday. Even if their normal rostered day is 0800 – 1630 (8.5 hours) they still need to be entered as an 8 hour day.

c. Additional Duty

RMO duties worked: Saturday 12/02/2011, 0830 – 1630 as additional duties

This is to be entered as follows:
- Start Time and Finish time are still to be entered
- Additional Duties = 8

d. Nights

RMO duties worked: 2230 – 0830

This is to be entered as follows:
- Rostered hours 10 (they are rostered on from 2230 - 0830)
- Mon-Fri RDO (Rostered Day Off) = 8

e. Sleep day

If rostered for a sleep day, they should have 8 hours entered in for Mon-Fri RDO on that day

f. Weekend duties

RMO duties worked: Saturday 0830 – 2230

This is to be entered as follows:
- Rostered hours = 14 (they are working from 0830 – 2230)

g. Rostered Day Off

If RMO is on RDA terms and conditions RDO is entered as an 8 hours long in the RDO column

If RMO is on STONZ terms and conditions and they are observing RDOs then this will need to be entered as 8 hours of annual leave.

h. Complete the adjustment table as below:

Enter the following information into the adjustment table:

a) Run review length – either 4, 5 or 6 weeks
b) Number of weeks in run. Please note that the Number of weeks in run is dependent on whether this is a 2/4/6 month Registrar run or a 13 week House officer run. Example below is for a 26 week (6 month) Registrar run.
c) Total number of nights over the run - e.g. 26 weeks x 7 nights = 182 nights
d) Number of RMOs contributing to nights
e) Number of hours per night duty – enter the length of night duty shifts e.g. 10hours
f) Actual hours of night duty worked per RMO over the period of review – use the run review shift count sheet to calculate this number

Note: Night duties, long days and weekend shifts are shared across a number of DHB Service Name House Officers and the run review period was not necessarily reflective of this	
Number of weeks in run review period	**a)**
Number of weeks in run	**b)** 26
Total number of nights over 26 week run	**c)**
Number of House Officers contributing to night duty	**d)**
Nights worked per House Officer per run	#DIV/0!
Number of hours per night duty	**e)**
Total number of hours of night duty per 26 week run	#DIV/0!
Average hours of night duty per week for each House Officer	#DIV/0!
Actual hours of night duty worked over period of review	**f)**
No of actual weeks in review	0
Average hours of actual night duties worked per House Officer during review	#DIV/0!
Total to be added to average weekly hours for night duty	#DIV/0!

g) Run Review length e.g. 4,5 or 6 weeks
h) Number of weeks in run
i) Number of weekday long days covered over the run – e.g. 26 x 5 = 130 weekday long days
j) Number of weekend shifts covered over the run – e.g. 26 x 2 = 52 weekend long days
k) Number of RMOs contributing to weekday Long Days
l) Number of RMOs contributing to shifts on weekends
m) Number of hours per weekday long day (only count Long Day component not ordinary hours e.g. from 1600 – 2230 rather than 0800 - 2230)
n) Number of hours per weekend shift (count entire day)
o) Actual hours of long day and weekend shifts worked over period of review – use the run review adjustment count sheet to calculate this number

Number of weeks in run review period	**g)**
Number of weeks in run	**h)** 26
Total number of weekday long days over 26 week run	**i)**
Total number of weekend shifts over 26 week run	**j)**
Number of House Officers contributing to weekday long days	**k)**
Number of House Officers contributing to weekend shifts	**l)**
Weekday long days worked per House Officer per run	#DIV/0!
Weekend shifts worked per House Officer per run	#DIV/0!
Number of hours per weekday long day	**m)**
Number of hours per weekend shift	**n)**
Total number of hours of weekeday long day and weekend shifts per House Officer over 26 week run	#DIV/0!
Average hours of long day and weekend shifts per week for each House Officer	#DIV/0!
Actual hours of long day and weekend shifts worked over period of review for DHB Service Name	**o)**
No of actual weeks in review	0
Average hours of actual long day or weekend shifts worked per House Officer during review	#DIV/0!
Total to be added to average weekly hours for long days and weekend shifts	#DIV/0!

DHB				
Run Name				
RMO type				
Review dates				
SHIFT COUNT				

Weekday long day	Hours per shift (above ordinary hours only)	Tally	TOTAL worked	TOTAL HOURS
Shift code:				
Shift code:				
Shift code:				

Weekend shifts	Hours per shift	Tally	TOTAL	TOTAL HOURS
Shift code:				
Shift code:				
Shift code:				
Shift code:				
Shift code:				
Shift code:				

Night shifts	Hours per shift	Tally	TOTAL	TOTAL HOURS
Shift code:				
Shift code:				