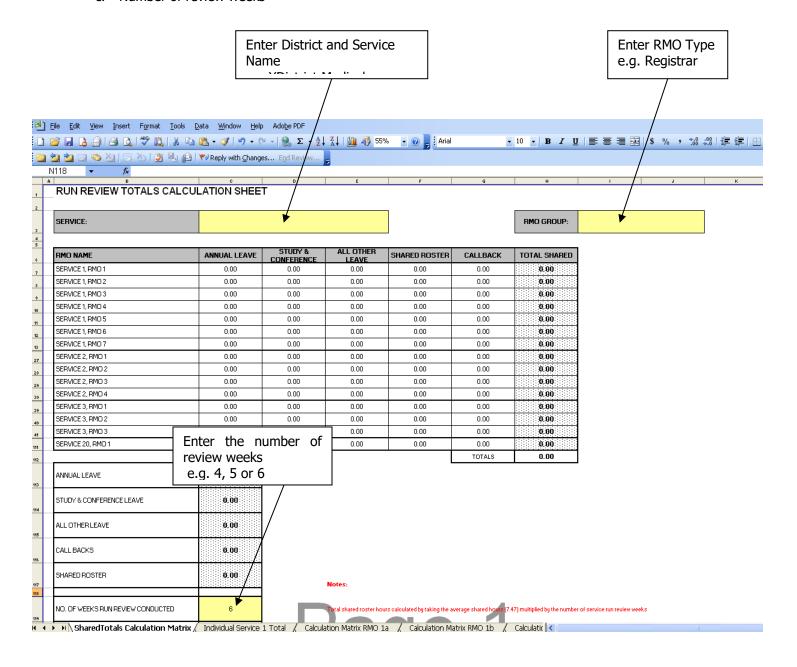
Joint Run Review Calculation Matrix Guide - Non Shift Roster

- 1) Open the Run Review Calculation Matrix template and save as a new document.
 - a. If the roster is a Schedule 10 roster then you will need to separate out the RDA and STONZ timesheets and complete a separate calculation matrix for RDA and STONZ
 - b. If the roster is a non-Schedule 10 roster then you do not need to separate out the RDA and STONZ timesheets and you can instead complete 1 calculation matrix for both unions.
- 2) Go to the "SharedTotals Calculation Matrix" tab and enter the following items:
 - a. District and Service name into the Service field
 - b. RMO Type into the RMO Group field
 - c. Number of review weeks



Page 1 of 10

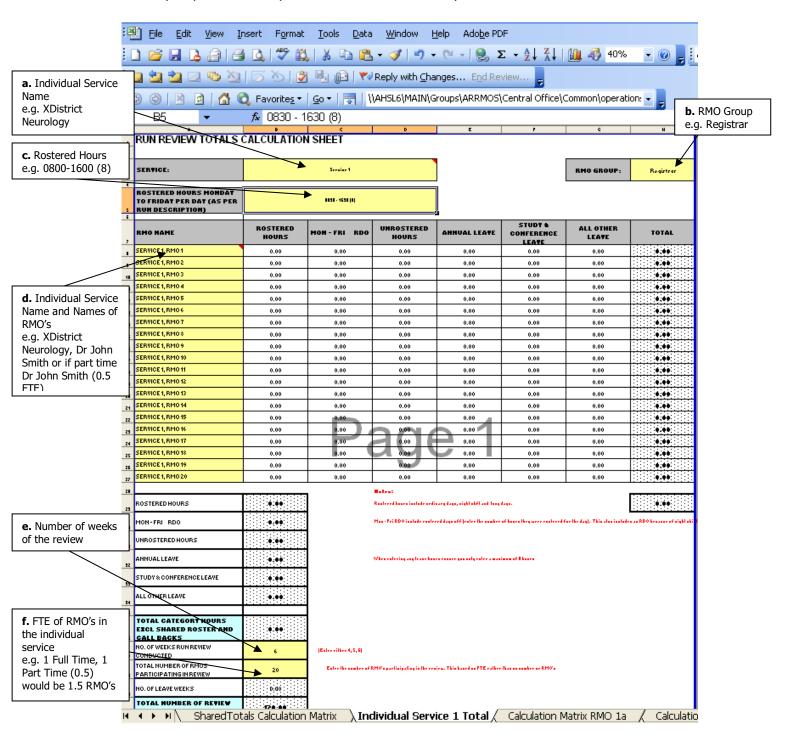
Endorsed date: 12/06/2024

3) Move to the "Individual Service 1 Total" worksheet and update the following:

Please note: Start with the Service with the highest number of RMO's and work down to the Service with the lowest number of RMO's.

- a. Individual Service Name (The name on the Run Description)
- b. RMO Group
- c. Rostered Hours
- d. Individual Service Name and Names of RMO's. If the RMO is part time please enter their FTE next to their name
- e. Number of weeks of Run Review
- 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



Page 2 of 10

Endorsed date: 12/06/2024

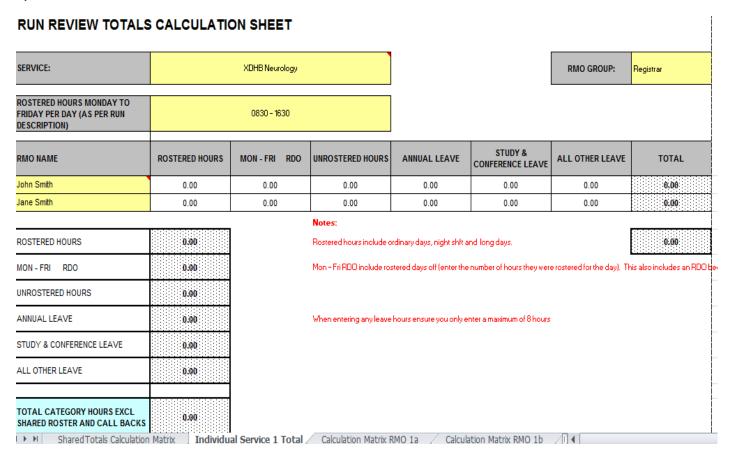
4) Once all of the RMO names have been entered into the Individual Total worksheet delete any RMO name rows that are not required (see example below)

RUN REVIEW TOTALS CALCULATION SHEET

Delete these rows

SERTICE:		XDH9 Hracalogq				RMO GROUP:	Registese
ROSTERED HOURS MONDAT TO FRIDAT PER DAT (AS PER RUN DESCRIPTION)	1111-4611						
RMO НАМЕ	ROSTERED HOURS	MOH-FRI RDO	UNROSTERED HOURS	AMMUAL LEATE	STUDT & COMFERENCE LEATE	ALL OTHER LEATE	TOTAL
John Smith	0.00	0.00	0.00	0.00	0.00	0.00	
Jano Smith	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 4	0.00	0.00	0.00	0.00	0.00	0.00	
SERVICE 1, RMO 5	0.00	0.00	0.00	0.00	0.00	0.00	4.44
SERVICE 1, RMO 6	0.00	0.00	0.00	0.00	0.00	0.00	4.44
SERVICE 1, RMO 7	0.00	0.00	0.00	0.00	0.00	0.00	4.44
SERVICE 1, RMO 8	0.00	0.00	0.00	0.00	0.00	0.00	4.44
SERVICE 1, RMO 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 10	0.00	0.00	0.00	0.00	0.00	0.00	6.69
SERVICE 1, RMO 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 12	0.00	0.00	0.00	0.00	0.00	0.00	6.69
SERVICE 1, RMO 13	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 14	0.00	0.00	0.00	0.00	0.00	0.00	6,69
SERVICE 1, RMO 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 16	0.00	0.00	0.00	0.00	0.00	0.00	6,69
SERVICE 1, RMO 17	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE1, RMO 18	0.00	0.00	0.00	0.00	0.00	0.00	4.44
SERVICE1, RMO 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 20	0.00	0.00	0.00	0.00	0.00	0.00	
		1	Belees				
ROSTEREDHOURS	•.••		Raulered kases include aedi	eary days, sight shift and long.	dage.		• ••
MON-FRI RDO	0.00		Han - Fel RDO include coales	erd dags off Jealer the number	af kaara lkeg weer raaleerd i	iar (ke dag). This also isolo	den an RDO benannen of night of
UNROSTERED HOURS	• • •						
ANNUALLEAVE	.0.00		When calceing any leans has	en enneer gan oolg enlee 2 maai	innerf Henry		

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



6) Delete the extra individual RMO Calculation Matrix tabs for the service.

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

RUN REVIEW CALCULATION SHEET SERVICE: Service 1 NAME: #REF! ROSTERED SHARED START TIME FINISH TIME DAY DATE HOURS ROSTER **VEEK ONE** Monday Tuesday

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

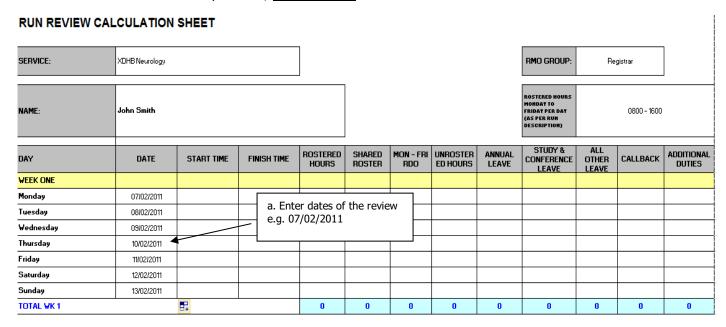
7) Go back to the "Shared Totals Calculation Matrix" tab and delete the extra RMO rows.

RUN REVIEW TOTALS CALCULATION SHEET

	SERVICE: XDHB Medi			5			RMO GROUP:	
RMO NAME		ANNUAL LEAVE	ANNUAL LEAVE STUDY & ALL OTHER LEAVE			SHARED ROSTER CALLBACK		
	Neurology Dr John Smith	0.00	0.00	0.00	0.00	0.00	0,00	
	Neurology Jane Smith	0.00	0.00	0.00	0.00	0.00	0.00	
	#REF!	0.00	0.00	0.00	0.00	0.00	0,00	
ſ	#REF!	0.00	0.00	0.00	0.00	0.00	9.00	
	#REF!	0.00	0.00	0.00	0.00	0.00	0,00	
	#REF!	0.00	0.00	0.00	0.00	0.00	0.00	
	#REF!	0.00	0.00	0.00	0.00	0.00	0,00	
 1	#REF!	0.00	0.00	0.00	0.00	0.00	9.00	
te	#REF!	0.00	0.00	0.00	0.00	0.00	0,00	
e \vdash	#REF!	0.00	0.00	0.00	0.00	0.00	0.00	
<u>^</u>	#REF!	0.00	0.00	0.00	0.00	0.00	0,00	
	#REF!	0.00	0.00	0.00	0.00	0.00	9.00	
	#REF!	0.00	0.00	0.00	0.00	0.00	0,00	
	#REF!	0.00	0.00	0.00	0.00	0.00	9.00	
	SERVICE 2, RMO 1	0.00	0.00	0.00	0.00	0.00	0,00	
ι	SERVICE 2, RMO 2	0.00	0.00	0.00	0.00	0.00	9:00	

- 8) Update the following on each individual RMO Calculation Matrix:
 - a. Dates of review

Please note: If review is only 4 weeks, do not delete the extra two weeks



Page 5 of 10

Endorsed date: 12/06/2024

9) Repeat steps 4 to 9 for each individual service as required.

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

DAY	DATE	START TIME	FINISH TIME	ROSTERE D HOURS	Shared Roster	MON - FRI RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENC E LEAVE	ALL OTHER LEAVE	CALLBAC K	ADDITION AL DUTIES
WEEK ONE												
Monday	7/02/2011	830	1630	8			2 🔨		ked 0830 – 183	0 d. /	Additional Du	ties 0830-163
Tuesday	8/02/2011	830	1630	8 💠					ed hours = 8 ered hours = 2	Ent	er times wor	ked
Wednesday	9/02/2011	830	2230	8	6.5			01110300	ica nouis – 2	Add	litional Duties	; = 8
Thursday	10/02/2011	830	1630	8 \kappa	\						\	
Friday	11/02/2011			\	b. Lone	g day shared	roster	8 🛧			L,	
Saturday	12/02/2011	830	1630		Roster	ed hours = 8 1 roster = 6.5				nual Leave		₹ 8
Sunday	13/02/2011				Shared	roster = 6.5			Annua	al Leave = 8	$oldsymbol{oldsymbol{eta}}$	
TOTAL WK 1	•			32	6.5	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		e. Night shift shared roster Shared Roster = 10				
Wednesday	16/02/2011	2230	830		10	8 🚁	Mon-Fri RD					
Thursday	17/02/2011	2230	830		10	8						
Friday	18/02/2011					8 ◆	f. Example of Sleep day					
Saturday	19/02/2011						Mon	– Fri RDO = 8	3 1			
Sunday	20/02/2011											
TOTAL WEEK 2	•			0	40	40	0	0	0	0	0	0
WEEK THREE												
Monday	21/02/2011					8 ←						
Tuesday	22/02/2011					8		h. Rostered Day Off Rostered Hours = 8				
Wednesday	23/02/2011	830	1730	8			1	T ROSTERED T				
Thursday	24/02/2011	830	1630	8								
Friday	25/02/2011	830	1630	8			g. Weeke	nd Duty Share	d			
Saturday	26/02/2011	830	2230		16 🗲		roster	,				
Sunday	27/02/2011	830	2230		16							
TOTAL WEEK 3	•			24	32	16	1	0	0	0	0	0
WEEK FOUR												

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. Long day on shared roster (weekday)

RMO duties worked: Wednesday 0830 - 2230

This is to be entered as follows:

- Rostered hours = 8 (they are rostered to work for their own service from 0830 1630)
- Shared roster = 6 (they are working on the shared roster from 1630 2230)

Please note: If the RMO has gone over time on a shared rostered shift include these hours with the shared roster

e.g. Wednesday 0800 – 2300 would be entered as follows:

- Unrostered hours = 0.5 (they worked from 0800 0830 for their own service)
- Rostered hours = 8 (they are rostered for their own service from 0830 1630)
- Shared roster = 6.5 (they are working on the shared roster from 1630 -2300)

c. 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.

d. 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

- Start Time and Timish time are
- Additional Duties = 8

e. Nights on shared roster

RMO duties worked: 2230 – 0830 This is to be entered as follows:

- Shared Roster = 10 (they are rostered on the shared roster from 2230 0830)
- Mon-Fri RDO (Rostered Day Off) = 8

f. Sleep day

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

g. Weekend duties on shared roster

RMO duties worked: Saturday 0830 – 2230

- This is to be entered as follows:
- Shared roster = 14 (they are working on the shared roster from 0830 2230)

h. 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.

i. 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
- c) 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.
- d) Total number of nights over the run e.g. 26 weeks x 7 nights = 182 nights
- e) Number of RMOs contributing to nights
- f) Number of hours per night duty enter the length of night duty shifts e.g. 10hours
- g) 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 period was not necessarily reflective of this	
Number of weeks in run review period	a)
Number of weeks in run	b) 28
Total number of nights over 26 week run	с)
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!

Page 8 of 10

Endorsed date: 12/06/2024

- h) Run Review length
- i) Number of weeks in run
- j) Number of weekday long days covered over the run e.g. 26 x 5 = 130 weekday long days
- k) Number of weekend shifts covered over the run e.g. 26 x 2 = 52 weekend long days
- I) Number of RMOs contributing to weekday Long Days
- m) Number of RMOs contributing to shifts on weekends
- n) Number of hours per weekday long day (only count Long Day component not ordinary hours e.g. from 1600 2230 rather than 0800 2230)
- o) Number of hours per weekend shift (count entire day)
- p) 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	h)
Number of weeks in run	i) ₂₆
Total number of weekday long days over 26 week run	j)
Total number of weekend shifts over 26 week run	k)
Number of House Officers contributing to weekday long days	I)
Number of House Officers contributing to weekend shifts	m)
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	n)
Number of hours per weekend shift	o)
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	p)
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			Γ	
Run Hama				
RMO type				
Revieu dates				
SHIFT COUNT				
	Haurs per			
	shift (abuve urdinary			
Wookday long day	hours only)	Tally	TOTAL uarked	TOTAL HOURS
Shift code:				
Shift code:				
Shift cade:				
Vookond shifts	Haurs per skift	Tally	TOTAL	TOTAL HOURS
Shift code:				
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	Haurs per skift	Tally	TOTAL	TOTAL HOURS
	Haurs per skift	Tally	TOTAL	TOTAL HOURS
	Haurz por skift	Telly	TOTAL	TOTAL HOURS
Hightshifts	Haurs per skift	Telly	TOTAL	TOTAL HOURS
Hightshifts	Hours per skift	Telly	TOTAL	TOTAL HOURS
Might shifts Shift code:	Haurs per skift	Tally	TOTAL	TOTAL HOURS
Hightshifts	Haurz per skift	Telly	TOTAL	TOTAL HOURS