

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

The screenshot shows a spreadsheet titled "RUN REVIEW TOTALS CALCULATION SHEET" with the following structure:

- Service Field:** A yellow box labeled "SERVICE:" with a callout: "Enter District and Service Name".
- RMO Group Field:** A yellow box labeled "RMO GROUP:" with a callout: "Enter RMO Type e.g. Registrar".
- Main Table:** A table with columns: RMO NAME, ANNUAL LEAVE, STUDY & CONFERENCE, ALL OTHER LEAVE, SHARED ROSTER, CALLBACK, and TOTAL SHARED. It lists services 1 through 20 with RMO types 1, 2, 3, and 4. The "TOTAL SHARED" column is shaded with a dotted pattern.
- TOTALS Row:** A row at the bottom of the main table with "TOTALS" and "0.00".
- Summary Table:** A table below the main one with columns: Category, Value.

ANNUAL LEAVE	
STUDY & CONFERENCE LEAVE	0.00
ALL OTHER LEAVE	0.00
CALL BACKS	0.00
SHARED ROSTER	0.00
NO. OF WEEKS RUN REVIEW CONDUCTED	6

 A callout points to the "NO. OF WEEKS RUN REVIEW CONDUCTED" cell: "Enter the number of review weeks e.g. 4, 5 or 6".
- Notes:** A red note at the bottom states: "Total shared roster hours calculated by taking the average shared hours (7.47) multiplied by the number of service run review weeks".

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.

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

Notes:
 Rostered hours include ordinary days, night shifts and long days.
 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 shifts.
 When entering long leave hours please only enter a maximum of 8 hours.

Labels:
 [Enter either 4, 5, 6]
 Enter the number of RMO's participating in the review. This based on FTE rather than a number of RMO's

a. Individual Service Name
e.g. XDistrict Neurology

b. RMO Group
e.g. Registrar

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

d. Individual Service Name and Names of RMO's
e.g. XDistrict Neurology, Dr John Smith or if part time Dr John Smith (0.5 FTF)

e. Number of weeks of the review

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 Individual Total worksheet delete any RMO name rows that are not required (see example below)

RUN REVIEW TOTALS CALCULATION SHEET

SERVICE:	XDRP Neurology	RMO GROUP:	Regular
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ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)	000 - 150
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RMO NAME	ROSTERED HOURS	MON - FRI	RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	TOTAL
John Smith	0.00	0.00		0.00	0.00	0.00	0.00	0.00
Jane Smith	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 3	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	0.00
SERVICE 1, RMO 5	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 6	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 7	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 8	0.00	0.00		0.00	0.00	0.00	0.00	0.00
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	0.00
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	0.00
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	0.00
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	0.00
SERVICE 1, RMO 17	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 18	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, 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	0.00

Delete these rows

ROSTERED HOURS	0.00
MON - FRI RDO	0.00
UNROSTERED HOURS	0.00
ANNUAL LEAVE	0.00

Notes:
 Rostered hours include ordinary days, night shift and long days.
 Mon - Fri RDO include rostered days off (enter the number of hours they were rostered for the day). This also includes an RDO in excess of night shift.
 When entering any leave hours ensure you only enter a maximum of 8 hours.

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

RUN REVIEW TOTALS CALCULATION SHEET

SERVICE:	XDHB Neurology							RMO GROUP:	Registrar
ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)	0830 - 1630								
RMO NAME	ROSTERED HOURS	MON - FRI RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	TOTAL		
John Smith	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Jane Smith	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
ROSTERED HOURS	0.00						0.00		
MON - FRI RDO	0.00								
UNROSTERED HOURS	0.00								
ANNUAL LEAVE	0.00								
STUDY & CONFERENCE LEAVE	0.00								
ALL OTHER LEAVE	0.00								
TOTAL CATEGORY HOURS EXCL SHARED ROSTER AND CALL BACKS	0.00								

Notes:
 Rostered hours include ordinary days, night shift and long days.
 Mon - Fri RDO include rostered days off (enter the number of hours they were rostered for the day). This also includes an RDO be
 When entering any leave hours ensure you only enter a maximum of 8 hours

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!					
DAY	DATE	START TIME	FINISH TIME	ROSTERED HOURS	SHARED ROSTER	M
WEEK 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 Medical Specialties	RMO GROUP:	
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RMO NAME	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	SHARED ROSTER	CALLBACK	TOTAL SHARED
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
#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
#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
#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
#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
SERVICE 2, RMO 1	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE 2, RMO 2	0.00	0.00	0.00	0.00	0.00	0.00

Delete these rows

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

RUN REVIEW CALCULATION SHEET

SERVICE:	XDHB Neurology	RMO GROUP:	Registrar									
NAME:	John Smith	ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)	0800 - 1600									
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											
Tuesday	08/02/2011											
Wednesday	09/02/2011											
Thursday	10/02/2011											
Friday	11/02/2011											
Saturday	12/02/2011											
Sunday	13/02/2011											
TOTAL WK 1				0	0	0	0	0	0	0	0	0

a. Enter dates of the review
e.g. 07/02/2011

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	ROSTERED HOURS	Shared Roster	MON - FRI RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	CALLBACK	ADDITIONAL DUTIES
WEEK ONE												
Monday	7/02/2011	830	1630	8			2					
Tuesday	8/02/2011	830	1630	8								
Wednesday	9/02/2011	830	2230	8	6.5							
Thursday	10/02/2011	830	1630	8								
Friday	11/02/2011							8				
Saturday	12/02/2011	830	1630									8
Sunday	13/02/2011											
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						
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					8						
Tuesday	22/02/2011					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				24	32	16	1	0	0	0	0	0
WEEK FOUR												

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

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

b. Long day shared roster
Rostered hours = 8
Shared roster = 6.5

c. Annual Leave
Annual Leave = 8

e. Night shift shared roster
Shared Roster = 10
Mon-Fri RDO = 8

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

h. Rostered Day Off
Rostered Hours = 8

g. Weekend Duty Shared roster

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
- 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 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!

- 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
- l) 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	l)
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 weekday 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				
Run Name				
RMO type				
Review date				
SHIFT COUNT				
	Hours per shift (above ordinary hours only)			
Weekday long day		Tally	TOTAL unroled	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:				

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