#### RUN DESCRIPTION

|  |  |
| --- | --- |
| **POSITION:** | Run Name |
|  |  |
| **DEPARTMENT:** | Service |
|  | |
| PLACE OF WORK: | Hospital / Non Hospital site |
|  | |
| **RESPONSIBLE TO:** | Clinical Director and Manager, through a nominated Consultant/Physician. |
|  |  |
| **FUNCTIONAL RELATIONSHIPS:** | Healthcare consumer, Hospital and community based healthcare workers |
|  |  |
| **PRIMARY OBJECTIVE:** | To facilitate the management of patients under the care of the xx Service. |
|  |  |
| **RUN RECOGNITION:** | Medical Council &/or College recognition |
|  |  |
| **RUN PERIOD:** | Period e.g. 3 months or 6 months |

# Section 1: Registrar’s/House Officer Responsibilities

| Area | Responsibilities |
| --- | --- |
| General |  |
| Acute admitting |  |
| On-Duty |  |
| Administration |  |

# Section 2: Training and Education

Note: dates and times for the sessions above may change.

There is a minimum of 2 hours (House Officers) / 4 hours (Registrars) per week medical learning, which includes the weekly tutorial, journal club and pathology session.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |  |
| a.m. |  |  |  |  |  |
|  |  |  |  |  |  |
| p.m. |  |  |  |  |  |
|  |  |  |  |  |  |

**Section 3: Roster**

| Roster |
| --- |
| **Hours of Work**  Ordinary Hours Monday to Friday  Acute Call Long Day  Night Duty  Provide detail on the frequency of after-hours duties, including long days, swing shifts, nights and weekends. This should be expressed as a ratio.  Detail on roster template needs to be set out in this section or can be attached to the run description as an Appendix. |

# Section 4: Cover:

| Other Resident and Specialist Cover |
| --- |
| Set out cover arrangements  Template wording - embedded relief model (see further explanation below)  ***Cover section of run description***  Cover for planned leave is provided from within the **<number on the run>** Senior Registrars on the run. To acknowledge this, when calculating the rostered additional hours within the run category this has been divided by **<number on leave>** less Senior Registrar. This is on the basis that at any given time **<number on leave>** of the **<number on the run>** Senior Registrars on the run will be on planned leave. Where leave cover requirements exceed more than **<number on leave>** Senior Registrar, cross cover and additional duties would apply as outlined in the collective agreement. |

**Example where Embedded Relief is used for cover**

Relief Model 7: Embedded Relief/Re-allocation in the RMO Roster Review and Improvement Frameworks, includes development of a roster template that allows for a set number of RMOs to be away at any given time, with afterhours shared across those remaining within the service.

In this model, the roster is written (and remunerated) based on the number of Registrars required at work on any given day instead of the number of RMOs allocated to the service. This model is likely to function most effectively where, in some instances, the roster is written to incorporate cover for leave.

The following is an example of wording that should be included in the run description where this relief model is used so that it is clear how the relief is remunerated as part of the run category for the RMOs working the run.

**Template Wording**

The template wording in red font in the cover section needs to be populated based on the roster. This will differ dependent on the number of Senior Registrars on the run and how many will be on leave at any given time.

Template wording in red font in the Hours and Salary Category section needs to be populated based on the run category calculation. The first salary category specified is the calculation across all RMOs allocated to the service. The paid salary category is based on the number of Registrars required at work on any given day acknowledging the leave cover arrangements (the afterhours are shared across those remaining within the service instead of the number of RMOs allocated to the service).

# Section 5: Performance appraisal

| Registrar | Service |
| --- | --- |
|  | * The service will provide, |

# Section 6: Hours and Salary Category

*(Choose appropriate wording dependent on Example 1, Example 2 or Example 3)*

**Example 1 – Where there are weekday RDOs on the roster**

In accordance with clause 12.1.2b of the STONZ CA, where there are weekdays completely free from rostered duties (RDOs), these days shall not be counted in the ordinary hours calculation as part of the run category. This excludes sleep recovery days that fall Monday through Friday. This will apply in the following circumstances:

1. As per clause 12.1.5 of the STONZ CA: Translation for new STONZ members, where an RMO joins STONZ and the published roster has weekday RDOs and these will be observed
2. There are weekday RDOs as part of the roster

Where this applies the category for the run is set out below:

|  |  |  |
| --- | --- | --- |
| Average Working Hours - STONZ Run Category  (RDO's are observed) | | Service Commitments |
| Ordinary Hours (Mon-Fri) | 40 | The Service, together with the RMO Support will be responsible for the preparation of any Rosters. |
| RDO Hours | -4.00 |
| Rostered Additional (inc. nights, weekends & long days) | 19.81 |
| All other unrostered Hours | 1.57 |
| **Total Hours** | **57.38** |

Salary: **The salary for this attachment will be detailed as a** Category C **run.** If the run category includes call back it must explicitly state that.

**Example 2 - 24/7 rotating shift roster or it is a non-shift roster and clause 12.1.2b does not apply because there are no weekday RDOs on the roster**

Where no weekday RDOs are observed, the following run category will apply:

|  |  |  |
| --- | --- | --- |
| Average Working Hours - STONZ Run Category  (RDO’s are worked) | | Service Commitments |
| Ordinary Hours | 40 | The Service, together with the RMO Support will be responsible for the preparation of any Rosters. |
| Rostered Additional (inc. nights, weekends & long days) | 19.81 |
| All other unrostered hours | 1.57 |
| **Total Hours** | **61.38** |

Salary: **The salary for this attachment will be detailed as a** Category B **run.** If the run category includes call back it must explicitly state that.

**Example 3 – Embedded Relief and no weekday RDOs**

|  |  |  |
| --- | --- | --- |
| *Average Working Hours* | | *Service Commitments* |
| Ordinary hours  (Mon-Fri) | 40.00 | The service, together with the RMO Support Unit, will be responsible for the preparation of any rosters. |
| Rostered additional hours  (inc. nights, weekends & long days) | 10.19 |  |
| All other unrostered hours | 13.86 |  |
| Total hours per week | 64.05 |  |

**Salary:** The salary for this attachment is calculated to be a Category **B** but is paid at a Category **A** to acknowledge the leave cover arrangements (see cover section).