

The Trainee Rota (PLEASE READ THIS) – August 2017

- There are some specific rules and responsibilities associated with the trainee rotas.
- The shifts are as follows

S	08:00 – 17:30	N	20:00 – 09:00
C	08:00 – 21:00	L	14:00 – 22:00

There are 3 rotas:

- 2x7 person rota's which are differentiated as the **1113 rota** and **second airway rota** which are based primarily on 'ICU' which are beds 1-14 & 31-44 (i.e. level 2/3 beds)
- 1x16 **16 man rota** which is split across the ICU and HDU (beds 15-30 i.e. level 2 beds only)
 - Please note that the tier of the rota is not exclusively reflecting grade or competencies. All trainees allocated to either 1113 rota and 2nd airway rota will be airway competent, however there will be variable number of trainees with airway competencies and of various level of experience (from F3 to post CCT doctors) assigned to 16 man rota. Please use their skills wisely!
 - We encourage the C day person on 4E to volunteer to coordinate the B side when they are rostered there to gain experience in leadership and critical care management – this role should not be assumed to the 2nd airway C day (they will often be the first runner).
 - All trainees marked as airway competent by Dr Starczewska can hold runners bleep and attend trauma/crash calls. Person holding 1113 bleep will be coordinating the work on the unit and assign referrals to those trainees.

Minimum Rota Requirements

- Between the two 7 man rotas, there must **always** be 2 x S, C, N shifts every week day and a 2 x C and N shift at the weekend
- The 16 man rota must **always** provide an 3 x C, 2 x S, 2 x N shifts every week day and 3 x C, 2 x N shifts at the weekend
- There must be 2 L days across the unit, one for Team C (HDU) and one between Teams A+B. This can be cross covered but the Team A+B L **MUST** be airway trained. This flexibility is to allow L days to be taken off as leave.
- Airway competent trainees on C-days/Nights/Late shifts can swap those shifts only with airway competent trainees, as their airway skills are vital on those shifts. They can do this with any airway competent doctor irrespectively of the tier of rota they are rostered in. S-days can be swapped across all rotas as airway skills are not essential on those shifts.

Rota Administration

- Only trust emails will be used to contact you – if you do receive correspondence on your personal email, this is fortunate but is **NOT** a guaranteed method of communication
- There will be a rota co-ordinator (one of the trainees) for the 2x7 man rotas and a separate one for the 16 man rota – find out who they are!

- There is never a final version as things may / always change but, once your annual leave has been approved by the rota co-ordinator **by email** then you can be assured that this time is off.
- You do your own swaps and email the rota coordinator with **solutions**, which they will then update the rota accordingly – you do not have editing rights on the rota – it is password protected!
 - **The rota coordinator does not arrange swaps for you**
- If you have an exam and it is proving difficult to get the time off - email the rota coordinator and Dr Starczewska together and we can make a plan
- DO NOT copy in Dr Starczewska (or any of the secretaries) for routine swaps and leave requests – it wastes space in our inbox! You do not need to fill in extra leave forms, your rota coordinator will keep a tally of the leave you have taken – be honest
- You are band 1A and this is a legal, EWTD compliant rota - we have checked it many times so you don't need to, but we do regular diary card monitoring exercises which we expect you to fill in honestly; You may leave late (e.g. you are stuck in CT scan or resus etc.), which you must mention (unless it is of your own accord for educational reasons e.g. to observe a specific procedure). You also may leave early, commonly after handover at 8:00 or 20:00. This leeway is built into the system so we also would expect you to record it. The rota, because of the out of hour's commitment, will never be down-banded, so do not fear this!
- They are rolling rotas so some may do the odd S, C, L or N more than others; it's the way it is.
- The trainees on the 7 man rotas must support the HDU fellows, especially overnight – you are part of one big ACCU family!
- You **can** swap between the two 7 man rotas, but you **cannot** swap a C or N with the 16 man rota and vice versa – this is to do with the allocation of airway trained staff (in exceptional circumstances this is possible if the person is airway trained, but it must be discussed with Dr Starczewska).
- If you are on the 1113 rota, you're expected to carry this bleep when you are on a C day and coordinate the work (usually senior ICM trainee or senior anaesthetic trainee) and lead the A side – see below

Bank Holidays

- If you work on a bank holiday for 4 hours you are entitled to ½ a day in lieu
- If you work on a bank holiday for more than 8 hours, you are entitled to a 'day in lieu'.
 - Please email the rota coordinator when you are using an 'in lieu day'.
- You can take the 'in lieu' days prior to working a bank holiday to ensure you take all the leave you are entitled to as leave requests often become congested.
- If you fail to book all your leave by the time you finish the post, there will **NOT** be any compensation or 'payback' for the days you did not take as there is enough opportunity for everyone to have all their leave during the period they are with us.

Carrying Leave over from another job

- As this is a new job for all who rotate into it, you can only have ¼ of your allocation in 3 months if that is your placement and ½ of it in 6 months. You cannot carry over leave into this job or from this job into another job.

Induction/end of rotation

- You'll be expected to attend an induction on the first day of your rotation. We'll make an effort to arrange rota in a way that all new trainees can attend the induction, however if this won't be possible and you'll end up being scheduled to work on on-call shift (C-day or night) you'll need to come to work. You'll be given brief local induction 30 min prior to the beginning of your shift and will be allowed to leave 30 min earlier (8.30). You will have to attend Trust induction on the next available opportunity (ie. first Wednesday of each month).
- If you were doing night shift on the last day of rotation preceding your rotation in ACCU you're allowed not to attend the induction. Please email your rota coordinator about this. You'll receive brief local induction on your first day on clinical work and then you'll have to attend Trust induction on the next available opportunity (ie. first Wednesday of each month). Should you decide to attend induction after your night shift you'll be entitled for a day in lieu.
- Please note that your rotation in ACCU will finish at 8am of the next standard changeover Monday. This means that if you're scheduled to do night shift on the last day of this rotation you'll have to work it and you're entitled not to attend an induction in your prospective workplace. This is a national policy and alternative arrangements have to be made for you by your new Trust (in the same way we accommodate this for trainees not attending our induction after night shifts).

Study Leave

- We hope you are sensible about organising your study leave and try to be flexible.
- There needs to be a good reason i.e. course, conference, defending their thesis etc. – however, **only one course / conference per placement**
 - Exceptions to this can be discussed with Dr Starczewska if you are presenting / teaching at a course / conference but do not assume it will be okay.
- You can have 1 day for revision for an exam as long as the rota is otherwise staffed to minimum standard
- You are expected to come to work on their ARCP day but can leave early or arrive late or go and come back depending on the time
- Dr Starczewska is happy to discuss exceptional circumstances which are proving difficult to swap
- The rota coordinators are given additional study leave to facilitate organising the rota

Christmas Rota (when applicable)

- There will be a separate rota for the two weeks covering the festive period and we will endeavour to have this available by the first week of November
- **DO NOT** book any leave / flights over Christmas prior to this unless it has been approved by Dr Starczewska - which she will do for exceptional circumstances, after discussion, and if it is possible. She appreciates the need to book long haul flights well in advance.

Locums

- We often have locum slots available so there is opportunity to earn some extra cash!
- Please ensure you are registered with the Trust Bank through **iPoint**.
- The ACCU secretary's office can help you with this if you did not do this during Trust induction
- We can only offer locums to current employees through iPoint – it is an efficient system and pays weekly
- Once registered it is possible to remain on the system after your contract has finished (you need to tell them) and you can return to other locum opportunities if you wish