

The Trainee Rota (PLEASE READ THIS) – February 2018

- There are some specific rules and responsibilities associated with the trainee rotas.
- These are to ensure sufficient cover for the work of the unit, maintain a safe working environment from your point of view and provide a range of training experiences for you.
- 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:

- Two 7 person rotas called the **1113 rota** and **second airway rota** which are based primarily, but not exclusively, on 'ICU' (team A, beds 1-14, and team B, beds 31-44).
- One **16 man rota** which is split across the ICU and HDU (team C, beds 15-30).
 - Please note that your rota allocation does not exclusively reflect your grade or competencies except that all trainees allocated to the 1113 rota and 2nd airway rota will be airway competent. There will be a variable number of trainees with airway competencies and of various levels of experience (from F3 to post CCT doctors) assigned to the 16 man rota. Please use each other's skills wisely!
 - A senior **C-day** trainee, from the 1113 rota, will carry the 1113 registrar bleep and coordinate team A, as well as all off-unit activity.
 - Another **C-day** person on 4E will coordinate the B team to gain experience in leadership and critical care management – this role can be undertaken by a trainee from any rota.
 - On week days the role of the runner should be assigned to one of the airway trained doctors on an **S-day** (from any rota, but who will be assigned to team A). **At 5 pm** the runner bleep should be handed over to one of the airway trained people on a **Late shift**. The role of second runner should also be assigned to the C-day person from the 2nd airway rota.
 - During nights and weekends the runner role will be allocated to the second airway competent C/N-person. There should be an airway competent doctor physically present on the unit at all times.
 - Non-anaesthetists assessed as airway competent by Dr Starczewska can carry the runner's bleep and attend trauma/cardiac arrest calls.

Minimum Rota Requirements

- Between the two 7 man rotas, there must **always** be 2 each of S, C and N shifts every week day and a 2 each of C and N shifts at the weekend.
- The 16 man rota must **always** provide 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 shifts across the unit, one for Team C (HDU) and one between Teams A and B. These shifts can be swapped but the Team A and B Late person **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 irrespective of the tier of rota they

are rostered on, **with the exception of trainees on the 1113 rota**. If you are such a person, please check with the first on consultant for the shift that your proposed swap will work.

Rota Administration

- Only trust emails will be used to contact you – if you do receive correspondence via your personal email, this is fortunate but is NOT a guaranteed method of communication. You can check trust email from anywhere at webmail.bartshealth.nhs.uk.
- There will be a rota co-ordinator (one of the trainees) for the 2 x 7 man rotas and a separate one for the 16 man rota – find out who they are!
- There is never a final version of the rota 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.
- We reserve the right to make last minute changes in order to ensure a safe working environment for you, e.g. requesting a L-shift trainee to work a Night on the same day to cover unexpected absences. You will be paid for the extra work (requires iPoint registration).
- Organise your own swaps and email the rota coordinator with **solutions**, with which they will then update the rota accordingly – you do not have editing rights – it is password protected!
 - **The rota coordinator cannot 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 so 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.
- This is a legal, EWTD compliant rota (band 1A on the old contract) - 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. Because of the out of hours commitment, the rota will never be down-banded, fear not!
- As these are rolling rotas some trainees may do the odd S, C, L or N more than others; unfortunately that's the way the system has to be built.
- The trainees on the 7 man rotas are expected to support the HDU fellows, especially overnight – you are part of one big ACCU family!

Bank Holidays

- If you work on a bank holiday for 4 hours you are entitled to ½ a day off in lieu.
- If you work on a bank holiday for more than 8 hours, you are entitled to a full day in lieu.
 - Please email the rota coordinator when you are using a lieu day.
- You can take the lieu day off 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. There are enough opportunities for everyone to take 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 take $\frac{1}{4}$ of your annual allocation for 3 month rotations and $\frac{1}{2}$ of it for 6 month posts. You cannot carry leave over into this job, or from this job into another job.

Induction/end of rotation

- You will be provided with an induction on the first day of your rotation. We will make every effort to arrange the rota so that all new trainees can attend the induction. On the rare occasions this cannot be done, it will be because we have had to schedule you to work a C-day or Night. You'll be given a brief local induction 30 minutes prior to the beginning of your shift and will be free to leave 30 minutes earlier (8.30). You will have to attend Trust induction at the next available opportunity (they are run on the first Wednesday of every month).
- If you are working a night shift the night before your first day with us, you are not expected to attend the induction. Please email your rota coordinator about this. You'll receive a brief local induction on your first day of clinical work and then you'll be expected to attend Trust induction at the next available opportunity.
- If you're scheduled to work a C-day or Late shift on the same day as, but after the induction, we expect you to stay at work afterwards, until 9pm (the normal finish time for L shifts is 10pm).
- Please note that your rotation in ACCU will finish at 8am of the next standard changeover Wednesday. This means that if you're scheduled to work a night shift on the last day of this rotation, you will be expected to do so and you will be entitled to not attend induction in your next workplace. This is a national policy and alternative arrangements should be made for you by your new Trust (in the same way that we accommodate trainees not attending our induction after night shifts).

Study Leave

- We hope you are sensible and flexible about organising your study leave.
- Study leave is for attending courses, conferences, defending your thesis etc. – however, we can normally only accommodate **one course / conference per placement** (in order to fit in your annual leave requirements too).
 - Exceptions to this can be discussed with Dr Starczewska, e.g. if you are presenting / teaching at a course / conference, but do not assume this will be okay.
- You can have 1 day of study leave to revise for an exam, as long as the rota is otherwise staffed to the minimum standard.
- Trainees are expected to come to work on their ARCP days, but can leave early or arrive late, or go and come back depending on the time of the appointment.
- 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.
- Please **DO NOT** book any leave / flights over Christmas before this unless it has been approved by Dr Starczewska - she will endeavour to accommodate your plans if possible, but you must consult her first. She appreciates the need to book long haul flights well in advance.

Locums

- We often have locum slots available so there are opportunities 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.
- We can only offer locums to current employees through iPoint; it is an efficient system and pays weekly, and promptly.
- Once registered it is possible to remain on the system after your contract has finished (though you need to ask them) and you can return for other locum opportunities if you wish.