

# A Guide to the Trainee Rota

June 2021

The rota is split up into 6 groups of 7 trainees:

- The first group of 6 trainees are composed of senior registrars and post-CCT fellows on the unit, whose job will be to carry the 1113 bleep and coordinate activity both on and off the unit.
- There are a further 2 groups of 6 airway trainees, who will help provide airway cover for the unit as well as having the opportunity to attend code calls and other emergencies off the unit.
- The other 3 groups are made up of non-airway trainees, who will provide cover for the unit, as well as gain experience when allocated to the 1113 pod on some late shifts or standard days.

Shift hours are as follows:

- **Standard day** 08:00 – 17:00
- **Cover day** 08:00 – 21:00
- **Late day** 13:00-21:00
- **Night** 20:00 – 09:00

Minimum Rota Requirements:

- There must be a minimum of 10 S + C day trainees on any weekday – at least 5 of these must be C days, 2 of which should be airway.
- There should be at least one airway and one non-airway L shift
- On nights and weekends, minimum staffing is made up of either 3 airway + 2 non-airway, or 2 airway and 4 non-airway.

Leave – annual and study:

- There will be a trainee assigned to the rota – usually one for the airway and one for the non-airway slot. They will be your first point of contact for leave, please try to email them with plenty of time before your requested dates.
- Although the rota can change and there may be a need to move people around to cover unexpected absences, if you have had leave approved officially by email, this will be upheld.
- Leave can be taken on S or L days; if you are working a night shift or C day it is your responsibility to arrange appropriate cover.
  - Airway trainees must switch with airway trainees, non-airway trainees with non-airway.
  - 1113 should try to switch within their own group, however if a swap cannot be achieved within this group, please check with the rota coordinator and consultants in charge of the rota prior to finalising a switch with one of the other trainees.

- Study leave requests must be approved by your educational supervisor prior to them being finalised on the rota – so please ask your educational supervisor at the same time as contacting the rota coordinators.
- It has been agreed with Dr Russ Hewson that 5 days of private study leave (for interview or exam preparation) can be taken per 6 month rota.
- If you are scheduled to work any bank holiday, you will receive a day off in lieu.
- The rota coordinators will keep a spreadsheet of leave taken and requested, which can be accessed if you need to check how much leave you are still owed.
  - [https://docs.google.com/spreadsheets/d/1aqBnFAagiYZXEt\\_kC2VsAshkTEYbPbUQ5Sp194WjQB8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1aqBnFAagiYZXEt_kC2VsAshkTEYbPbUQ5Sp194WjQB8/edit?usp=sharing)
- You may sometimes be required to stay for longer than you are scheduled to work, if this happens we will endeavour to give you some time back on successive shifts – please let the consultant on call that day know.

Sick Leave:

- If you are unwell, please ensure that you contact the Consultant on call as well as the 1113 bleep holder