

# ROSTERING

WHAT YOU

*need to know*

Resources for Doctors-in-Training

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## **Rostered hours consist of Ordinary Hours (which may include shift work), any planned Overtime and On-call.**

- You should be given at least two weeks notice of:
  - rosters to be worked in relation to Ordinary Hours of work and,
  - where practicable, additional (overtime) rostered hours of work.



### **COMMENT**

Don't be fooled if a supervisor says, "the last registrar did all of this within 38 hours, why are you claiming overtime" or "discharge summaries are prepared in your time not ours". Push back. Remind them that you are in a training position, work diligently and by claiming entitlements, will make it easier for the hospital to undertake workforce planning.

### **How many hours per week will I have to work?**

- Full time employment is 38 hours per week and a full-time employee will be rostered to work 40 Ordinary Hours in any period of 7 consecutive days (or 80 hours in 14 consecutive days).

### **What is an Allocated Day Off (ADO)?**

- The 2 additional hours worked per week accumulate to an allocated day off (ADO) per calendar month.
- ADOs may accumulate to a maximum of three days but cannot be taken consecutively.
- Your roster should include a minimum of 2 days off per week (or 4 days per fortnight). These days should be consecutive. Where possible, ADOs should follow rostered days off (days when you are not rostered to work).

### **How long is a rostered shift?**

- Shifts should be a minimum of 4 hours in length.
- A rostered shift cannot be longer than 14 consecutive hours.
- All time worked in excess of 10 hours in any shift should be paid as overtime.

### **How long is the break between rostered shifts?**

- A break of at least 10 hours should be taken between rostered shifts.

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### **What does the Award say about meal breaks?**

- For day shifts worked during Monday to Friday you are required to have a 30-minute unpaid meal break.
- If you are required to work during your meal break, you should be paid for the time worked.
- Meal breaks during evening shifts, night shifts and all weekend shifts should be paid.

### **How do I know that my rostered hours are safe?**

- Your employer must ensure that your roster complies with not only the Award provisions but also NSW Health policies and guidelines.
- Rosters must be designed in a way that is not unsafe or excessive.
- To test your roster, refer to the AMA National Code of Practice – Hours of Work which includes a risk assessment checklist.

### **Can my roster be changed?**

YES. You must be given at least two weeks notice of changes to:

- rostered ordinary hours, and
- where practicable, any overtime (additional rostered hours of work).

Your roster may change without notice in an emergency situation.

### **Can I claim for unrostered overtime?**

YES. Unrostered overtime can be claimed through the Unrostered Overtime Callback application ("The UROC app"). Your claim must be made within three months of the hours worked and you will need to submit a declaration verifying your overtime hours worked. There are avenues to correct claim errors after submission or to submit late claims in certain circumstances.

### **Do I need prior approval before working unrostered overtime?**

NO, not under the following circumstances:

1. Medical emergency
2. Transfer of a patient
3. Extended shift in theatre
4. Patient admission / discharge
5. Completion of outstanding patient transfer/discharge summaries
6. Late ward rounds
7. Mandatory Training
8. Clinical Handover
9. Hospital-based Outpatient Clinics.

All other unrostered overtime that is not described above must be approved before being undertaken.

# WHAT YOU

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If you have any questions with regards to the information contained in this document or related to your roster, please contact our Workplace Relations team on 9439 8822 or via [workplace@amansw.com.au](mailto:workplace@amansw.com.au)

## Who can approve unrostered overtime?

Your employer must identify who can provide you with approval (if required) prior to overtime being worked. They must also have a system in place to record the approval at the time it is given.

## When I claim unrostered overtime, what information do I need?

You will need to provide the following when claiming unrostered overtime:

- Your name and employee number
- Department or cost centre where overtime was worked
- Name and Medical Record Number (MRN) of the last patient seen during the period claimed (if relevant)
- Reason for the overtime (as per list above or state the reason if not included in this list)
- Date, start and finish time of the unrostered overtime
- Name of the training course (if claiming for Mandatory Training).

Claims for unrostered overtime should be submitted as soon as possible, no later than 4 weeks after the overtime was worked.

## My roster includes on-call. What does that mean?

You may be rostered 'on call' for a 24 hour period. This means you may be called upon to attend hospital to perform work as clinically appropriate. Medical Officers who are on on-call (clinical) duty may also be contacted by hospital staff to provide remote clinical support.



## COMMENT

There are a number of important concepts that you need to know about rostering, hours of work and pay.

**Ordinary Hours:** The hours a Medical Officer is contracted to work as part of their contract.

**Rostered Overtime:** Hours above ordinary hours that are planned to be worked in advance and published in the roster.

**Unrostered Overtime:** Hours above ordinary hours that are not planned to be worked in advance.

This information is for general guidance only and should not be used as a substitute for obtaining specific assistance or advice. AMA (NSW) will not be liable for any decision made or action taken in reliance on the information in this document.

The information included in this document was collated citing the Public Hospital Medical Officers (State) Award 2023 and Health Policy Directive PD2019\_027 - Employment Arrangements for Medical Officers in the NSW Public Health Service.



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