

PROCEDURE FOR INITIATION OF RUN REVIEW BY RMO'S

CHECKLIST FOR RMO COORDINATING RUN REVIEW

**CHECK
COMPLETE**

1

Complete the following 'Initiation of Run Review' form.

Timeframe = you must give a minimum of 14 days notice for any proposed run review commencement date and should not overlap run changeovers.

2

Email original 'Initiation Form' to the RMO Unit Manager (it is important to have a record that the notification was received by the RMO Unit).

The employer has 7 days in which to raise concerns regarding the notification form, otherwise the review goes ahead as advised.

3

Email a copy of the following to the NZRDA (ask@nzdarda.org.nz).

- Initiation form
- Roster for the run review period
- Copy of the run description (if available)

4

Keep a copy for yourself.

5

Identify one RMO to coordinate the timesheets.

6

Provide all RMO's participating in the run review with a copy of the timesheet located on the website

7

Ensure ALL participating RMO's are advised as follows (a letter for RMO's is provided below and is also available on the website under 'run reviews'):

- Ensure that timesheets are completed accurately as the times recorded will affect the outcome of the review
- Keep copies of their time sheets for the run period
- Ensure that copies are clearly legible
- Provide copies of timesheets to RMO coordinating the review

8

At the completion of the run review period, the RMO coordinating the timesheets must forward them to both the RMO unit and the NZRDA for the run review calculation.

NOTIFICATION FOR INITIATION OF RUN REVIEW



To RMO Unit Manager:	
Employer:	
Hospital:	
Date:	

Specialty:	
Type (HO/Reg):	
Dates for Review (with at least 14 days notice): (min. 4 weeks, max. 6 weeks)	
Current Run Categorisation	

Co-ordinating RMO:	
---------------------------	--

We are writing to advise that we are initiating a “verification of hours review” for the above in accordance with clause 12.5.2 of the MECA. We will provide copies of all timesheets to the NZRDA and the RMO unit at the same time by email to enable the calculation of hours.

Yours sincerely

Please ensure you email a copy of this notification to:

1. The RMO Unit Manager
2. The NZRDA (ask@nZRda.org.nz)

Dear RMO,

As of _____(date) you are being requested to participate in a run review for the _____run. This run review has been initiated at the request of the RMO's on the run.

This is an important process and may result in a re-categorisation of your run and subsequently affect your salary. It is vitally important that you complete your timesheet correctly (copy of the run review timesheet available on the website).

To ensure you receive your entitlements it is important that you undertake the following:

1. Fill in your timesheet accurately – this means recording the hours that you actually work rather than what you were rostered to work.
2. Fill in your timesheet clearly – any records which are difficult to read, may be read conservatively.
3. Keep a copy of your timesheet and hand the original to the RMO coordinating this process for your run. This must be done **immediately on the completion of the review period**. NZRDA only has a couple of weeks to process these the results (from the end of the review period) and as such we must receive these timesheets promptly.

The person coordinating the run review on your behalf is:

Name: _____

Contact: _____

Once the timesheets have been collected and sent to both the NZRDA and RMO unit both parties will calculate the run category, exchange their figures and advise you of the outcome.

If you have any queries during this process, please contact us on ask@nZRda.org.nz or (09) 526 0280.

Regards,
Delegate Support, NZRDA

NOTICE TO ALL RMO'S PARTICIPATING IN A RUN REVIEW

Run reviews have the potential to change the salary category for both yourself and those who follow the run after you. On this basis, it is extremely important that you;

1. Record your hours accurately ensuring you include ALL the hours that you work and not just the hours you were rostered to work.
2. Write legibly as any difficulty with reading hours may be read conservatively.

If you need any further assistance during this period or have any questions at all, please get in touch with us either by telephone 0800 803 993 or email ask@nzsda.org.nz

SAMPLE TIMESHEET

Copies of Timesheets located on [www.nzsda.org.nz /resources/run-reviews](http://www.nzsda.org.nz/resources/run-reviews)

Run Review Time Sheet	
6 Weeks commencing: 23/06/05	Hospital: Starship
Name: John Smith	Registrar/House Officer: <i>(delete one)</i>
Current Category: B	Run: O&G

Please state ACTUAL hours i.e. 0800 -1630 and Dates

Date	Day	Rostered Hours	Hours Worked	Call Back Hours Worked	Notes
------	-----	----------------	--------------	------------------------	-------

Week 1

23/06	Monday	0800-1600	0800-1650		
24/06	Tuesday	0800-1600	0800-1645		
25/06	Wednesday	0800-1600	0800-1600		
26/06	Thursday	0800-2230	0800-2230		
27/06	Friday	Sick Day	Sick Day		
28/06	Saturday	0800-2000	0800-2300		
29/06	Sunday				
	Subtotal	51.5	4.5833		