

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	
2.	Fax or 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)	
3.	Email a copy of the following to the NZRDA (ask@nzrda.org.nz)	
	- The Initiation form	
	- The roster for the run review period	
	- A 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	
7.	At the completion of the run review period, can the RMO coordinating the timesheets please forward them to the NZRDA for the run review calculation	

RDA Contact Details



Phone: (09) 526 0280 (if in Auckland)
 0800 803 993 (if outside Auckland)

Email: ask@nzrda.org.nz

Postal Address: PO Box 11 369
 Ellerslie, Auckland

Courier Address: Unit E Building 3, 195 Main Highway, Ellerslie,
 Auckland

Notification for Initiation of Run Review

To RMO Unit Manager:	
DHB:	
Hospital:	
Date:	

Specialty:	
Type: (HO/Reg)	
Dates for Review: (min. 4 weeks, max. 6 weeks)	
Current Run Categorisation	

Co-ordinating RMO:	
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We are writing to advise that we are initiating a run review for the above in accordance with clause 12 of the MECA. We will provide copies of all timesheets to the NZRDA to enable them to confirm the result of the run review and they will notify the DHB accordingly.

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 the NZRDA we will calculate the run category and advise you of the outcome. This information will also be sent to the DHB for their cross checking.

If you have any queries during this process, please contact us on ask@nzrda.org.nz or (09) 526 0280 or 0800 803 993 (if outside Auckland).

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@nzrda.org.nz

Sample Timesheet

Copies of Timesheets located on www.nzrda.org.nz

Run Review Time Sheet	
6 Weeks commencing: 23/06/05	Hospital: Starship
Name: Will Doo	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 Worked	Non-Rostered Hours Worked	Call back Hours Worked
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Week 1

23/06	Monday	0800 – 1600	1600 – 1650	
24/06	Tuesday	0800 – 1600		2100 - 2230
25/06	Wednesday	0800 – 1600	2230 - 2300	
26/06	Thursday	0800 – 2230		
27/06	Friday	Sick day		
28/06	Saturday	0800 - 2000	2000 - 2230	
29/06	Sunday	RDO		