

TRAINEE INTERNS' NEWSLETTER



October 2020

Dear Colleagues,

By now you will have received the outcome of the ACE process including offers of employment from a DHB. From here on in, there will be a lot of paperwork and a number of things you need to decide. Once you have accepted the offer even more will come your way so two things you will need to choose are:

1. Are you intending to join a union. You are already a member of NZRDA so you simply need to record that – it will probably be a “tick the box” function.
2. Who will provide your indemnity insurance. If you are unsure about the differences between suppliers, who provides indemnity insurance as opposed to discretionary indemnity etc, [now is the time to find out](#).

If you have any questions on anything contained in the paperwork (apart from why is there so much!), please just [email us](#).

NZRDA will also be at the orientation held at each DHB and if you need any on the ground information before you start, [our delegates are here to help](#).

NZRDA will shortly open a “swap-a-flat” option on our website to put RMOs going to a DHB in touch with those leaving to assist with finding accommodation. We will advise you of that facility when it goes live.

Remuneration

A frequent question we get asked at the RDA is “how is my pay calculated?”: our salary calculations are unique to say the least! It is calculated through run reviews to establish what run category reflects the work that you are doing. Also, under the RDA contract your days off are effectively paid (i.e. the mornings before night shifts, sleep recovery days after night shifts and rostered days off after working the weekend). This is because clause 8.1.2 in the RDA contract ensures 8 hours a day Monday to Friday are paid regardless of whether those days are worked or not.

As RMOs do not have night-time or overtime rates like other professions in the health sector, 8.1.2 is essentially your penal payment for working nights and weekends. There is however a deduction for rostered days off that ranges from \$197-\$205 depending on your DHB. This deduction is less than your normal daily rate and is a trade-off to protect your salary category from dropping.

What is a run review?

A run review is a procedure conducted over a minimum 4-week to a maximum 6-week period to review any element of a run description. However, a run review is mostly carried out to ensure the salary category for a run accurately reflects the average hours worked on that run. DHBs, the NZRDA and RMOs can initiate a run review but no more frequently than once every three months on any particular run. There are certain circumstances for which a review is invoked immediately, such as a change in the number of RMOs on a roster.

The notification from the DHB should include the start and finish time for the review, blank timesheets and instructions on how to complete them, who to give them to. If any of these instructions are unclear or you have concerns regarding the timing of the review contact the NZRDA. A review period must be reflective of normal working conditions.

Once the timesheets have been submitted both the NZRDA and the relevant DHB have 3 weeks in which to complete their calculations to determine the outcome. If an increase is indicated by the review the pay shall be backdated to when the change in the run occurred. Where a decrease is warranted the drop in salary category will occur within two pay periods.

The Calculations

Using your timesheets from this 4-6-week period, average un-rostered hours are then worked out by calculating weekly average overtime for the sample period (e.g. all the time when you stay past your rostered finish time). We then add this figure to the normal or ordinary hours, which, for most RMOs, is 40 per week, but for ED and

other runs can be 45. Total rostered hours over and above the initial 40 or 45 are then worked out by averaging the length of the shifts worked over 8 hours across the run.

We then add these three numbers together to get your average hours worked in a week and place you in the right category. If you're on a run where people are taking a lot of annual leave this doesn't affect how much you get paid. We factor this into our calculations to make sure you're getting paid the correct amount. To help us achieve the best rate of pay we can, make sure you're filling out your time sheets correctly.

If an RMO wants to initiate a run review you can find a set of instructions and forms on how to go about doing this [here](#). However, it is important to note that there are certain times throughout the year that we recommend you do not initiate a run review to ensure you are paid a fair rate. This includes periods during extended public holidays and exam time as they don't reflect the actual hours, meaning you could be disadvantaged as a result.

Contact Us

The next NZRDA trainee interns' newsletter will be published later this month.

If you have any specific issues you would like us to cover in our upcoming newsletters or have some interesting information you would like us to include please [email us](#) to let us know! We love feedback and will do our best to accommodate your wishes.



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