

General Managerial and Administrative Issues

General Issues related to shop floor duties –

- It is important that you are **PUNCTUAL** for your duties. Arriving late for shifts in a busy A&E department such as ours will not be appreciated by your colleagues and rapidly noted by your seniors (buy a good alarm clock at the beginning of your post!).
- The weekly rota is prepared and circulated each Friday afternoon. Please ensure that you are **AWARE** of your rostered duties each day.
- During your shift you are entitled to two 15-minute breaks for tea/coffee and a 30-minute break for a meal. Please co-ordinate with your colleagues to ensure all of you get your breaks in turn and the work on the shop floor does not suffer.
- You are expected to review x-rays and other investigations you have yourself ordered. If you have finished your shift, or are going for a long break, you **MUST HANDOVER** patients to one of your colleagues. Do not leave them with difficult problems that you yourself should have sorted.

Rotas –

A copy of the rota for 6 months of the post will be made available to you on the first day of commencement of your post. In addition a combined weekly rota is produced showing the duties of the Consultants, Staff Grades, SpRs, Clinical Assistants and SHOs. Each day starting from Saturday until Friday. Please ensure that you look at these weekly rotas and are aware of your assigned duties on each day of the week. Any casual changes in the shifts must be covered by your own arrangements with another SHO. **These changes MUST BE notified to and approved by the Consultant in charge of the SHO rota or the Consultant on the shop floor at that time.** Please make these changes clearly on the copy of the rota in the folder in Bay 1 and also on the copy kept with Denise Burton in the Secretaries Office.

Leave

Annual Leave – Each SHO is entitled to a total of 12.5 days annual leave in a 6 month period, plus a day in lieu of any bank holidays booked. Your 6-month rota incorporates the leave days and holidays are located in advance.

Sick Leave – It is vital if you are sick that you telephone the Department on Leeds 3926470 (24-answerphone). Please also speak to one of the Senior Doctors, either the consultant (up till 9pm) or the Registrar teamleader so that appropriate cover can be arranged for that period.

Study/Examination Leave – It is in your interest to notify us as soon as possible by filling in the appropriate forms about the dates so that we can plan a rota and facilitate you as best as we can. This is especially true if you are on nights during the period of leave.

Interviews – Please swap shifts at the earliest opportunity if you are working on the day of your interview. It is your duty to ensure that your slot is covered, so please make sure that your arrangements to swap are watertight. Discuss with the consultant responsible for rotas and/or Denise Burton.

Other Leave (Maternity, Paternity, Compassionate) – These will be considered on an individual basis and accommodated wherever possible.