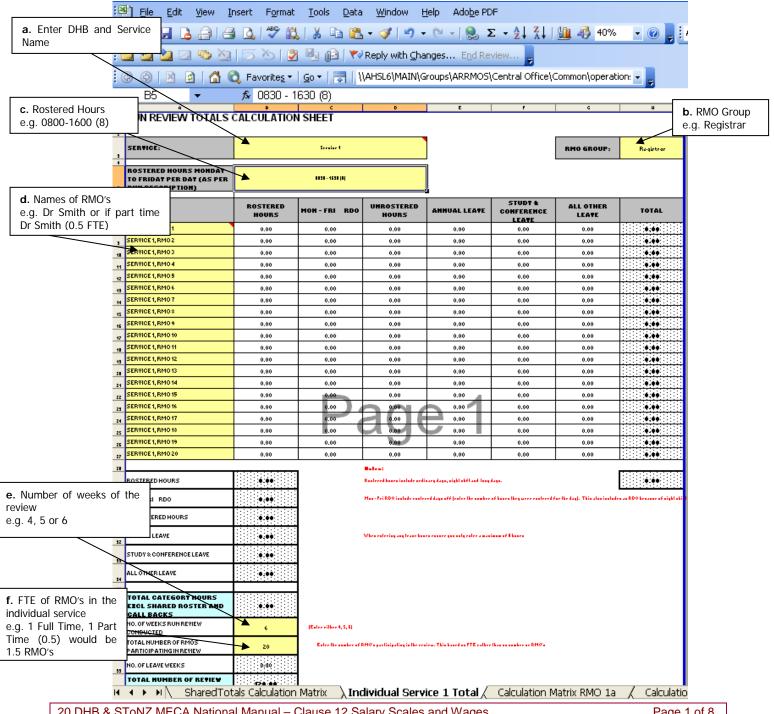
Run Review Calculation Matrix Guide - Non Shift Roster

- 1) Open the Run Review Calculation Matrix template
- 2) Save as a new document to the appropriate location (under change management on sharepoint)
- 3) Enter the following items:
 - a. DHB and Service name into the Service field
 - b. RMO Type into the RMO Group field
 - c. Rostered Hours (as per the run description)
 - d. Names of RMO's. If the RMO is part time please enter their FTE next to their name
 - e. Number of review weeks
 - f. FTE of RMO's in the individual service (use FTE rather than the number of RMO's)

Please note: The information highlighted in yellow will pull through to the individual calculation worksheets automatically so please ensure you enter these fields correctly



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Page 1 of 8 Endorsed date: 10/03/2020 4) Once all of the RMO names have been entered into the worksheet delete any RMO name rows that are not required (see example below)

RUN REVIEW TOTALS CALCULATION SHEET

	SERVICE:	XDHB Mental Health					RMO GROUP:	Registrar
	ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)	0300 - 1600					Run Review Start Date	24/02/2020
	RMO NAME	ROSTERED HOURS	MON - FRI RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	CALLBACK
	Dr John Smith	0	0	0	0	0	0	0
	Dr Jane Doe	0	0	0	0	0	0	0
	RMO3	0	0	0	0	0	0	0
	RMO 4	0	0	0	0	0	0	0
	RMO 5	0	0	0	0	0	0	0
	RMO 6	0	0	0	0	0	0	0
	RMO 7	0	0	0	0	0	0	0
	RMO 8	0	0	0	0	0	0	0
Delete these rows	RMO 9	0	0	0	0	0	0	0
	RMO 10	0	0	0	0	0	0	0
	RMO 11	0	0	0	0	0	0	0
	RMO 12	0	0	0	0	0	0	0
	RMO 13	0	0	0	0	0	0	0
	RMO 14	0	0	0	0	0	0	0
	RMO 15	0	0	0	0	0	0	0
	RMO 16	0	0	0	0	0	0	0
	RMO 17 Totals Calculation Ma	trix Calculatio	o n Matrix RMO 1	0 Calculation Matrix	0 Calcu	0 lation Matrix RMO (o Calculation M	0 atrix RMO 4

5) The worksheet should look like the below once the extra rows have been deleted.

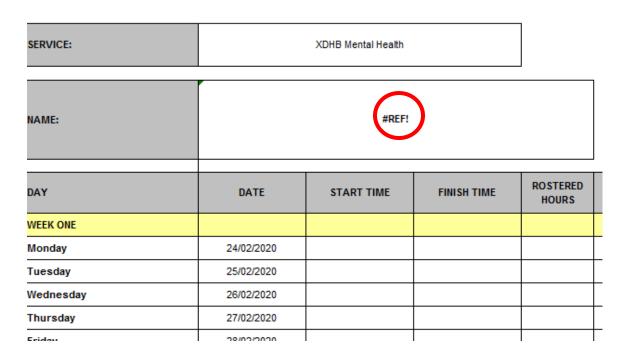
RUN REVIEW TOTALS CALCULATION SHEET

SERVICE:	XDHB Mental Health					RMO GROUP:	Registrar	
ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)		0800 - 1600				Run Review Start Date	24/02/2020	
RMO NAME	ROSTERED HOURS	MON - FRI RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	CALLBACK	TOTAL
Dr John Smith	0	0	0	0	0	0	0	0
Dr Jane Doe	0	0	0	0	0	0	0	0
		1	Notes:					***************
ROSTERED HOURS	Q	Rostered hours include ordinary days, night shift and long days.					TOTALS	0
MON-FRI RDO	D	Mon - Fri RDO include rostered days off (enter the number of hours they were rostered for the day). This also includes an RDO because of night						
UNROSTERED HOURS	0							
UNROSTERED HOURS ANNUAL LEAVE	0		When entering any leave h	ours ensure you only enter :	a maximum of 8 hours			
			When entering any leave h	ours ensure you only enter :	a maximum of 8 hours			
ANNUAL LEAVE STUDY & CONFERENCE LEAVE	0			days and weekend shifts are		f XDHB Mental Health Regi	strars and the run review]
ANNUAL LEAVE STUDY & CONFERENCE LEAVE ALL OTHER LEAVE	0		Note: Night duties, long o	days and weekend shifts are y reflective of this		f XDHB Mental Health Regi	strars and the run review]
ANNUAL LEAVE	0 0		Note: Night duties, long o period was not necessaril	days and weekend shifts are y reflective of this		f XDHB Mental Health Regi	strars and the run review 26	
ANNUAL LEAVE STUDY & CONFERENCE LEAVE ALL OTHER LEAVE	0 0		Note: Night duties, long operiod was not necessaril Number of weeks in run ro	days and weekend shifts are y reflective of this view period		f XDHB Mental Health Regi		
ANNUAL LEAVE STUDY & CONFERENCE LEAVE ALL OTHER LEAVE CALL BACKS TOTAL CATEGORY HOURS	0		Note: Night duties, long operiod was not necessaril Number of weeks in run re Number of weeks in run	days and weekend shifts are y reflective of this eview period ter 25 week run		i XDHB Mental Health Regi		

6) Delete the extra RMO Calculation Matrix worksheets for the service.

Please note: These worksheets will have #Ref! as the RMO name.

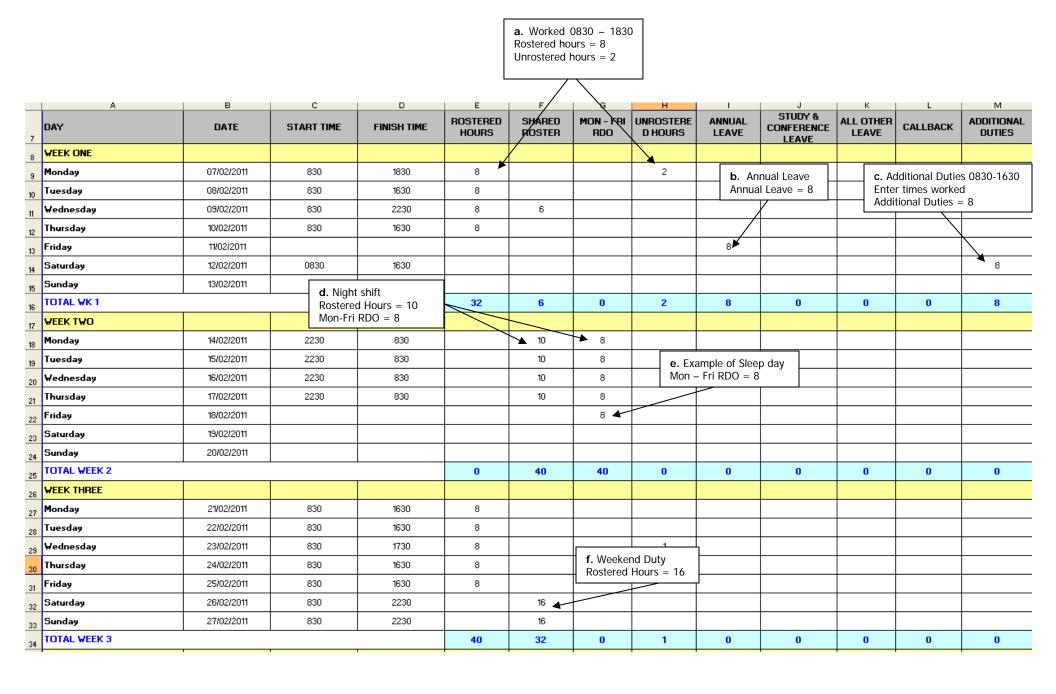
RUN REVIEW CALCULATION SHEET



Hint: To delete more than one worksheet at a time, hold down the CTRL key and select the sheets you wish to delete.

Endorsed date: 10/03/2020

(Information on how to enter on next page)



Unrostered hours a.

RMO duties worked: 0830 - 1830

This is to be entered as follows:

- Rostered hours = 8 (they are rostered from 0830 1630)
- Unrostered hours = 2 (they worked extra hours from 1630 1830)

b. Leave

Timesheet states that the RMO was on annual leave for the 11/02/2011. Leave the start time and finish time columns empty and put 8 hours in the appropriate leave column (in this case the Annual Leave Column).

Please note: Leave needs to be entered only as 8 hour days and only deducted for Monday to Friday. Even if their normal rostered day is 0800 – 1630 (8.5 hours) they still need to be entered as an 8 hour day.

Additional Duty C.

RMO duties worked: Saturday 12/02/2011, 0830 - 1630 as additional duties

This is to be entered as follows:

- Start Time and Finish time are still to be entered
- Additional Duties = 8

d. **Nights**

RMO duties worked: 2230 - 0830

This is to be entered as follows:

- Rostered hours 10 (they are rostered on from 2230 0830)
- Mon-Fri RDO (Rostered Day Off) = 8

Sleep day e.

If rostered for a sleep day, they should have 8 hours entered in for Mon-Fri RDO on that day

f. Weekend duties

RMO duties worked: Saturday 0830 - 2230

This is to be entered as follows:

Rostered hours = 14 (they are working from 0830 - 2230)

Rostered Day Off g.

If RMO is on RDA terms and conditions RDO is entered as an 8 hours long in the RDO column

If RMO is on SToNZ terms and conditions and they are observie RDOs then this will need to be entered as 8 hours of annual leave.

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h. Complete the adjustment table as below:

Enter the following information into the adjustment table:

- a) Run review length either 4, 5 or 6 weeks
- b) Number of weeks in run. Please note that the Number of weeks in run is dependent on whether this is a 2/4/6 month Registrar run or a 13 week House officer run. Example below is for a 26 week (6 month) Registrar run.
- c) Total number of nights over the run e.g. 26 weeks x 7 nights = 182 nights
- d) Number of RMOs contributing to nights
- e) Number of hours per night duty enter the length of night duty shifts e.g. 10hours
- f) Actual hours of night duty worked per RMO over the period of review use the run review shift count sheet to calculate this number

Note: Night duties, long days and weekend shifts are shared across a number of DHB Service Name House Of period was not necessarily reflective of this	ficers and the run review
Number of weeks in run review period	a)
Number of weeks in run	b) 26
Total number of nights over 26 week run	c)
Number of House Officers contributing to night duty	d)
Nights worked per House Officer per run	#DIV/0!
Number of hours per night duty	e)
Total number of hours of night duty per 26 week run	#DIV/0!
Average hours of night duty per week for each House Officer	#DIV/0!
Actual hours of night duty worked over period of review	f)
No of actual weeks in review	0
Average hours of actual night duties worked per House Officer during review	#DIV/0!
Total to be added to average weekly hours for night duty	#DIV/0!

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- g) Run Review length e.g. 4,5 or 6 weeks
- h) Number of weeks in run
- i) Number of weekday long days covered over the run e.g. 26 x 5 = 130 weekday long days
- j) Number of weekend shifts covered over the run e.g. 26 x 2 = 52 weekend long days
- k) Number of RMOs contributing to weekday Long Days
- I) Number of RMOs contributing to shifts on weekends
- m) Number of hours per weekday long day (only count Long Day component not ordinary hours e.g. from 1600 2230 rather than 0800 2230)
- n) Number of hours per weekend shift (count entire day)
- o) Actual hours of long day and weekend shifts worked over period of review use the run review adjustment count sheet to calculate this number

Number of weeks in run review period	g)
Number of weeks in run	h) ₂₆
Total number of weekday long days over 26 week run	i)
Total number of weekend shifts over 26 week run	j)
Number of House Officers contributing to weekday long days	k)
Number of House Officers contributing to weekend shifts	l)
Weekday long days worked per House Officer per run	#DIV/0!
Weekend shifts worked per House Officer per run	#DIV/0!
Number of hours per weekday long day	m)
Number of hours per weekend shift	n)
Total number of hours of weekeday long day and weekend shifts per House Officer over 26 week run	#DIV/0!
Average hours of long day and weekend shifts per week for each House Officer	#DIV/0!
Actual hours of long day and weekend shifts worked over period of review for DHB Service Name	0)
No of actual weeks in review	0
Average hours of actual long day or weekend shifts worked per House Officer during review	#DIV/0!
Total to be added to average weekly hours for long days and weekend shifts	#DIV/0!

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DHB				
Ren Heme				
RMO type				
Revieu dates				
SHIFT COUNT				
511111 000111				
	Huurs per skift (abuve			
	ardinary			
Wookday lung da	hears enly)	Tally	TOTAL uarked	TOTAL HOURS
Shift cade:				
Shift cade:				
Shift code:				
Wookend shifts	Haurs per skift	Tally	TOTAL	TOTAL HOURS
Shift code:		D 4		
Shift cade:		Page 1		
Shift cado:				
Shift cade:				
Shift cado:				
Shift cade:				
Mills - Life	Haurs par skift	¥-11-	TOTAL	TOTAL HOURS
Might shifts Shift code:		Telly	TOTAL	TOTAL HOURS
Shift code:				