

Run Review Calculation Matrix Guide – 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

The screenshot shows the 'RUN REVIEW TOTALS CALCULATION SHEET' spreadsheet. Key fields are highlighted in yellow and annotated with callouts:

- a. Enter DHB and Service Name** (e.g. XDHB ICU) - Points to the SERVICE field.
- b. RMO Group** (e.g. Registrar) - Points to the RMO GROUP field.
- c. Rostered Hours** (e.g. 0800-1800 - D shift, 1200-2400 - A shift, 1000-0800 - N shift) - Points to the ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION) field.
- d. Names of RMO's** (e.g. Dr Smith or if part time Dr Smith (0.5 FTE)) - Points to the RMO NAME column.
- e. Number of weeks of the review** (e.g. 4, 5 or 6) - Points to the NO. OF WEEKS RUN REVIEW CONDUCTED field.
- f. FTE of RMO's in the individual service** (e.g. 1 Full Time, 1 Part Time (0.5) would be 1.5 RMO's) - Points to the TOTAL NUMBER OF RMO'S PARTICIPATING IN REVIEW field.

The spreadsheet includes a table for RMO details and a summary table at the bottom.

RMO NAME	ROSTERED HOURS	MON - FRI	RDO	UNROSTERED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	TOTAL
SERVICE 1, RMO 1	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 2	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 3	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 4	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 5	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 6	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 7	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 8	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 9	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 10	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 11	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 12	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 13	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 14	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 15	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 16	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 17	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 18	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 19	0.00	0.00		0.00	0.00	0.00	0.00	0.00
SERVICE 1, RMO 20	0.00	0.00		0.00	0.00	0.00	0.00	0.00

ROSTERED HOURS	0.00
MON - FRI RDO	0.00
UNROSTERED HOURS	0.00
ANNUAL LEAVE	0.00
STUDY & CONFERENCE LEAVE	0.00
ALL OTHER LEAVE	0.00
TOTAL CATEGORY HOURS EXCL SHARED ROSTER AND CALL BACKS	0.00
NO. OF WEEKS RUN REVIEW CONDUCTED	6
TOTAL NUMBER OF RMO'S PARTICIPATING IN REVIEW	20
NO. OF LEAVE WEEKS	0.00
TOTAL NUMBER OF REVIEW	72.00

Notes:
 Rostered hours include ordinary days, night shift and long days.
 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 shift.
 When entering any leave hours ensure you only enter a maximum of 8 hours.

- 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 ICU					RMO GROUP:	Registrar		
ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)	0800 - 1800 D, 1200 - 2400 A, 1000 - 0800 - N					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 Smith	0	0	0	0	0	0	0	0	
Dr Jo Banks	0	0	0	0	0	0	0	0	
RMO 4	0	0	0	0	0	0	0	0	
RMO 5	0	0	0	0	0	0	0	0	
RMO 6	0	0	0	0	0	0	0	0	
RMO 7	0	0	0	0	0	0	0	0	
RMO 8	0	0	0	0	0	0	0	0	
RMO 9	0	0	0	0	0	0	0	0	
RMO 10	0	0	0	0	0	0	0	0	
RMO 11	0	0	0	0	0	0	0	0	
RMO 12	0	0	0	0	0	0	0	0	
RMO 13	0	0	0	0	0	0	0	0	
RMO 14	0	0	0	0	0	0	0	0	
RMO 15	0	0	0	0	0	0	0	0	
RMO 16	0	0	0	0	0	0	0	0	
RMO 17	0	0	0	0	0	0	0	0	
ROSTERED HOURS	0							TOTALS	0

Notes:
Rostered hours include ordinary days, night shift and long days.

Delete these rows

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

RUN REVIEW TOTALS CALCULATION SHEET

SERVICE:	XDHB ICU					RMO GROUP:	Registrar		
ROSTERED HOURS MONDAY TO FRIDAY PER DAY (AS PER RUN DESCRIPTION)	0800 - 1800 D, 1200 - 2400 A, 1000 - 0800 - N					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 Smith	0	0	0	0	0	0	0	0	
Dr Jo Banks	0	0	0	0	0	0	0	0	
ROSTERED HOURS	0							TOTALS	0
MON - FRI RDO	0								
UNROSTERED HOURS	0								
ANNUAL LEAVE	0								
STUDY & CONFERENCE LEAVE	0								
ALL OTHER LEAVE	0								
CALL BACKS	0								
TOTAL CATEGORY HOURS EXCL CALLBACKS	0								
TOTAL CATEGORY HOURS INCL CALLBACKS	0								
NO. OF WEEKS RUN REVIEW	0								

Notes:
Rostered hours include ordinary days, night shift and long days.
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 shift
When entering any leave hours ensure you only enter a maximum of 8 hours

Note: Night duties, long days and weekend shifts are shared across a number of XDHB ICU Registrars and the run review period was not necessarily reflective of this	
Number of weeks in run review period	
Number of weeks in run	26
Total number of nights over 26 week run	
Number of Registrars contributing to night duty	
Nights worked per Registrar per run	

- 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

SERVICE:	XDHB ICU					
NAME:	#REF!					
DAY	DATE	START TIME	FINISH TIME	ROSTERED HOURS	MON - FRI RDO	UNR H
WEEK ONE						
Monday	24/02/2020					
Tuesday	25/02/2020					
Wednesday	26/02/2020					
Thursday	27/02/2020					
Friday	28/02/2020					
Saturday	29/02/2020					
Sunday	1/03/2020					
TOTAL WK 1				0	0	

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

7) Enter the hours recorded for the RMO onto the appropriate Calculation Matrix worksheet. (Information on how to enter on next page)

DAY	DATE	START TIME	FINISH TIME	ROSTERED HOURS	WORKED HOURS	ANNUAL LEAVE	STUDY & CONFERENCE LEAVE	ALL OTHER LEAVE	CALLBACK	ADDITIONAL DUTIES
WEEK ONE										
Monday	24/02/2020	800	1800	10						
Tuesday	25/02/2020	800	1815	10		0.25				
Wednesday	26/02/2020	800	1800	10						
Thursday	27/02/2020	800	1830	10		0.5				
Friday	28/02/2020									
Saturday	29/02/2020									
Sunday	1/03/2020	800	1600							10
TOTAL WK 1				40	0	0.75	0	0	0	10
WEEK TWO										
Monday	2/03/2020									
Tuesday	3/03/2020									
Wednesday	4/03/2020									
Thursday	5/03/2020	1000	800	10						
Friday	6/03/2020	930	800	10		0.5				
Saturday	7/03/2020	1000	830	10		0.5				
Sunday	8/03/2020	1000	900	10		1				
TOTAL WK 2				40	0	2	0	0	0	0
WEEK THREE										
Monday	9/03/2020									
Tuesday	10/03/2020									
Wednesday	11/03/2020									
Thursday	12/03/2020					8				
Friday	13/03/2020					8				
Saturday	14/03/2020									
Sunday	15/03/2020									
TOTAL WEEK 3				0	0	0	16	0	0	0

a) Worked 0800-1830
Rostered hours = 10
Unrostered hours = 0.5

c) Additional Duties
0800-1800
Enter times worked
Additional Duties = 8

d) Night shift
Rostered Hours = 10

b) Annual Leave
Annual Leave = 8

a. Unrostered hours

RMO duties worked: 0800 – 1830

This is to be entered as follows:

- Rostered hours = 10 (they are rostered from 0800 - 1800)
- Unrostered hours = 0.5 (they worked extra hours from 1800 - 1830)

b. Leave

Timesheet states that the RMO was on annual leave for the 12/03/2020 – 13/03/2020. 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.

c. Additional Duty

RMO duties worked: Saturday 01/03/2020, 0800 – 1800 as additional duties

This is to be entered as follows:

- Start Time and Finish time are still to be entered
- Additional Duties = 10

d. Nights

RMO duties worked: 2200 – 0800

This is to be entered as follows:

- Rostered hours 10 (they are rostered on from 2200 - 0800)

8) Delete the adjustment table from the front sheet.