Example Desk File

The following template provides an example of the type of information that should be included within the roster writing/leave management desk file. It is recommended that information is reviewed regularly to ensure information remains up to date and can be easily passed to incoming Registrars.

Section 1 – Responsibilities and Key Contacts

Contact	Detail
Service Contact	In this section, the service contacts will be listed including relevant phone numbers and email addresses. This section should detail who the RMO should contact for any relevant issues. For example: • For after-hours vacancies – Service Clinical Director • For leave escalation - Service Manager / Business Manager
RMO Unit Contact	An RMO unit contact should be established for the Registrar writing rosters to provide any support with MECA queries or to provide information that the Registrar may require when writing rosters. This should include the relevant phone number and email address

Task	Detail on responsibilities and who to escalate to when required
Roster Writing	• Information on the Registrars roster writing responsibilities. For example, whether the Registrar is responsible for the in-hours or after-hours roster
Leave Management	• Information on the Registrars leave management responsibilities / delegated authority • Information on when escalation for leave decision is required and who to escalate to • Responsibilities of any other individuals within the leave management process, for example, who is responsible for communicating leave approval with payroll. • Information on any service processes regarding leave
Cover for vacant shifts	• Responsibilities that the Registrar has for sourcing cover for vacant after-hours shifts • Who and when to escalate vacant after-hours shifts that cannot be covered to
Meeting frequency/date	• Any established/regular meetings with the service should be outlined in this section. Meetings should at a minimum be once per fortnight to ensure leave can be discussed and responded to within the required timeframe.

Section 2 – Roster Template and Relief/Leave structure

In addition to the information within the table below, a standard roster template should be provided which includes the number of FTE within the roster and the after-hours roster pattern

Roster Area	Detail

Roster Structure	• FTE within roster template
	• After hours' staffing i.e. number of nights, long days weekends each day
	• After hours' frequency
	    o Nights
	    o Weekends
	    o Long Days
	    o Evenings

20 DHB & STONZ MECA National Manual – Roster Writing and Leave Management – Guide for Registrars
Example Desk File
Page 1 of 2   Version 1.0   Endorsed date: 19/07/2022

	• Any relevant information on the type of roster i.e. whether the roster has sets of 7 nights or split nights, the agreed number of sleep days on the roster template, whether the roster includes rostered days off, etc. • Any relevant information on the roster structure, i.e. on take days, continuity within the roster, alignment with other rosters, etc.
Relief model	• Type of relief model in operation and any impact this has on staffing levels. For example, a roster with embedded relief may include 10 RMOs on the roster template, however, only 8 RMOs are required during the day to maintain minimum staffing levels • Any information on the number of relievers on the roster or detail on the services covered by a relief pool.

Roster Writing Process	• Detail on when to start writing the roster, any important steps to consider when writing the roster, etc.
	• Who will provide the information required to enable the Registrar to write the roster. This may include:
	    o Allocations
	    o Union membership
	    o Prior run history/experience
	    o Year level
	• Who to send the roster to for review/audit before publication

Leave assessment	• Detail on the number of RMOs that can be on leave at any given time • How leave is covered within the roster • Any tips and tricks to maximise leave i.e. areas of the roster where there is additional capacity and can go uncovered • How to maximise continuity for the reliever

20 DHB & STONZ MECA National Manual – Roster Writing and Leave Management – Guide for Registrars
Example Desk File
Page 2 of 2   Version 1.0   Endorsed date: 19/07/2022