

Frequently asked Questions

Un-rostered Overtime – Junior Medical Officers (PGY1 and PGY2)

From time to time, all JMOs may be requested to undertake un-rostered overtime, this document has been developed and authorised by the financial delegate to answer some commonly asked questions about unrostered overtime, including how to apply.

Why do I need to justify my un-rostered overtime?

The delegate is required to document their reasons for determining applications for unrostered overtime. This requires that you provide evidence for your claim for un-rostered overtime. Evidence of actions being taken in response to these situations also must be recorded for audit and accreditation purposes.

Overtime claims are monitored to:

- Assess team workloads;
- Engage work units in meaningfully assessing claims and assessing variances in usual patterns of patient flow;
- Engage JMO's and relevant groups in the modification of terms/rosters where consistently excessive workload exists in order to provide support to the incumbents;
- Provide appropriate support where the need is identified; and
- Involve term supervisors and Directors of Training in assessing performance and support needs of those who may be regularly unable to complete their work within normal hours.

How do I apply for un-rostered overtime?

All un-rostered overtime is to be applied for through the Browser Operated Self Service (BOSS) within five (5) business days of undertaking the un-rostered overtime shift.

All claims for un-rostered overtime must be itemised through electronic submission through BOSS. Please note that a detailed description as listed below must be entered otherwise the overtime claim will not be approved. Simply stating "ward round", for example, is not acceptable.

- Name of consultant who requested overtime to be undertaken;
- Patient URN that overtime relates to; and
- Brief explanation of reason for overtime.

As BOSS only allows a finite number of characters to be utilised, if more details is required to be sent, it is appropriate to send an email to the Medical Roster Team (TCHMedicalRostering@act.gov.au) providing further details of the overtime claim.

What type of un-rostered overtime will be approved?

Under the following circumstances, a JMO may undertake un-rostered overtime without prior approval:

- ***Medical Emergency***

In the event that a JMO is treating a critically ill patient, or a patient's condition has deteriorated at the end of a shift, until adequate medical attention or handover can be safely arranged. This also includes attendance at a MET call.

- ***Transfer of a patient***

In the event that a JMO is treating a patient that requires urgent transfer, until the transfer process is complete.

- ***Extended shift in Theatre***

In the event that a JMO is already working in the theatre and the procedure continues past the scheduled end of shift, until their responsibilities conclude.

- ***Patient Admission***

In the event that a JMO is responsible for the admission of a patient and they have not completed the admission by the end of their shift, until this responsibility concludes.

Other possible occasions where un rostered overtime will be approved include:

- Late clinic completions;
- Deceased patients – completion of associated administrative documentation (i.e. discharge summary, death certification, cremation certificate);
- Overtime requested by a consultant; and
- Mandatory Training sessions

What are some examples of what will not normally be approved?

- Completion of Discharge summaries;
- To undertake administrative tasks not completed throughout the course of the assigned shift;
- To undertake research of patient conditions;
- To prepare for meetings, presentations or Grand Rounds;
- To attend non-mandatory meetings;
- To write up letters for clinics
- Attendance earlier than usual ward round times

- To round with consultants when shift has ended;
- Review patient OT list with registrar/consultant; and
- To undertake non-mandatory learning opportunities.

Can I request un-rostered overtime if I feel the reasons are justified?

Yes, all submitted claims will be considered on a case-by-case basis. Where necessary, the delegate may require further clarification. Once further detail has been provided, the reasoning will be discussed with the relevant clinical area prior to a decision being made.

Who can I contact for further information?

Any staff member of the Medical Roster Team (TCHMedicalRostering@act.gov.au), DPET or your PME0.