



ROYAL PERTH HOSPITAL

Junior Medical Officer Roster Shift Swap Form

FORMS NOT AUTHORISED BY YOUR RELEVANT HOD / SUPERVISOR WILL NOT BE ACCEPTED.

1. Discuss and agree the shift swap with your fellow colleague.
2. Complete the form below and get approval from the relevant HoD / Supervisor.
3. Submit form to your relevant departmental secretary for processing at least 48 hours prior to the shift swap. See flow chart at the back of this page.
4. If the shift swap relates to Afterhours rosters issued by Clinical Services only, deliver completed form to Clinical Services, Medical Employment Services at least 2 working days (Monday – Friday) prior to the shift swap for authorization and processing.

POSITION: Intern RMO Registrar

DATE CHANGE OCCURRING

ROSTER (After Hours / Dept)

SHIFT HOURS

SHIFT Type (on-call / on-duty)

ORIGINAL DOCTOR ROSTERED ON SHIFT:

DOCTOR COVERING SHIFT:

CGNM _____

CGNM _____

Surname _____

Surname _____

First Name _____

First Name _____

Department _____

Department _____

Signature _____

Signature _____

Does this swap take you under your 80 hours base for this pay period?

Yes No If yes, please see below.

How are you going to make up your base 80 hrs per pay fortnight (See other side)?

Swap into another shift in the same pay period (Please see pay periods on back of this form)

Additional Drs Leave Annual Leave Study leave (only if approved by PGME)

AUTHORISATION;

Authorised by (Head of Department / Supervisor): _____

Signature: _____

Date: _____

PTO

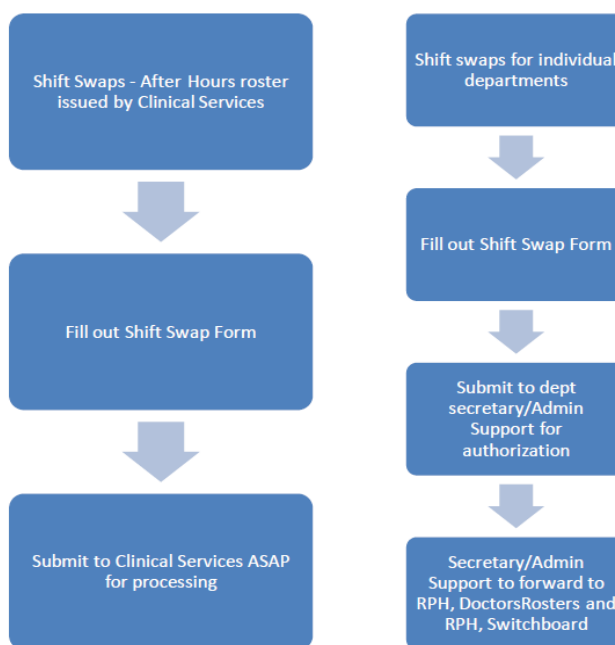
2016 Pay Periods

Pay Period

563	28/12/15 – 10/01/16
564	11/01/16 – 24/01/16
565	25/01/16 – 07/02/16
566	08/02/16 – 21/02/16
567	22/02/16 – 06/03/16
568	07/03/16 – 20/03/16
569	21/03/16 – 03/04/16
570	04/04/16 – 17/04/16
571	18/04/16 – 01/05/16
572	02/05/16 – 15/05/16
573	16/05/16 – 29/05/16
574	30/05/16 – 12/06/16
575	13/06/16 – 26/06/16
576	27/06/16 – 10/07/16
577	11/07/16 – 24/07/16
578	25/07/16 – 07/08/16
579	08/08/16 – 21/08/16
580	22/08/16 – 04/09/16
581	05/09/16 – 18/09/16
582	19/09/16 – 02/10/16
583	03/10/16 – 16/10/16
584	17/10/16 – 30/10/16
585	31/10/16 – 13/11/16
586	14/11/16 – 27/11/16
587	28/11/16 – 11/12/16
588	12/12/16 – 25/12/16
589	26/12/16 – 08/01/16

Shift Swap; the shift swap must occur within the same pay period. If the shift swap occurs outside of the current pay period and you have not met your contracted base 80 hours, you are required to make up the shortfall of base hours with either Annual Leave or Additional Drs Leave or Study Leave (only if approved).

RPH JMO Clinical Services Shift Swap Process



Please note if the shift swap is a change to rostered duty, both doctors involved in this change have a responsibility to ensure that any breaches of the Department of Health Medical Practitioners (Metropolitan Health Services) AMA INDUSTRIAL AGREEMENT 2013 do not occur.