



Policy Name	Consensus On Defined End of Rotation Day and Time
Consultation and Date Approved	HMO Managers Subcommittee: 10 October 2012 Endorsed PMCV Board (with amendments): 6 August 2012
Amendments	HMO Managers Subcommittee: 17 February 2014
Responsible Officer	Chief Executive Officer

Purpose & Scope

The purpose of this document is to formalise and standardise the end of rotation day and date for all rotating Junior Medical Staff (JMS) across Victorian Hospitals.

Context

This document has been developed in an attempt to formalise and standardise the day and date of the end of rotation for Junior Medical Staff (JMS) who move between home and rotation or secondment hospitals during an employment year, and for JMS who move between hospitals at the beginning of a new clinical year. Currently there is an unwritten rule that JMS should complete their rotation in time to return to their home hospital in order to commence their new rotation on Monday morning of the new rotation. This is adhered to with varying compliance around the state and can create difficulties particularly for rural sites where there is an expectation on the part of the departing JMS that they have more time off to return to home hospitals than is practical and that those JMS who are incoming to a rural role expect not to commence prior to the Monday morning of the new rotation.

Policy Details

Rostering Guidelines:

The overarching principle is an understanding that communication between the parent and rotating hospital occurs as early as possible and consideration given to orientation at the smaller and rural health services and specialist health services if orientation is on the Sunday prior to the new Monday rotation commencement.

Rosters should be written in the Rotation Hospital with the following rules:

- Outgoing night JMS should work until Sunday morning at the latest
- Incoming night JMS should be rostered to and expect to work on the weekend/Sunday immediately prior to the changeover of rotation on the Monday to allow outgoing JMS Sunday to sleep in readiness for commencement at work on Monday morning
- Where possible, outgoing evening JMS should be rostered to finish in time to return to home hospital in time to commence work on Monday morning. (This may require some negotiation so that the incoming night JMS commences work earlier on their first Sunday night.)

Annual leave – often booked in advance by JMS to commence on the Monday following the rotation. The JMS need to clearly understand that they may be rostered to work up to and including the weekend prior to leave.