

This document outlines the process to make change a Trust Rota template.

- ✓ There is a requirement to change a rota template in line with service requirements or via a triggered work schedule review
- ✓ Rota coordinator to contact the TDST team to build/amend the template within e rota
- ✓ Form 1 to be completed by relevant person i.e. Divisional representative with the correct version of the proposed rota attached (Form 1 attached)
- ✓ TDST will mark the rota as under review within the eRota system and a record of 'under review' rota templates will be place within:

[Post Grad\Trainee Doctor Support Team\Rota Management](#)

- ✓ Any rotas under review should not be sent out to any trainees without clarification from the department. In the case of Work Schedule distribution deadlines the division may choose to send the holding letter (attached).
- ✓ The division will be given a two week deadline for completion of the proposed revised template by the TDST Manager. If not update has been received, the current live information will be sent to the Trainee.
- ✓ Once Form 1 has been received by the TDST, the process for Sign Off flowchart (attached) must be followed and this will be managed by the TDST.
- ✓ Form 2 (attached) must be completed by the TDST to ensure all required steps are followed and this should be stored at the front of the file for the rota sign off. A record of the current stage for each proposed template must be documented in the Rota Management folder database.
- ✓ Once sign off has been received by all parties, the actions as (form 3 attached) will be taken.

Any issues with process should be referred to the TDST Manager for guidance.

Holding Email/Letter

Dear Doctor

Please accept our apologies that we have, to date, been unable to provide your generic work schedule from Blackpool Teaching Hospitals NHS Foundation Trust.

The [Code of practice on the provision of information for postgraduate medical training](#) (the Code), outlines that, where possible, doctors should receive information about their rota, in the form of a generic work schedule, at least 8 weeks prior to starting their rotation, with confirmation of your actual working hours 6 weeks ahead of starting your rotation. There are a number of exceptions to the Code of Practice for which it is not possible to meet the timelines proposed. A number of examples of how such exceptions occur are set out in Appendix A of the Code.

On this occasion, we require further insight from the XXNAMEXX Department in regard to which working pattern you will be aligned to and without this information I am unable to finalise your working pattern. We are working closely with the XXNAMEXX Department to ensure your template is provided to you as soon as possible and we will be in touch with you when we have more news.

In the meantime, provide us with an update around leave requests, confirmation of Grade and any other data you would like to update by XXDAY/DATEXX which I will forward to the relevant Rota Coordinator on your behalf.

If you have any queries, please contact the Trainee Doctor Support Team on 01253 953288.

Kind regards

Trainee Doctor Support Team



Code of Practice
2016 England.pdf

Sign off Flow Chart



Sign Off Flowchart
(as of 01.08.17).doc

Form 3

Actions Following Sign Off Check List

<i>Action</i>	<i>Narrative/Date</i>
Divisional Notification of Change (to Rota Coordinator)	
Implementation Date (from Rota Coordinator)	
Make Rota Template Live within eRota (from implementation date)	
Remove from 'Under Review' within Rota Management Folder	
Hard Copy Sign Off Documentation Filed	
Payroll notified of payment details (LEO or BTH)	
Comments:	

TDST Name:

TDST Role:

TDST Signature: