

Work schedule review flow chart



Key:

Responsibility of the trainee
Responsibility of the educational supervisor
Responsibility of the guardian
Responsibility of the DME
Outcome
Timeframe
Closed

The outcome may suggest one or more of the following options:

- Compensation or TOIL
- Prospective amendments to your work schedule
- Departmental changes – ie. timings and processes for ward rounds, handovers and clinics.
- No change to work schedule required

The outcome may uphold the original decision or suggest one or more of the options previously set out above.

The outcome may uphold the level 2 decision or suggest one or more of the options previously set out above.

Request a work schedule review

Your educational supervisor meets or corresponds with you within 7 days of requesting the review

The outcome is communicated to you in writing after the meeting

You disagree with the outcome

You agree with the outcome

You request a level 2 review of the work schedule within 14 days of the outcome

Closed

Guardian notified (for working hours issues) or DME notified (for training issues)

The level 2 review panel meet with you within 21 days

The outcome is communicated to you in writing after the meeting

You disagree with the outcome

You agree with the outcome

You request a level 3 review of the work schedule within 14 days of the outcome

Closed

Guardian notified (for working hours issues) or DME notified (for training issues)

The level 3 review panel meet with you within the local grievance procedure timescale

The final and binding outcome is communicated to you in writing after the meeting

Included in the guardian's quarterly report OR Included in the DME's annual report

Guardian notified (for working hours issues) or DME notified (for training issues)