



# Claim form - additional duties, cross cover and callbacks for RMOs

Name \_\_\_\_\_ Employee number \_\_\_\_\_ Run \_\_\_\_\_

Please tick which is applicable:  Registrar  Senior House Officer  House Officer  Fortnight ending \_\_\_\_\_

| Day       | Date<br><small>admiralty</small> | Cross cover  |                                 | Additional duties |                   |                 | Penalty<br>Payment<br>OT2,<br>O144,<br>N8B | Call backs: Worked (NHI Numbers to be placed on back of form) |  |   |  |   |  | On call (hrs)         |                     |                                 |  |  |  |
|-----------|----------------------------------|--------------|---------------------------------|-------------------|-------------------|-----------------|--|---|--|---|--|---|--|-----------------------|---------------------|---------------------------------|--|--|--|
|           |                                  | Cover<br>for | Amount<br>max 1 unit<br>per day | Start<br>24 hour  | Finish<br>24 hour | Hours<br>worked |  | 1   |  | 2 |  | 3 |  | Total hours<br>worked | Rostered<br>On Call | Additional<br>On Call<br>(\$25) |  |  |  |
| Monday    |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Tuesday   |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Wednesday |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Thursday  |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Friday    |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Saturday  |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Sunday    |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Monday    |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Tuesday   |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Wednesday |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Thursday  |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Friday    |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Saturday  |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
| Sunday    |                                  |              |                                 |                   |                   |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |
|           |                                  | <b>Total</b> |                                 |                   | <b>Total</b>      |                 |  |   |  |   |  |   |  |                       |                     |                                 |  |  |  |

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_ admiralty

Authorised by: \_\_\_\_\_ Printed name: \_\_\_\_\_ Phone extn: \_\_\_\_\_

**NB:** Please use 24 hour clock. Cross cover and additional duties cannot be claimed for the same period.



# Claim form - additional duties, cross cover and callbacks for RMOs

Name of the doctor the RMO is covering for.

Need to record the start and finish time of the 'additional' duty worked - use 24 hour clock.

We need to record the 'additional' duty total hours worked as well.

Pay run 'fortnights'.

Name: \_\_\_\_\_ Registrar: \_\_\_\_\_ Employee number: \_\_\_\_\_ House Officer: \_\_\_\_\_ Run: \_\_\_\_\_ Fortnight ending: \_\_\_\_\_

| Day       | Date | Cross cover |                           | Additional duties |                | Penalty Payment O/T, O144, NBB | Call backs: Worked (details/patient stickers on back of form) |   |   | Total hours worked | On call (hrs) |                  |
|-----------|------|-------------|---------------------------|-------------------|----------------|--------------------------------|---|---|---|--------------------|---------------|------------------|
|           |      | Cover for   | Amount max 1 unit per day | Start 24 hour     | Finish 24 hour |                                | Hours worked  | 1 | 2 |                    | 3             | Rostered On Call |
| Monday    |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Tuesday   |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Wednesday |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Thursday  |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Friday    |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Saturday  |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Sunday    |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Monday    |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Tuesday   |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Wednesday |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Thursday  |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Friday    |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Saturday  |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
| Sunday    |      |             |                           |                   |                |                                |   |   |   |                    |               |                  |
|           |      | Total       |                           |                   |                |                                |   |   |   |                    |               |                  |

**SAMPLE ONLY**

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_ Printed name: \_\_\_\_\_  
 NB: Please use 24 hour clock Cross cover and additional duties cannot be claimed for the same period.

**Cross cover**  
 1 1/2 1/3  
 Refers to how many RMOs are providing the cover.  
 1 RMO = \$150 per RMO  
 2 RMO's = \$75 per RMO  
 3 RMO's = \$50 per RMO

Business Unit Manager or designated person who has authority to sign this off.

**NOTE:** Details / NHL numbers need to be on the back of this form to correlate with callback hours claimed.

If the RMO is asked by the Business Manager to work another RMO's 'on call' duty due to sickness or a vacancy, then 'on call' hours not worked are paid at \$25 per hour.

Rostered 'on call' hours not worked.

**Call backs**  
 We have included three separate spaces for 'call back' worked under this section.  
 Most only work one or two, but some RMOs are on longer 'call back' periods.