

EXTRA DUTY CLAIM FORM

Sheffield Teaching Hospitals Medical & Dental staff only

Please complete in full and **RETURN TO THE MEDICAL PERSONAL DEPT** at NGH or RHH
CLAIMS CAN ONLY BE SIGNED OFF BY A CONSULTANT, BUDGET HOLDER or SERVICE MANAGER
Extra Duties can only be submitted for hours worked in addition to your normal contractual commitment

1. PERSONAL DETAILS

NAME:	EMPLOYEE NO:	Usual/Current SPECIALTY:
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2. REASON FOR EXTRA DUTY (Definitions on pg.2)

NAME OF DOCTOR ABSENT Or select if NA:		NA <input type="checkbox"/>
Please select ONE of the options below, see over for guidance & scope		
VACANCY	<input type="checkbox"/>	MAT/PAT/ADPT LEAVE
SICKNESS	<input type="checkbox"/>	SPECIAL LEAVE
*OTHER – Add Comment	<input type="checkbox"/>	*DEPT PRESSURES – Add Comment
*Comment:		

3. LOCATION OF SHIFT COVERED & COSTING DETAILS

SPECIALTY COVERED: & Select H@N if applicable		COST CODE: Office use only	H@N <input type="checkbox"/>
HOSPITAL COVERED: Please Select	RHH <input type="checkbox"/>	NGH <input type="checkbox"/>	JHW <input type="checkbox"/>
	WPH <input type="checkbox"/>	CCDH <input type="checkbox"/>	
GRADE: (to be paid) Please Select	F1 £25p/h <input type="checkbox"/>	(SHO) F2 £30p/h <input type="checkbox"/>	(SHO) ST/CT 1/2 £35p/h <input type="checkbox"/>
	(StR) ST3+ £40p/h <input type="checkbox"/>	Other Grades (Please Specify) Grade: _____ Rate: _____	

4. EXTRA DUTY CLAIM DETAILS

DATE shift worked dd/mm/yy	TIME shift worked		NUMBER OF HRS
	From	To	
TOTAL HRS			
TOTAL COST (Office use only)			£

5. SIGN OFF & AUTHORISATION

CLAIMANT sign	Date
CONSULTANT or BUDGET HOLDER sign	Print
	Date

6. MEDICAL PERSONNEL DEPT. (Office use only)

Date Received:	MPO Auth (Initials):	Entered on Bank (Initials):	Date entered on Bank:
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REASONS	DEFINITION / WIDER CONTEXT (for guidance)
VACANCY	Any shift that needs to be covered as a result of a recruitment shortfall. This includes; <ul style="list-style-type: none"> Resignations. Delay in starting due to pre-employment/right to work checks. Gap in rota (due to an outstanding vacancy) Locum cancelled. Dr going LTFT. Career Break cover.
SICKNESS	Any shift that needs to be covered as a result of a doctor calling in sick.
MAT/PAT/ADPT LEAVE	Any shift that needs to be covered as a result of a doctor being on Maternity/Paternity/Adoption or Parental Leave.
SPECIAL LEAVE	Any shift that needs to be covered as a result of a doctor being on special leave. Please refer to policy for full details but this includes; <ul style="list-style-type: none"> Emergency Carer Leave Emergency Domestic Leave Bereavement Leave Compassionate Leave Jury Service & other public duties Medical & Dental Appt Job Interviews <p><i>Note. Time off due to 'Inclement weather' should be recorded as Annual Leave, Unpaid Leave or TOIL etc.</i></p>
*DEPT PRESSURES – ADD COMMENT	Any shift that needs to be covered as a result of a speciality being under exceptional or unforeseen pressure. Continuation of service delivery dictates extra duty required. This includes; <ul style="list-style-type: none"> Extra list, discharge/post take rounds (Predominantly for use by Consultants) Bank Holiday support Flu crisis Target (i.e. A&E) Shifts that needs to be covered as a result of a speciality needing to meet a specific target. This is predominantly used in A&E where a specific budget is set aside to enable the Trust to meet national targets, but may apply in other specialities too. <p>In such circumstances it is mandatory that a comment is included to qualify.</p>
*OTHER – ADD COMMENT	Any shift that needs to be covered for any other reason not included above. It's anticipated that this is used infrequently for exceptional circumstances. <p>In such circumstances it is mandatory that a comment is included to qualify.</p>
ANNUAL & STUDY LEAVE	<u>Please Note</u> All Junior Doctor rotas incorporate 'prospective cover' to compensate for Annual Leave & Study Leave. Therefore the <i>reason</i> and associated costs for an extra duty shift should never be attributed to AL or SL. (Possible exceptions so please qualify if used)