



Dear Doctor

Welcome to Canberra Hospital. The Canberra Health Services rostering system is designed to ensure equal coverage of the hospital during normal working hours and after hours, whilst balancing your clinical experience with a strong work/life balance.

The Rostering Unit is collocated with the Medical Officer Support Credentialing Education & Training Unit (MOSCETU) and is situated on Level 3 Building 2. The rostering unit of MOSCETU is responsible for the following:

- Development/maintenance of the junior medical officer rosters; both normal working hours and after-hours rosters
- Development and preparation of electronic timesheets for JMOs for the appropriate delegates approval;
- Review and approval of claims for overtime and on call / recall as per unit guidelines;
- Review and approval of applications for leave as per unit guidelines;
- Rostering issues/conflicts; and

The rostering office is manned **0800-1600 Monday to Friday**, and we are happy to assist with any rostering related queries. We welcome you to come into the office at any time to discuss concerns/queries. If you prefer to email, please email:

TCHMedicalRostering@act.gov.au.

You will be issued your roster 2 weeks prior to the commencement of any term. The roster will be sent to you by the corresponding terms roster manager. Prior to your commencement at Canberra Hospital, if you are aware of any leave that you would like to take in the first term, please email the dates to TCHMedicalRostering@act.gov.au. In the email please identify your name and which term you will be rostered into.

All leave requests are considered in line with operational requirements, training needs and equitable attribution of leave. During your Emergency term at either Calvary Hospital or Canberra Hospital you will be rostered two weeks of leave. You will need to contact your emergency rostering officer to discuss dates you wish to apply for. If you are rostered at Calvary Hospital for any terms leave will need to be sent direct to Calvary hospital. Please see below emails for appropriate contacts.

Canberra Hospital Emergency Department: Anita.Taglieri@act.gov.au

Calvary Emergency Department: Cheryl.Wood@calvary-act.com.au

Calvary Hospital: MedAdmin@calvary-act.com.au

I look forward to meeting you at orientation in early 2022.

Kind Regards

Robyn Hughes

Manager, Medical Roster Team

Medical Officer Support, Credentialing, Employment and Training Unit