Once you’ve received your rota

- Did you receive this with sufficient notice as defined by the Code of Practice (8 weeks for the rota template and 6 weeks for the duty roster)?

- Have you been given a copy of your employer’s policy or equivalent document stating the requirements of the roster manager and doctors working under the roster that has been agreed by the LNC?

- Run it through the BMA’s rota checker tool – is it compliant with the rules?

- Were you consulted on the design of this rota? If not do you know which doctors were involved, and how to contact them with any questions?

- If this is a change to an existing rota, have you been given 6 weeks’ notice?

- If you’re LTFT, has this rota taken into account any set working days you have?

- Is the rota as a whole balanced, with different types of shifts (on-calls, nights, long shifts) evenly distributed?

- Is there enough time for handover and admin work in the shifts you’re rostered for?

- If there is non-resident on-call in the rota, does the pattern accurately reflect the intensity of work you’d expect, and is NROC definitely appropriate here rather than a full shift?

- Is it possible for you to take annual leave when you need to rather than leave being fixed in the rota?

- Are all your training needs able to be met in this rota as it currently stands?

- Is there a straightforward process for swapping shifts if you need to?

If the answer to any of these questions is ‘no’ contact your educational supervisor and refer them to the jointly agreed good rostering guidance, and contact the BMA if you have any problems with this.