

# Take control of...


**Rotas**

**You should get your rota at least six weeks in advance of starting**

**You should learn about rota monitoring:**

It checks you are on the correct pay band, it is compulsory and it benefits you and your employer

Not received your rota?

Have a concern with your rota?



Act

Contact HR/ medical admin in your trust and request your rota


**Leave**

**Take the leave you are entitled to!**

- 25 to 30 days annual leave (pro rata for part time)
- 12 public and statutory holidays a year
- Occupational sick pay maternity pay, paternity pay and shared parental pay

If you are required to be on duty at any time, including between midnight and 9am on a statutory or bank holiday, you should receive a day off in lieu.

You may be entitled to TOIL for time spent on tasks associated with induction outside of your normal working hours, including online inductions

Having difficulty taking leave?



Act

Request annual leave at the soonest opportunity and at least six weeks in advance


**Breaks**

**Take your breaks!**

- You are entitled to a 30-minute break without interruption after four hours continuous duty. This should be taken within the fifth hour at the latest
- Be polite but firm if you are interrupted for a non-medical emergency

Unable to take the natural breaks you are entitled to?



Act

Contact trust medical management to raise concerns


**Pay**

**Check you are being paid correctly for the work you do!**

- Check your payslip for your salary scale, your incremental point, your tax code and your pay band

Is your payslip inaccurate?



Act

Contact medical HR in your trust


**Training experience**

**Take time out to study!**

- You are entitled to study leave for learning required for career advancement and skills development

**Do a good handover**

- Aim to complete them before the end of shift when both the providing team and taking team are present

Are you having problems taking the study leave you are entitled to?



Act

Contact your Educational supervisor in your trust


**Wellbeing**

**Do not neglect your mental health!**

- Never be afraid to ask for help or advice
- Make time for fresh air, proper nourishment and hydration
- Limit time on devices if you can
- Always try to leave work on time

Need to talk to someone?



Act

Call BMA's confidential 24/7 counselling and peer support services on 0330 123 1245

# Take control on...



Rotas



Leave



Breaks



Pay



Training  
experience



Wellbeing

## Get informed

Visit [www.bma.org.uk](http://www.bma.org.uk) for the most up-to-date BMA guidance on how you can take control of your rotas, leave, breaks, training experience, pay and wellbeing.

## Key contacts

### First Point of Contact:

Help and support with terms and conditions of service and employer issues.

Call – **0300 123 1233**. Lines open from 8.30 to 18.00, Monday to Friday, 9.00 to 17.00 on Saturday (excluding UK Bank Holidays). Email – [support@bma.org.uk](mailto:support@bma.org.uk) Webchat – [bma.org.uk/webchat](http://bma.org.uk/webchat)

### BMA Wellbeing support services

(24 hours a day, seven days a week)

Our wellbeing support services are open to all doctors and medical students. They're confidential and free of charge. Call **0330 123 1245** and you will have the choice of speaking to a counsellor or taking the details of a doctor who you can contact for peer support.

## Other member services

BMA has a range of clinical and non-clinical courses to help with your professional development and studies. Visit [www.bma.org.uk](http://www.bma.org.uk) for more information.

## Contact us

**BMA Northern Ireland**

**T:** 028 9026 9666

**E:** [BMANorthernIreland@bma.org.uk](mailto:BMANorthernIreland@bma.org.uk)

**Web:** [bma.org.uk](http://bma.org.uk)

**Twitter:** @BMA\_NI

**Facebook:** [facebook.com/  
BritishMedicalAssociationNI](https://www.facebook.com/BritishMedicalAssociationNI)