

## Rota Management WPBA Benchmark Sheet

	Concerns	Good practice	Comments
<b>Creation of rota with suitable cover for department</b>	Inadequate cover for safe working	Balances trainee needs and service provision. Sustainable shift pattern. Accommodates flexible working patterns	
<b>Understanding of EWTD/Junior Doctor Contract/Doctor working lives</b>	Little or superficial understanding of EWTD and Junior Doctor Contract. Not supportive/too supportive of colleagues	Identifies key issues. Involves other resources; specialist, local and national guidelines, seeks senior support appropriately	
<b>Meets EWTD/JD contract requirements</b>	Not compliant, not calculated appropriate hours, too much or too little service provision. Unfair	Meets requirements in a way that delivers a sustainable working pattern to trainees. Grasps implications of shift swaps, protected rest and exception reporting.	
<b>Publishes rota in time over a period of at least 3 months</b>	Not sustained for long enough, needs too much senior input	Establishes rota in advance and manages it for more than three months. Independent but works closely with others overseeing rotas.	
<b>Co-ordinates swaps appropriately meeting trainee demand</b>	Doesn't manage swaps or trainees well. Conflict. Doesn't communicate with trainees or seniors.	Balanced and fair to needs of all trainees, swaps made appropriately and service provision maintained as is trainee work-life balance. Team aware of changes.	
<b>Receives feedback and makes changes</b>	Finds feedback challenging, struggles to manage rota demands, too little or not enough involvement of seniors	Receptive to senior input, and those of managers. Balances trainee need and service provision	
<b>Reflection</b>	Has not demonstrated required learning or reflection from process	Demonstrates understanding of managing rota. Clear understanding of process and challenges and has identified personal learning points.	

*The assessor is asked to consider the learner's performance in all of the domains listed in completing this statement:*

**“Based on this WPBA, I would be satisfied that this learner could manage a rota as a newly appointed consultant”**

Yes	
No	
Signature	
GMC	
Date	

**If no, these are the reasons and my recommendations for further work:**