



### **Banding questionnaire for junior doctors**

*Please note: junior doctors are required to complete this questionnaire, in order to assess into which pay band they should be allocated.*

*Please tick either Yes or No to each of the questions as appropriate.*

***Once your answers have led to a Band being allocated DO NOT continue completing the questionnaire. Please complete and sign the declaration at the end and return the questionnaire to your medical staffing department.***

*Please read the following accompanying guidance before completing the questionnaire:*

- *General guide to the new pay system for junior hospital doctors*
- *Flowchart*
- *Glossary of definitions*
- *Guidance on New Deal hours limits and rest requirements*
- *Guidance on calculating hours of actual work*

1. Are you a flexible trainee?

Yes: Go to Q 2

No: Go to Q3

2. Do you work 40 hours or more of actual work<sup>1</sup> per week ?

Yes: Go to Q 3

No -Go to Q 60

3. If you work<sup>2</sup>

- an on-call rota (duty periods of more than 24 hours) -Go to Q 4
- a partial shift (duty periods of up to 16 hours only) -Go to Q 21
- a 24 hour partial shift (duty periods of 16 to 24 hour-Go to Q 29
- a full shift (duty periods of up to 14 hours) -Go to Q 38
- a hybrid working pattern (two or more of the above) -Go to Q 45

### **ON-CALL ROTAS**

Doctors on on-call rotas usually work a set working day on weekdays, from Monday to Friday. The out-of-hours duty period is covered by doctors working “on call” in rotation.

**Juniors are rostered for duty periods of more than 24 hours.**

4. Do you work 56 hours or less of actual work<sup>1</sup> per week and do you comply with the New Deal contracted hours’ limit and controls on duty periods ? (please refer to the guidance on calculating hours of actual work and the guidance on hours of work and rest requirements)

Yes: Go to Q5

No: **Band 3**

5. Does your total working week consist of a maximum of 40 hours duty entirely between 8am and 7pm Monday to Friday with no other out-of-hours work or duty?

Yes: **No supplement**

No: Go to Q6

6. When on duty out-of-hours, do you get 5 hours continuous rest<sup>3</sup> between 10pm and 8am on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q7

No: **Band 3**

7. When on duty out-of-hours during the week, do you get rest<sup>3</sup> totalling one half of the out-of-hours duty period<sup>5</sup> on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q8

No: **Band 3**

8. When on-call between Saturday morning and Monday morning, do you get at least 16 hours rest<sup>3</sup> in total per 48 hours on duty, on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q9

No: **Band 3**

9. When on-call between Saturday morning and Monday morning, do you get 24 hours rest<sup>3</sup> or more in total per 48 hours on duty ?



Yes: Go to Q11

No: Go to Q10

10. When on-call from between Saturday morning and Monday morning

(i) do you get more than 20 hours but less than 24 hours rest<sup>3</sup> in total per 48 hours on duty and a rostered half day (4 hours) off<sup>6</sup> ?

OR

(ii) do you get less than/equal to 20 hours rest<sup>3</sup> in total per 48 hours on duty and a rostered full day (8 hours) off<sup>6</sup> ?

Yes: Go to Q11

No: **Band 3**

11. Do you work more than 48 hours of actual work<sup>1</sup> per week ?

Yes: Go to Q 12

No: Go to Q 16

12. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 3 or more frequently ?

Yes: Go to Q14

No: Go to Q 13

13. Are you on-call 1 in 6 (including prospective cover)<sup>7</sup> or more frequently ?

Yes: Go to Q14

No: **Band 2B**

14. When on-call, are you resident<sup>8</sup> and carrying out any work<sup>9</sup> after 7pm on 50% or more of occasions ?

Yes: **Band 2A**

No: Go to Q15



15. When on-call, are you non-resident and working<sup>9</sup> for 4 hours or more after 7pm on 50% or more of occasions ?

Yes: **Band 2A**

No: **Band 2B**

16. Are you on-call 1 in 6 (including prospective cover)<sup>7</sup> or more frequently ?

Yes: **Band 1A**

No: Go to Q17

17. Are you on-call 1 in 8 (including prospective cover)<sup>10</sup> or more frequently

OR

on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 4 or more frequently?

Yes: Go to Q18

No: Go to Q 20

18. When on-call, are you resident<sup>8</sup> and carrying out any work<sup>9</sup> after 7pm on 50% or more of occasions ?

Yes: **Band 1A**

No: Go to Q19

19. When on-call, are you non-resident and working<sup>9</sup> for 4 hours or more after 7pm on 50% or more of occasions ?

Yes: **Band 1A**

No: **Band 1B**

20. Are you are on-call 1 in 8 (without prospective cover)<sup>11</sup> or less frequently and not required to be resident<sup>8</sup> when not on-call ?

Yes: **Band 1C**

No: **Band 1B**



**END OF QUESTIONNAIRE FOR JUNIOR DOCTORS WORKING ON-CALL ROTAS –  
PLEASE COMPLETE THE DECLARATION**

## **PARTIAL SHIFTS**

On most weekdays doctors on partial shifts work a normal day. But, at intervals, one or more doctors will work a different duty for a fixed period of time, eg evening or night shifts. Doctors can expect to work for a substantial proportion of the out-of-hours duty period, during which time they will expect to achieve some rest in addition to natural breaks.

**Juniors will be rostered for duty periods of not more than 16 hours.**

(Note: if you are working a 24 hour partial shift, please see the separate section below questions 29 to 37)

21. Do you work 56 hours or less of actual work<sup>1</sup> per week and do you comply with the New Deal contracted hours' limit and controls on duty periods? (please refer to the guidance on calculating hours of actual work and the guidance on hours of work and rest requirements)

Yes: Go to Q22

No: **Band 3**

22. Does your total working week consist of a maximum of 40 hours duty entirely between 8am and 7pm Monday to Friday with no other out of hours work or duty?

Yes: **No supplement**

No: Go to Q23

23. When on duty out-of-hours, do you get rest<sup>3</sup> totalling one quarter of the out-of-hours duty period<sup>12</sup> on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q24

No: **Band 3**

24. Do you work more than 48 hours of actual work<sup>1</sup> per week ?

Yes: Go to Q25

No: Go to Q27

25. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 3 or more frequently ?

Yes: **Band 2A**

No: Go to Q26



26. Do more than one third of your duty hours fall outside the period 7am to 7pm Monday to Friday?

Yes: **Band 2A**

No: **Band 2B**

27. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 4 or more frequently ?

Yes: **Band 1A**

No: Go to Q28

28. Do more than one third of your duty hours fall outside the period 7am to 7pm Monday to Friday ?

Yes: **Band 1A**

No: **Band 1B**

**END OF QUESTIONNAIRE FOR JUNIOR DOCTORS WORKING PARTIAL SHIFTS – PLEASE COMPLETE THE DECLARATION**

### **24 HOUR PARTIAL SHIFTS**

Weekdays are usually worked as normal days. In rotation, a duty period is rostered, not exceeding 24 hours including handovers, for the weekend and out-of-hours cover. **Juniors will be rostered for duty periods of more than 16 hours, but less than or equal to 24hours.**

29. Do you work 56 hours or less of actual work<sup>1</sup> per week and do you comply with the New Deal contracted hours' limit and controls on duty periods? (please refer to the guidance on calculating hours of actual work and the guidance on hours of work and rest requirements)

Yes: Go to Q30

No: **Band 3**

30. Does your total working week consist of a maximum of 40 hours duty entirely between 8am and 7pm Monday to Friday with no other out of hours work or duty?

Yes: **No supplement**

No: Go to Q31

31. When on duty, do you get 6 hours rest<sup>3</sup> in total on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q32

No: **Band 3**

32. When on duty, do you get 4 hours continuous rest<sup>3</sup> between 10pm and 8am on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q33

No: **Band 3**

33. Do you work more than 48 hours of actual work<sup>1</sup> per week ?

Yes: Go to Q34

No: Go to Q36

34. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 3 or more frequently ?

Yes: **Band 2A**

No: Go to Q35





35. Do more than one third of your duty hours fall outside the period 7am to 7pm Monday to Friday ?

Yes: **Band 2A**

No: **Band 2B**

36. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 4 or more frequently ?

Yes: **Band 1A**

No: Go to Q37

37. Do more than one third of your duty hours fall outside the period 7am to 7pm Monday to Friday ?

Yes: **Band 1A**

No: **Band 1B**

**END OF QUESTIONNAIRE FOR JUNIOR DOCTORS WORKING 24 HOUR PARTIAL SHIFTS – PLEASE COMPLETE THE DECLARATION**

### **FULL SHIFTS**

A full shift will divide the total working week into definitive time blocks with doctors rotating around the shift pattern. Doctors can expect to be working for the whole duty period, except for natural breaks. **Juniors will be rostered for duty periods which do not exceed 14 hours.**

38. Do you work 56 hours or less of actual work<sup>1</sup> per week and do you comply with the New Deal contracted hours' limit and controls on duty periods ? (please refer to the guidance on calculating hours of actual work and the guidance on hours of work and rest requirements)

Yes: Go to Q39

No: **Band 3**

39. Does your total working week consist of a maximum of 40 hours duty entirely between 8am and 7pm Monday to Friday with no other out-of-hours work or duty?

Yes: **No supplement**

No: Go to Q40

40. Do you work more than 48 hours of actual work<sup>1</sup> per week ?

Yes: Go to Q41

No: Go to Q43

41. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 3 or more frequently ?

Yes: **Band 2A**

No: Go to Q42

42. Do more than one third of your duty hours fall outside the period 7am to 7pm Monday to Friday ?

Yes: **Band 2A**

No: **Band 2B**

43. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 4 or more frequently ?

Yes: **Band 1A**

No: Go to Q44



44. Do more than one third of your duty hours fall outside the period 7am to 7pm Monday to Friday ?

Yes: **Band 1A**

No: **Band 1B**

**END OF QUESTIONNAIRE FOR JUNIOR DOCTORS WORKING FULL SHIFTS –  
PLEASE COMPLETE THE DECLARATION**

## HYBRIDS

A hybrid working pattern involves a combination of two or more of the above patterns (See HSC 1998/240 Annex D). **Each component duty pattern must conform to its appropriate definition and hours' controls, as above.**

45. Do you work 56 hours or less of actual work<sup>1</sup> per week and *for each working pattern* do you comply with the New Deal contracted hours' limit and controls on duty periods? (please refer to the guidance on calculating hours of actual work and the guidance on hours of work and rest requirements)

Yes: Go to Q46

No: **Band 3**

46. Does your total working week consist of a maximum of 40 hours duty entirely between 8am and 7pm Monday to Friday with no other out of hours work or duty?

Yes: **No supplement**

No: Go to Q47

47. Does your hybrid working pattern<sup>2</sup> consist of

a) an on-call rota Answer Q 48 to 52

*and/or*

b) a 24 hour partial shift Answer Q 53

*and/or*

c) a partial shift Answer Q 54

*and/or*

d) a full shift Go to Q 55

48. When working the on-call rota part of your hybrid working pattern, do you get 5 hours continuous rest<sup>3</sup> between 10pm and 8am on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q49

No: **Band 3**

49. When on-call out-of-hours during the week, do you get rest<sup>3</sup> totalling one half of the time of the out-of-hours duty period<sup>5</sup> on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q50



No: **Band 3**

50. When on-call between Saturday morning and Monday morning, do you get at least 16 hours rest<sup>3</sup> in total per 48 hours on duty, on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q51

No: **Band 3**

51. When on-call between Saturday morning and Monday morning, do you get 24 hours rest<sup>3</sup> or more in total per 48 hours on duty ?

Yes: Answer Q 53/54 if applicable, otherwise go to Q 55

No: Go to Q 52

52. When on-call between Saturday morning and Monday morning

(i) do you get more than 20 hours but less than 24 hours rest<sup>3</sup> in total per 48 hours on duty and a rostered half day (4 hours) off<sup>6</sup> ?

OR

(ii) less than/equal to 20 hours rest<sup>3</sup> in total per 48 hours on duty and a rostered full day (8 hours) off<sup>6</sup> ?

Yes: Answer Q 53/54 if applicable, otherwise go to Q 55

No: **Band 3**

53. When working the 24 hour partial shift part of your hybrid working pattern

(i) do you get 6 hours rest<sup>3</sup> in total on at least 75% of occasions<sup>4</sup> ?

AND

(ii) 4 hours continuous rest<sup>3</sup> between 10pm and 8am on at least 75% of occasions<sup>4</sup> ?

Yes: Answer Q 54 if applicable, otherwise go to Q 55

No: **Band 3**

54. When working the partial shift part of your hybrid working pattern, do you get rest<sup>3</sup> totalling one quarter of the time of the out-of-hours duty period<sup>12</sup> when on duty out-of-hours on at least 75% of occasions<sup>4</sup> ?



Yes: Go to Q55

No: **Band 3**

55. Do you work more than 48 hours of actual work<sup>1</sup> per week ?

Yes: Go to Q56

No: Go to Q58

56. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 3 or more frequently ?

Yes: **Band 2A**

No: Go to Q57

57. Do more than one third of your duty hours fall outside the period 7am to 7pm Monday to Friday ?

Yes: **Band 2A**

No: **Band 2B**

58. Are you on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 4 or more frequently ?

Yes: **Band 1A**

No: Go to Q59

59. Do more than one third of your duty hours fall outside the period 7am to 7pm Monday to Friday ?

Yes: **Band 1A**

No: **Band 1B**

**END OF QUESTIONNAIRE FOR JUNIOR DOCTORS WORKING HYBRIDS – PLEASE COMPLETE THE DECLARATION**

### FLEXIBLE TRAINEES

Flexible trainees working 40 hours or more of actual work<sup>1</sup> per week should start from question 3. This section is for flexible trainees working less than 40 hours of actual work<sup>1</sup> per week.

60. For your working pattern<sup>2</sup>, or each part of it if working a hybrid, do you comply with the New Deal contracted hours' limit, the controls on duty periods and the rest requirements? (please refer to the guidance on hours of work and rest requirements)

Yes: Go to Q61

No: **Band 3**

61. Does your working pattern<sup>2</sup> consist of:

a) an on-call rota ? Answer Q 62 to 66

*and/or*

b) a 24 hour partial shift ? Answer Q 67

*and/or*

c) a partial shift ? Answer Q 68

*and/or*

d) a full shift ? Go to Q 69

62. When working on-call, do you get 5 hours continuous rest<sup>3</sup> between 10pm and 8am on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q63

No: **Band 3**

63. When on-call out-of-hours during the week, do you get rest<sup>3</sup> totalling one half of the time of the out-of-hours duty period<sup>5</sup> on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q64

No: **Band 3**

64. When on-call between Saturday morning and Monday morning, do you get at least 16 hours rest<sup>3</sup> in total per 48 hours on duty, on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q65



No: **Band 3**

65. When on-call between Saturday morning and Monday morning, do you get 24 hours rest<sup>3</sup> or more in total per 48 hours on duty ?

Yes: Answer Q 67/68 if applicable, otherwise go to Q 69

No: Go to Q 66

66. When on-call between Saturday morning and Monday morning:

(i) do you get more than 20 hours but less than 24 hours rest<sup>3</sup> in total per 48 hours on duty and a rostered half day (4 hours) off<sup>6</sup> ?

OR

(ii) do you get less than/equal to 20 hours rest<sup>3</sup> in total per 48 hours on duty and a rostered full day (8 hours) off<sup>6</sup> ?

Yes: Answer Q 67/68 if applicable, otherwise go to Q.66

No: **Band 3**

67. When working a 24 hour partial shift

(i) do you get 6 hours rest<sup>3</sup> in total on at least 75% of occasions<sup>4</sup> ?

AND

(ii) 4 hours continuous rest<sup>3</sup> between 10pm and 8am on at least 75% of occasions<sup>4</sup> ?

Yes: Answer Q 68 if applicable, otherwise go to Q 69

No: **Band 3**

68. When working a partial shift, do you get rest<sup>3</sup> totalling one quarter of the time of the out-of-hours duty period<sup>12</sup> when on duty out-of-hours on at least 75% of occasions<sup>4</sup> ?

Yes: Go to Q69

No: **Band 3**

69. Do you work any duty at all outside the period 8am to 7pm Monday to Friday ?

Yes: Go to Q70

No: **Band FC**





70. Are you:

(i) on duty at the weekend (any time between 7pm Friday and 7am Monday) 1 in 5 or more frequently ?

Yes: **Band FA**

OR

(ii) on an on-call rota of 1 in 10 (with prospective cover)<sup>13</sup> or more frequently?

Yes: **Band FA**

OR

(iii) on a working pattern in which more than one third of your duty hours fall outside 7am to 7pm Monday to Friday ?

Yes: **Band FA**

No to all parts of Q 70: **Band FB**

**END OF QUESTIONNAIRE FOR FLEXIBLE TRAINEES WORKING LESS THAN 40 HOURS OF ACTUAL WORK – PLEASE COMPLETE THE DECLARATION**



## Declaration

I hereby declare that this questionnaire has been completed accurately to the best of my knowledge.

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Specialty: \_\_\_\_\_

Pay band claimed: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Glossary

<sup>1</sup> Actual work is defined as in the New Deal. This includes all time carrying out tasks for the employer (i.e. “on your feet” working) but does not include rest while on-call. Please refer to the glossary of definitions.

<sup>2</sup> Definitions of working patterns: please refer to the glossary of definitions

<sup>3</sup> Definition of rest: all time on duty when not performing or waiting to perform\* a clinical or administrative task, and not undertaking a formal educational activity; but including time spent sleeping. Natural breaks do not count as rest. \*This would include, for example, a doctor waiting for the operating theatre to be prepared; not a doctor on duty who has been notified of a need to return to the hospital or unit, but not immediately.

<sup>4</sup> HSC 1998/240 – see accompanying guidance on hours limits and rest requirements.

<sup>5</sup> E.g.: 8 hours if duty period covers 5pm to 9am on a weeknight.

<sup>6</sup> The half/full day off must be rostered to be taken within 8 days of the weekend worked. It can be taken at some other time only with the agreement of the junior doctor and on no more than 25% of weekends worked.

<sup>7</sup> Definition: if, for example, six doctors share a rota equally between them and cover each other’s leave (i.e. if no locums are provided for annual and/or study leave), this is a 1 in 6 rota with prospective cover. The equivalent rota frequency without prospective cover is 1 in 5. Please refer to the glossary of definitions.

<sup>8</sup> For clinical or contractual reasons.

<sup>9</sup> Work begins when a doctor is disturbed from rest and ends when that rest is resumed. It includes, for example, time spent waiting to perform a clinical duty, time spent giving advice on the telephone, and time spent travelling.

<sup>10</sup> Definition: if, for example, eight doctors share a rota equally between them and cover each other’s leave (i.e. if no locums are provided for annual and/or study leave), this is a 1 in 8 rota with prospective cover. The equivalent rota frequency without prospective cover is 1 in 6.5 for SHOs and SpRs and 1 in 7 for PRHOs. Please refer to the glossary of definitions.

<sup>11</sup> Definition: if eight share a rota equally between them, but locums are employed for leave, this is a 1 in 8 rota without prospective cover. This means each doctor will, for the whole duration of their contract or placement, work less than one eighth of all on call duty periods unless they do not take any leave. The equivalent rota frequency with prospective cover is 1 in 10 for SHOs and SpRs and 1 in 9 for PRHOs. Please refer to the glossary of definitions.

<sup>12</sup> E.g.: 4 hours if duty period covers 5pm to 9am on a week night; 4 hours if duty period covers 8am to midnight Saturday or Sunday

<sup>13</sup> The equivalent rota frequency without prospective cover is 1 in 8 for SHOs and SpRs and 1 in 9 for PRHOs