



University College  
of Osteopathy

# Clinic Holiday Rota Procedure

**Core Documentation Cover Page**

# Clinic Holiday Rota Procedure

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Sep 2011 SMT	Transparency of procedure in creating a clinic holiday rota.	Head of Clinic	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2012
V2.0	Oct 2014 PRAG Chair	Biennial Review Administrative Amendment to correct staff titles.	Deputy Head of Clinic & Partnerships	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Oct 2016
V3.0	Mar 2017 SMT	Biennial Review	Deputy Head of Clinic & Partnerships	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2019
V4.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy & to update Staff Role Titles.	Head of Clinical Practice	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2019

**Equality Impact**

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	X
Neutral equality impact (i.e. no significant effect)	
Negative equality impact (i.e. increasing inequalities)	

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## CLINIC HOLIDAY ROTA PROCEDURE

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## 1. PROCEDURE FOR CREATING A CLINIC HOLIDAY ROTA

- 1.1 A Doodle Poll is set up which provides the options for weeks/blocks available to each student during the relevant holiday period. Each option has a limited number of spaces available according to how many students there are across that team and course pathway group.
- 1.2 An email is sent to the relevant year group forums on First Class to inform students that emails for clinic holiday rota requests have been sent to them individually.
- 1.3 Each student is then sent an email with detailed instructions on how to complete the Doodle Poll and a web link to their relevant Doodle Poll via their individual First Class email inbox. A deadline for completion is also stated within this email.
- 1.4 Students then complete the Doodle Poll with their preferred option. If their preferred option is 'greyed out' it is no longer available so a second option will need to be requested. At the end of the Doodle Poll there is an area available for additional comments.
- 1.5 Once the closing date for submitting requests has passed, a draft rota will be drawn up by the Head of Clinical Practice and the Reception Manager. This will be based on the results from the Doodle Poll, any additional factors will also be considered at this point whilst evenly distributing student numbers across the holiday period and across teams, as fairly as possible.
- 1.6 Once the draft rota is completed it is published to the students via their year conferences. Students then have a one week opportunity to directly swap with colleagues. Any swaps must be with colleagues in the same team and should be emailed to the Clinic Holiday Rota Requests conference with the details of all students involved in the swap.
- 1.7 These swaps will be accommodated where appropriate and a final rota is then produced. All students requesting a swap or amendment will be emailed to confirm what action has been taken.
- 1.8 Parts of the final rota may then be added to the test server by the Head of Clinical Practice and the Reception Manager. This helps to ensure that the correct process is followed and allows any errors to be minimised.
- 1.9 At this point the final rota will be added to the live server. Once the rota is on the live server NO changes can be made.
- 1.10 Once the final rota has been confirmed then allocations can be made by the Head of Clinical Practice and/or Reception Manager for the following:
  - a) Tutorials / Specialist clinic allocation
  - b) Assessments
  - c) Any other relevant activities in clinic
- 1.11 Once these allocations have been finalised they need to be added to the live server, so that patients are not booked in when students are not available.
- 1.12 Once all the above has been completed then the appointments are ready for use by the reception team to book patients in. The aim is for appointments to be ready for use 8 weeks in advance.

## 2. TIME LINE FOR THE PROCESS OF CREATING A HOLIDAY ROTA

This is a minimum of an 8 Week process

