

## **Procedures to obtain prior approval for unrostered overtime at Hunter New England Mental Health.**

This procedure explains how you can seek prior approval to work unrostered overtime, where prior approval is required under section 9 of the [Employment Arrangement for Medical Officers in the NSW Public Health Service](#) Policy Directive. Prior approval means you need to gain approval before you work the unrostered overtime.

The purpose of these procedures is to make it easier for JMOs to obtain prior approval for working unrostered overtime where prior approval is required.

Under the Policy Directive there are circumstances whereby prior approval of unrostered overtime is *not* required. Please refer to the Policy Directive for further information (link above)

In all other circumstances, unrostered overtime requires approval *prior to being worked*, which means if you believe that you are required to work unrostered overtime for any other reason than those outlined in the Policy Directive, you must obtain approval for the unrostered overtime *prior to performing it*.

If approval is not requested or given, you must not perform the work and must leave the workplace.

The process for requesting prior approval that each JMO must comply with is as follows:

1. In hours Monday to Friday, you should request approval from either:
  - (a) your term Supervisor, or
  - (b) your Clinical DirectorIf none of these individuals is contactable or otherwise does not respond, you should seek approval from the Director Medical Services, who can be contacted on 4033 5160;
2. After hours (evenings, nights and weekends), you should contact the PES Nurse Manager on 4033 5890 who will escalate to Exec on Call to seek approval

If, for any reason, you are not able to seek approval from any of the above nominated approvers at any time, you should contact PES Nurse Manager on 4033 5890 who will escalate to Exec on Call to seek approval. Each of these individuals is aware that they may be contacted by a JMO in respect of approval to perform unrostered overtime and has provide their contact details for this purpose.

All approvals should be requested either face to face, text or by telephoning or emailing the approvers nominated above and providing the following information:

- the work that is required to be performed;
- the reason why the work is required to be performed outside of rostered hours; and
- how long it is anticipated the work will take, so that consideration can be given to reallocate or reassign the unrostered overtime work if approval is not granted.

If approval is received, you should, as soon as possible after the work has been completed (and in accordance with the requirements in the Policy Directive), submit a claim for overtime in UROC. The 'Other reason' code should be selected in UROC and then in the corresponding free text field the following information must all be recorded: the approver, work that was performed and reason it was required to be performed outside of rostered hours.