

On-call, Additional Work and Safe Hours Checklist

Define availability, actual work, premium time, rest and extra duties

- ✓ Six structured review stages
- ✓ Private writing space
- ✓ Contract, confidentiality and advice safeguards

Prepared for SAS, locally employed and other UK doctors

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Before you write

Use a trusted device or paper copy. Keep personal financial material secure. Do not copy patient-identifiable or unauthorised employer information. Nothing is sent to SAS Doctors Review.

1. Rota identity

Use factual language. Identify the document, date, owner and action needed.

Contract and grade

Resident or non-resident

Frequency and prospective cover

Sites and travel

2. Work intensity

Use factual language. Identify the document, date, owner and action needed.

Contacts
Returns to site
Remote work
Next-day effect

3. Pay treatment

Use factual language. Identify the document, date, owner and action needed.

Availability supplement

Job-planned predictable work

Premium time

Extra-work rate

4. Safety

Use factual language. Identify the document, date, owner and action needed.

Total hours across employers
Rest and recovery
Fatigue and driving
Escalation route

5. Extra agreement

Use factual language. Identify the document, date, owner and action needed.

Scope
Dates and cancellation
Payment and pensionability
Indemnity and supervision

6. Review

Use factual language. Identify the document, date, owner and action needed.

Vacancy or temporary need

Service dependence

Interim controls

Recruitment or redesign

Action summary

What must happen next?

Who owns each action and by when?

Which official national or scheme source must be rechecked?

Sources and disclaimer

Use the current contract, national terms, pay circular, pension scheme rules and tax-year guidance. Obtain individual BMA, union, legal, tax or regulated financial advice where needed.

Independent general education

This workbook cannot determine contractual entitlement, calculate pay, tax or pension benefits, stop a legal deadline or recommend an irreversible financial decision.