

## Take control on...



Rotas

**You should get your rota at least six weeks in advance of starting**

**You should learn about rota monitoring:**

It checks you are on the correct pay band, it is compulsory and it benefits you and your employer

Not received your rota?  
Have a concern with your rota?



Contact HR/medical admin where you will be working and request your rota



Leave

**Take the leave you are entitled to!**

- 25 to 30 days annual leave (pro rata for part time)
- 12 public and statutory holidays a year
- Occupational sick leave, maternity leave, paternity leave and shared parental leave

If you are required to be on duty at any time, including between midnight and 9am on a statutory or bank holiday, you should receive a day off in lieu.

You may be entitled to TOIL for time spent on tasks associated with induction outside of your normal working hours, including online inductions

Request annual leave at the soonest opportunity and at least six weeks in advance if possible.

Having difficulty taking leave?



Contact your medical admin or rota coordinator in your host health trust



Breaks

**Take your breaks!**

- You are entitled to a 30-minute break without interruption after four hours continuous duty. This should be taken within the fifth hour at the latest
- Be polite but firm if you are interrupted for a non-medical emergency

Unable to take the natural breaks you are entitled to?



Contact trust medical management to raise concerns



Pay

**Check you are being paid correctly for the work you do!**

- Check your payslip for your salary scale, your incremental point, your tax code and your pay band

Have you yet to receive your payslip?  
Is your payslip inaccurate?



Contact the SLE training employment team



Finance

**Take control of your finances!**

- Get advice on income protection
- Understand the types of levels of protection needed for your financial position
- Seek guidance on mortgages and savings

Book your free initial financial consultation



Call Chase de Vere Medical on 0345 609 2008 or email [info@chasedeveremedical.co.uk](mailto:info@chasedeveremedical.co.uk)



Training experience

**Take time out to study and attend teaching sessions!**

- All medical and dental trainees, (with the exception of Medical Foundation Year 1 trainees) are entitled to up to 30 days study leave for learning required for career advancement and skills development
- Foundation year 1 trainees are entitled to 3 hours of on-site, bleep-free, formal teaching per week of which 50% should be based on the Foundation Curriculum

Are you having problems taking study or teaching time?



Contact your educational supervisor



Wellbeing

**Do not neglect your mental health!**

- Never be afraid to ask for help or advice
- Make time for fresh air, proper nourishment and hydration
- Limit time on devices if you can
- Always try to leave work on time

Need to talk to someone?



Call BMA's confidential 24/7 counselling and peer support services on 0330 123 1245

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Wellbeing

## Get informed

Visit [bma.org.uk](https://bma.org.uk) for the most up-to-date BMA guidance on how you can take control of your rotas, leave, breaks, training experience, pay and wellbeing.

## Get covered

Remember professional indemnity cover from the defence body is not the same as the service BMA provides. BMA is not an indemnity insurer and does not deal with patient complaints, therefore we recommend professional indemnity cover in addition to BMA membership. To be fully protected, you need to be a member of both.

## Key contacts

### First Point of Contact:

Help and support with terms and conditions of service and employer issues.

Webform – [Employment advice](#)

Email – [support@bma.org.uk](mailto:support@bma.org.uk)

### BMA Wellbeing support services

24 hours a day, seven days a week

Our wellbeing support services are open to all doctors and medical students. They're confidential and free of charge. Call **0330 123 1245** and you will have the choice of speaking to a counsellor or taking the details of a doctor who you can contact for peer support.

## Other member services

BMA has a range of clinical and non-clinical courses to help with your professional development and studies. Visit [bma.org.uk](https://bma.org.uk) for more information.

## Contact us

### BMA Northern Ireland

T: 028 9026 9666

E: [BMANorthernIreland@bma.org.uk](mailto:BMANorthernIreland@bma.org.uk)

Web: [bma.org.uk](https://bma.org.uk)

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## #takecontrol