

This document is intended as guidance only, for:

- Service directors approached by trainees seeking to discuss a job share arrangement; and
- Trainees seeking a job share arrangement.

## 1. Pre-employment: Discussion about potential job share arrangements

### VPMTTP

1. Identify services with positions that can accommodate job share or any 0.5 FTE positions. Consider for 6-month or 12-month positions/terms.  
**Note:** 12 months required at 0.5FTE to count as one RACP full time training term.

### Service Director

- Any discussions are merely to allow trainees/service directors to establish information about each other. Meetings are not compulsory and method of information exchange is up to the discretion of the trainee/consultants eg if email correspondence is preferred then that is ok.
1. **Identify which training positions would be suitable for job sharing:**
    - Inpatient, community and consult roles have all been successfully job shared in the past. While there may be factors relating to certain roles that may make this difficult, this should be the exception. Continuity of care **can** be maintained with job sharing trainees.
    - Discuss with other Service Directors who have had prior success with job share arrangements.
    - Contact VPMTTP Medical Co-ordinator with any queries or concerns for any job share position being considered, or any unique negotiable challenges for rostering, leave or the individual workplace.
  2. **When meeting with trainees**
    - Where possible, meet both trainees together - have they met prior?
    - Get a sense of what trainees are hoping for - have they worked together before?
    - Explore working styles.
    - If they have children, explore what childcare arrangements might be like, eg, fixed or flexible. Note: ideally you may want trainees to swap around to attend meetings during their term, but this may not be possible if childcare does not allow.
    - Annual Leave planning (covered leave) – trainees need to consider taking leave at the same time so the service can arrange full time leave cover. Community roles may allow some flexibility with this.
    - Other leave, ie conference, courses should be considered on an individual basis.
  3. **Trainee schedules:**
    - Trainees may have already considered and have a plan that will work for them.
    - Provide the usual timetable so that they may be able to propose an alternate schedule that works for them.

- Examples could be Week 1: Mon-Wed/Thurs-Fri, Week 2: Mon-Tues/Wed-Fri or Week 1&2: Mon Tues, alt Wednesday, Thurs/Fri. Week 1 – trainee 1, Week 2 trainee 2.
- Discuss consideration of a swap half way through a term, so they both have experience of work throughout the week. Note: This may not be practicable if childcare arrangements do not permit.

## Trainee

1. Please review guidance in section above, in particular how your working week might look.
2. Discuss with other trainees who have previously job shared about what has worked well (and what has not).
3. Contact VPMTTP to inform of intention to job share, and advise if you have identified a potential job share partner or not.  
**Note:** VPMTTP may put you in contact with a potential job share partner to make contact with to discuss how you might work together.
4. Review list of available services offering job share arrangements.
5. Contact service directors to discuss what prior success with job share arrangements look like and how this might look for you.

## 2. Application & Interview

### VPMTTP

1. VPMTTP will connect any new applicants to existing job share trainees by email, where suitable, even if they have not met.
2. Each trainee will be considered on their own merits.
3. Both trainees need to successfully complete an Entry Interview / Annual Training Discussion and be suitable to be placed matched by VPMTTP.
4. VPMTTP has final decision making regarding matching job-share partnerships to positions.
5. If one trainee is not successful at interview, the other trainee may be considered for supernumerary funding 0.5FTE.

**Note:** there are limited services and positions that can support a 0.5FTE position only. There is also limited supernumerary funding available to support flexible training which can help part time trainees complete the program. This is allocated by the VPMTTP following annual matching.

### Trainee

1. Contact VPMTTP Medical Coordinator **before** submitting an application to allow VPMTTP to understand numbers of part time applicants.
2. If possible, identify a potential job share partner before submitting an application.
3. When submitting an application, please indicate whether a potential job share partnership has been identified or not.

## 3. During Employment

### Service Director:

#### Supervisors

- Allocate the same two supervisors for the two trainees. It could be primary and secondary for one then opposite for the other.

#### Handover

- Rigorous communication rigorous is key. Services can guide what this could look like.
- Guide trainees to provide consistency throughout the week. Set this expectation from orientation. Important to identify a suitable quiet space.

#### Team Meetings

- Encourage both trainees to attend the first team meeting of the year or to attend regular team meetings if schedules enable this.

#### Orientation

- Ensure other team members are aware of the job share and how the timetable will work. Ask other staff to ensure both trainees are aware of any issues arising and notify supervisor and/or service director as needed. Discuss with other registrars and/or consultants to be mindful of any external stress points from the trainee's perspectives (eg, children's health, childcare) and troubleshoot that to support them through.
- Check in with both trainees to ensure they are both settling in and provide them the opportunity to raise questions.

#### Training time

- During each fortnight, they should both have training time for VPMTTP education sessions (fortnightly Wednesday afternoons).

#### On-call roster

- See both trainees as one person and rostered 50% of the time, alternating trainees.

#### Inpatient Term

- There may be more frequent/ongoing care across the week, so consistency is important for these positions.

#### Community Term

- More likely to have one-off contact with patients. Request feedback from other team members to alert you to any workflow issues or differences in handling situations.

#### Trainee concerns

- Please contact VPMTTP Medical Coordinator with any concerns as they arise so that they can be worked through, discussed or put in contact with other service directors who have employed job shares.

### Trainee:

#### Communication

- Handover is key. Trainees should consider how this is managed. This arrangement works best when handover is more detailed than a usual clinical handover (eg. for after-hours cover). This can take time and trainees should consider the extra time involved.

#### Timetable

- Any variation to weekly timetable and job shared structure needs to be raised with Term supervisors, and /or Service Director to consider as soon as possible.