

Supernumerary time “Approval Process Form”

Must be submitted 2 weeks prior to new employee commencing

Supernumerary time allows for workload sharing with a preceptor and time away from direct patient care for orientation and additional learning. Supernumerary time is allocated by the Nurse Unit Manager (NUM)/Manager may vary for each nurse. The maximum supernumerary time for each area of practice is contained in the guidance table.

Form completed by:		
Consulted with:		
Name of new nurse		
Position		
New workplace		
Cost Centre		
Employee Number		
Grade / Classification		
Start date		
Supernumerary time request	(weeks)	(days)
Nurses experience level & comments from NUM / Manager		
<ul style="list-style-type: none"> • New graduate • Experienced but new to area, Experienced in above area • Experienced but new to paediatrics • Paediatric experienced but new to RCH • RCH internal transfer 		
Supernumerary time approved	(weeks)	(days)
Authorised by NUM	Name/Signature	
Authorised by Director of Clinical Operations	Name/Signature	

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Approval Process for Supernumerary Time - Instructions

It is the responsibility of the NUM in consultation with area Clinical Nurse Educator (CNE) or Clinical Support Nurse (CSN) to ensure that prior approval is obtained for supernumerary time.

- NUM / CNE / CSN reviews CV and interview notes of successful applicant (new nurse)
- NUM makes a professional assessment of supernumerary time required for the familiarization time period in consultation with the CNE / CSN using the approval process form as a template.
- NUM uses Approval Process form and emails to Director of Clinical Operations for approval of supernumerary time no later than 2 weeks prior to commencement date
- Director of Clinical Operations will respond to request within 48 hours
- Director of Clinical Operations forwards form to Finance
- NUM's to report monthly on supernumerary time approved within their unit
- Director of Clinical Operations report monthly to the Executive Director of Nursing on supernumerary time utilized by RCH nursing service
- Any request for an increase in supernumerary time must involve discussion/ approval of the Director of Clinical Operations