



**WEEKLY RECORD OF HOURS WORKED - QUEENSLAND**

**NAME OF NURSE:** \_\_\_\_\_ **WEEK ENDED:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**QLD HEALTH FACILITY:** \_\_\_\_\_

DAY	DATE	SHIFT		WARD	HOURS WORKED	IC / OC / OT / PHARM / NMB	COMMENTS	AUTHORISED BY
		START	FINISH					
Monday	/	:	:					
Tuesday	/	:	:					
Wednesday	/	:	:					
Thursday	/	:	:					
Friday	/	:	:					
Saturday	/	:	:					
Sunday	/	:	:					

**Total Hours Worked for Week:**

IC = In Charge    OC = On Call    OT = OverTime    PHARM = Pharmacy    NMB = No Meal Break

Employee: \_\_\_\_\_

*Signature*

Authorised by: \_\_\_\_\_  
(Line Manager)

*Signature*

Name & Position: \_\_\_\_\_  
(Line Manager)

*Please Print*

**FAX TO 07 5593 3522 NO LATER THAN 2PM MONDAY AFTER WEEK END.**  
Please ensure details are correct before filling in as alterations need to be authorised and confusing amendments may lead to a delay in your receiving payment. PLEASE ENSURE TIMES & DATES ARE ACCURATE AND RETURN BY FAX.



WEEKLY RECORD OF HOURS WORKED - QUEENSLAND

NAME OF NURSE: Jane Smith RN

WEEK ENDED: 25/07/2010

QLD HEALTH FACILITY: Doomadgee Base Hospital

DAY	DATE	SHIFT		WARD	HOURS WORKED	IC / OC / OT / PHARM / NMB	COMMENTS	AUTHORISED BY
		START	FINISH					
Monday	19/07	Day Off	:				Rostered day off	
Tuesday	20/07	14:30	23:00	General	8	Pharm - 1hr; OC - 23:00-07:15		
Wednesday	21/07	07:00	15:30	Pharmacy	8	Pharmacy - 8 hours		
Thursday	22/07	22:45	07:15	General	8	IC		
Friday	23/07	Day Off	:			OC - 07:00-15:30	Recalled: 08:00 - 09:30 (1.5hrs)	
Saturday	24/07	22:45	07:15	General	8.5	NMB		
Sunday	25/07	22:45	07:15	General	8			

Total Hours Worked for Week: **40.5**

IC = In Charge    OC = On Call    OT = OverTime    PHARM = Pharmacy    NMB = No Meal Break

Employee: Nurse Signature  
*Signature*

Authorised by: Line Manager Signature (eg. NUM, DON)  
*Signature*

Name & Position: Name & Position of Line Manager  
*Please Print*

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