

## Board of Directors – Open

Date: 9<sup>th</sup> September 2020

Item Ref: 21

<b>TITLE OF PAPER</b>	Guardian of Safe Working Quarterly Report (April, May, June 2020)
<b>TO BE PRESENTED BY</b>	Dr Mike Hunter, Executive Medical Director
<b>ACTION REQUIRED</b>	For the Trust Board of Directors to receive the Guardian of Safe Working Report covering April 2020 to June 2020

<b>OUTCOME</b>	For the Trust Board of Directors to be aware and assured that junior doctors in SHSC have working hours which comply with the EWTD and that rota rules, as prescribed by their work schedule, are met
<b>TIMETABLE FOR DECISION</b>	September 2020 Board of Directors meeting
<b>LINKS TO OTHER KEY REPORTS / DECISIONS</b>	Previous Quarterly and Annual Reports
<b>STRATEGIC AIM STRATEGIC OBJECTIVE BAF RISK NUMBER BAF DESCRIPTION</b>	Deliver outstanding care and Create a great place to work CQC: Getting back to good BAF.0003 There is a risk that the Trust is unable to improve patient safety resulting in a failure to comply with CQC requirements and achieve necessary improvements.
<b>LINKS TO NHS CONSTITUTION /OTHER RELEVANT FRAMEWORKS, RISK, OUTCOMES ETC</b>	Junior Doctor Contract Terms and Conditions 2016
<b>IMPLICATIONS FOR SERVICE DELIVERY &amp; FINANCIAL IMPACT</b>	The role of the Guardian of Safe Working is to protect patients and doctors by making sure doctors do not work unsafe hours
<b>CONSIDERATION OF LEGAL ISSUES</b>	Compliance with the European Working Time Directive and contractual requirements

<b>Author of Report</b>	Mike Atter/Jo Wilson
<b>Designation</b>	Guardian of Safe Working / Medical Education Manager
<b>Date of Report</b>	24/08/2020

# Summary Report

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## 1. Purpose

For approval	For assurance	For collective decision	To seek input	To report progress	For information	Other (Please state)
	✓					

## 2. Summary

This quarterly report (April to June 2020), by the Guardian of Safe Working (GoSW), is required by the Junior Doctor Contract (2016) Terms and Conditions. It reports on the number of exceptions reports raised and how they have been dealt with. It also reports on reasons for absence and the use of locums to staff the out of hours rota.

In this period, there were two exception reports raised.

Both exception reports were in relation to working an extra 2-3 hours at the end of the working day due to constraints caused by Covid-19. In both cases, time off in lieu was provided.

## 3. Next Steps

The Medical Education Department and the GoSW will continue to monitor safe working.

## 4. Required Actions

Presentation to Board of Directors.

## 5. Monitoring Arrangements

Monitoring is via exception reports on the Allocate electronic system and by the Guardian of Safe Working in the course of his duties. The Medical Education and Staffing Department will continue to source, book and monitor locums.

## 6. Contact Details

For further information please contact:  
Mike Atter – Guardian of Safe Working  
Jo Wilson – Medical Education and Staffing Manager



Sheffield Health  
and Social Care  
NHS Foundation Trust

# QUARTERLY REPORT ON SAFE WORKING HOURS

**April, May, June 2020**



## **Executive Summary**

This quarterly review covers April to June 2020. There is a robust arrangement for current and new staff to be made aware of the process of exception reporting. All exceptions have been processed and met a satisfactory conclusion. In November 2019, a successful hours monitoring exercise was carried which showed the average on call work on the intermediate rota was 72%. The 72% average was back paid to the beginning of the rotation in August 2019. Since this change the number of exceptions relating to out of hours working has decreased.

The last Junior Doctor Forum was held on 17<sup>th</sup> July 2020 as a virtual meeting. The previously scheduled meeting on 6<sup>th</sup> April 2020 was postponed due to the Covid-19 pandemic.

## **Introduction**

The 2016 terms and conditions of service for doctors in training introduced a new role regarding safe working, the Guardian of Safe Working (GOSW) in all organizations that employ or host NHS training doctors. The roles of the GOSW include being a champion for safe working hours, attending induction to explain the GOSW role to new doctors, to oversee safety relating to exception reports and to monitor compliance, to escalate issues for actions when not addressed locally, to require work schedule reviews to be undertaken where necessary, to intervene to mitigate safety risks and to intervene where issues are not being resolved satisfactorily. The GOSW also distributes monies received from fines for safety breaches, as directed by the trainees through the junior doctor's forum and provides assurances to both the Board of Directors and the doctors in training on safe working and compliance with terms and conditions. The role also involves providing a quarterly report to the board and the LNC, an annual report to the Board of Directors and a responsibility for providing information to external national bodies. There is also a requirement that the GOSW convenes Junior Doctor Forums on a regular basis.

## High level data

	No of doctors in training	No of doctors on new contract
April-20	44	39
May-20	44	39
Jun-20	44	39

- Amount of time available in job plan for GOSW to do the role: 0.5 PA
- Admin support provided to the GOSW (if any): 0.25 PA
- Amount of job-planned time for educational supervisors: 0.25 PA

### a) Exception reports (with regard to working hours)

	No of exceptions raised	No of exceptions closed	No of exceptions outstanding
April-20	2	2	0
May-20	0	0	0
Jun-20	0	0	0

### b) Work schedule reviews

No Work Schedule Reviews have currently been undertaken.

### c) Locum bookings

Month	Internal	Agency	Total Locum spend
April-20	£ 4,802.57	£5,815.50	£ 10,618.07
May-20	£ 4,431.33	£ 9,875.00	£ 14,306.33
Jun-20	£ 3,661.45	£ 7,100.00	£ 10,761.45

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Apr-20	9	9	103.5	103.5
May-20	14	14	175.0	175.0
Jun-20	10	10	125.0	125.0
Locum Bookings (Agency) by Grade - April				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	9	9	103.5	103.5
ST4+	0	0	0	0
Locum Bookings (Agency) by Grade - May				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	7	7	87.5	87.5
ST4+	7	7	87.5	87.5
Locum Bookings (Agency) by Grade - June				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	8	8	75	75
ST4+	2	2	50	50

Locum Bookings (Agency) by Reason - April				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	4	4	40.5	40.5
Sickness	5	5	63.0	63.0
Other	0	0	0	0
Locum Bookings (Agency) by Reason - May				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	7	7	87.5	87.5
Sickness	7	7	87.5	87.5
Other	0	0	0	0
Locum Bookings (Agency) by Reason - June				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	10	10	125	125
Sickness	0	0	0	0
Other	0	0	0	0

(Other includes: doctor on an 'Act Up', pregnancy, induction, visa delays, adoption leave, compassionate leave & wedding.)

**Please see Appendix 1 for Locum work by Trainees – this was at a very high level due to gaps on the rota caused by trainees in isolation or shielding due to Covid-19.**

The rotas are not currently fully staffed due to long term sickness and late notice LTFT agreements. Locums are sourced for these gaps and also used for unpredicted changes such as short notice sickness, doctors 'Acting Up' & maternity.

## **Fines**

No fines have been levied.

## **Qualitative information**

The Trust started using the Allocate exception reporting software in August 2017. All trainees are given training in exception reporting and are introduced to the system in induction.

In this period, there were two exception reports raised.

Both exception reports were due to working an extra 2-3 hours at the end of the working day due to constraints caused by Covid-19. In both cases, time off in lieu was provided.

There were no specific patterns suggesting that a review of the work schedule was required, and the trainees sought support from seniors and colleagues appropriately.

## **Summary**

During this period covered by this report, the exception reporting procedures continue to be understood by trainees via presentations at induction. The exception reporting process continues to enable the compensation of additional hours worked and ensures trainees are compensated appropriately.

Appendix 1: Locum work by SHSC trainees

Grade	Month	Hours worked	Number of hours rostered per week	Actual hours worked	Opted out of WTR
SAS	Apr-20	4.5	40	44.5	YES
ST5	Apr-20	4.5	40	44.5	NO
ST5	Apr-20	4.5	40	44.5	NO
SAS	May-20	4.5	40	44.5	YES
ST5	Jun-20	4.5	40	44.5	YES
ST5	Jun-20	4.5	40	44.5	YES
ST5	Jun-20	4.5	40	44.5	YES
SAS	May-20	12.5	40	52.5	YES
ST4	Apr-20	25.0	32	57.0	NO
CT3	Apr-20	4.5	40	44.5	YES
CT1	Apr-20	25.0	40	65.0	YES
CT1	Apr-20	4.5	40	44.5	YES
CT1	Apr-20	3.5	40	43.5	YES
CT1	Apr-20	4.5	40	44.5	YES
CT1	Apr-20	4.5	40	44.5	YES
FY2	May-20	17.0	40	57.0	YES
CT1	May-20	17.0	40	57.0	YES
CT1	May-20	4.5	40	44.5	YES
CT3	May-20	25.0	20	45.0	NO
CT3	May-20	4.5	40	44.5	YES
CT1	May-20	4.5	40	44.5	YES
FY2	Jun-20	4.5	40	44.5	YES
FY2	Jun-20	4.5	40	44.5	YES
CT1	Jun-20	4.5	40	44.5	YES
CT1	Jun-20	3.5	40	43.5	YES
CT1	Jun-20	4.5	40	44.5	YES
CT2	Apr-20	12.5	40	52.5	YES
CT3	Apr-20	4.5	40	44.5	NO
CT3	Apr-20	4.5	40	44.5	YES
CT1	Apr-20	4.5	40	44.5	YES
FY2	Apr-20	4.5	40	44.5	YES
CT1	Apr-20	3.5	40	43.5	YES
CT3	May-20	4.5	40	44.5	YES
CT1	May-20	4.5	40	44.5	YES
CT3	May-20	4.5	40	44.5	YES
CT1	May-20	3.5	40	43.5	YES
CT1	Jun-20	4.5	40	44.5	NO
CT1	Jun-20	4.5	40	44.5	NO
CT1	Jun-20	4.5	40	44.5	NO
FY2	Jun-20	25.0	40	65.0	YES
CT1	Jun-20	4.5	40	44.5	YES
CT1	Jun-20	4.5	40	44.5	NO
CT3	Jun-20	4.5	40	44.5	YES
CT3	Apr-20	4.5	40	44.5	YES
CT1	May-20	4.5	40	44.5	NO