

Board of Directors – Public

Date: 10 March 2021

Item Ref: 18

TITLE OF PAPER	Guardian of Safe Working Quarterly Report (Q3)
TO BE PRESENTED BY	Dr Mike Hunter, Executive Medical Director
ACTION REQUIRED	For the Trust Board of Directors to receive the Guardian of Safe Working Report covering October 2020 to December 2020

OUTCOME	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
TIMETABLE FOR DECISION	March 2021 Board of Directors meeting
LINKS TO OTHER KEY REPORTS / DECISIONS	Previous Quarterly and Annual Reports
STRATEGIC AIM STRATEGIC OBJECTIVE BAF RISK NUMBER & DESCRIPTION	Strategic aims: Deliver outstanding care Create a great place to work Strategic Objectives: Getting back to good Getting through COVID safely 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
LINKS TO NHS CONSTITUTION /OTHER RELEVANT FRAMEWORKS, RISK, OUTCOMES ETC	Junior Doctor Contract Terms and Conditions 2016
IMPLICATIONS FOR SERVICE DELIVERY & FINANCIAL IMPACT	The role of the Guardian of Safe Working is to protect patients and doctors by making sure doctors do not work unsafe hours
CONSIDERATION OF LEGAL ISSUES	Compliance with the European Working Time Directive and contractual requirements

Author of Report	Raihan Talukdar/Jo Wilson
Designation	Guardian of Safe Working / Medical Education Manager
Date of Report	02/03/2021

Summary Report

1. Purpose

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

2. Summary

This quarterly report (October to December 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 was one exception report raised in relation to working an extra 2.5 hours on call which was taken back as time in lieu.

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:
Raihan Talukdar – 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

October, November, December 2020



Summary

This quarterly review covers October, November and December 2020. There is a robust arrangement for current and new staff to be made aware of the process of exception reporting. There was one exception reported which was processed and met a satisfactory conclusion. In November 2019 the intensity of doctors' work out of hours was raised as a concern and an hours monitoring exercise was carried out, which showed the average on call work on the intermediate trainee doctor rota was 72%. The 72% average has been paid since the beginning of the rotation in August 2019. Following this change, the number of exceptions relating to out of hours working has decreased. The next hours monitoring exercise is planned for February 2021.

The October Junior Doctor Forum was held on 6th October 2020 via Microsoft Teams.

Introduction

The 2016 terms and conditions of service (TCS) 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 role of the GOSW includes being a champion for safe working hours, attending induction to explain the GOSW role to new doctors, overseeing safety relating to exception reports, monitoring compliance, escalating issues for actions when not addressed locally, requiring work schedule reviews to be undertaken where necessary, intervening to mitigate safety risks and where issues are not being resolved satisfactorily. The GOSW also distributes monies received as a result of fines for safety breaches as directed by the trainees through the Junior Doctors' 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 Local Negotiating Committee, 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
Oct-20	44	39
Nov-20	44	39
Dec -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 WTE
- 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
Oct-20	0	0	0
Nov-20	0	0	0
Dec -20	1	1	0

b) Work schedule reviews

No Work Schedule Reviews have currently been undertaken.

c) Locum bookings

Month	Internal	Agency	Total Locum spend
Oct-20	£1,508.77	£3,625.00	£5,133.77
Nov-20	£3,542.15	£6,602.30	£10,144.45
Dec -20	£1,187.87	£6,487.50	£7,675.37

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Oct-20	5	5	62.5	62.5
Nov-20	10	10	117	117
Dec -20	10	8	109	100
Locum Bookings (Agency) by Grade - October				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	5	5	62.5	62.5
ST4+	0	0	0	0
Locum Bookings (Agency) by Grade - November				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	7	7	79.5	79.5
ST4+	3	3	37.5	37.5
Locum Bookings (Agency) by Grade - December				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	8	6	84	75
ST4+	2	2	25	25

Locum Bookings (Agency) by Reason -October				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	4(Covid shielding)	4(Covid shielding)	50	50
Sickness	1	1	12.5	12.5
Other	0	0	0	0
Locum Bookings (Agency) by Reason - November				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	7(Covid related)	7(Covid related)	79.5	79.5
Sickness	0	0	0	0
Other	3	3	37.5	37.5
Locum Bookings (Agency) by Reason - December				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	7	5	71.5	62.5
Sickness	0	0	0	0
Other	3	3	37.5	37.5

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

The rotas are not currently fully staffed due to long term sickness, isolation and late notice less than full time training agreements. Locums are sourced for these gaps and also used for unpredicted changes such as short notice sickness.

Fines

No Fines have yet 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.

There was one exception report raised in the period October 2020 to December 2020.

This was in relation to working an extra 2.5 hours on call which was taken back as time in lieu.

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

Summary

In the period October 2020 to December 2020, the exception reporting procedures continue to be understood by trainees via presentations at induction. The exception reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.