

Board of Directors – Public

Date: 26 May 2021

Item Ref: 15

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|---------------------------|---|
| TITLE OF PAPER | Guardian of Safe Working Quarterly Report (January, February and March 2021) |
| 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 January 2021 to March 2021 |

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|---|---|
| OUTCOME | For the Trust Board of Directors to be assured that junior doctors in SHSC have safe working hours which comply with the European Working Time Directive and that rota rules, as prescribed by their work schedule, are met |
| TIMETABLE FOR DECISION | May 2021 Board of Directors meeting |
| LINKS TO OTHER KEY REPORTS / DECISIONS | Previous Quarterly 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 |

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|-------------------------|--|
| Author of Report | Raihan Talukdar/Jo Wilson |
| Designation | Guardian of Safe Working / Medical Education Manager |
| Date of Report | 11/05/2021 |

Guardian of Safe Working Quarterly Report (January, February and March 2021)

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 (January to March 2021), by the Guardian of Safe Working (GoSW), is required by the Junior Doctor Contract (2016) Terms and Conditions. It reports on the number of exception reports raised and how they have been dealt with. Exception reports relate to instances when a junior doctor works beyond their contracted hours.

In this period, there were two exception reports raised. Both were in relation to working extra time on call (one hour in one case, forty-five minutes in the other). The exceptions were satisfactorily addressed through time being taken back in lieu.

3 Next Steps

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

4 Required Actions

For the Board of Directors to be assured that junior doctors in SHSC work safe hours and legal requirements are complied with.

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

January, February and March 2021

Overview

The Guardian of Safe Working is responsible for monitoring exceptions when junior doctors work beyond their contracted hours. In the quarter January, February and March 2021 there were two exceptions reported. These exceptions have been processed and concluded satisfactorily.

The Junior Doctor Contract remunerates junior doctors proportionately according to the intensity of their on-call work. The current intensity supplement is 72%, which has been paid since the beginning of the rotation in August 2019. The next hours monitoring exercise is planned for the end of May 2021.

A Junior Doctors' Forum was held with the Guardian of Safe Working in January 2021.

Introduction

The 2016 terms and conditions of service for doctors in training introduced the Guardian of Safe Working (GOSW) role 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; and intervening to mitigate safety risks or 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 Doctors' Forum and provides assurances to the Trust Board of Directors and the doctors in training on safe working and compliance with terms and conditions.

The GOSW provides a quarterly report to the Trust Board of Directors and the Local Negotiating Committee. There is also a requirement that the GOSW convenes Junior Doctors' Forums on a regular basis.

High level data

| | No of doctors in training | No of doctors on new contract |
|---------|---------------------------|-------------------------------|
| Jan- 21 | 44 | 39 |
| Feb-21 | 44 | 39 |
| Mar-21 | 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 |
|---------|-------------------------|-------------------------|------------------------------|
| Jan- 21 | 0 | 0 | 0 |
| Feb- 21 | 1 | 1 | 0 |
| Mar- 21 | 1 | 1 | 0 |

b) Work schedule reviews

No work schedule reviews have been undertaken.

c) Locum bookings

| Month | Internal | Agency | Total Locum spend |
|---------|----------|------------|-------------------|
| Jan- 21 | 2,085.73 | £4,650.00 | £6,735.73 |
| Feb-21 | 4,284.79 | £20,262.50 | £24,547.29 |
| Mar-21 | 3,707.84 | £14,596.00 | £18,303.84 |

| Locum Bookings (Agency) | | | | |
|--|------------------|---------------|------------------|---------------|
| Month | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| Jan-21 | 6 | 6 | 75 | 75 |
| Feb-21 | 29 | 29 | 337.5 | 337.5 |
| Mar-21 | 20 | 20 | 242 | 242 |
| Locum Bookings (Agency) by Grade - Jan | | | | |
| Specialty | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| FY/CT1-3 | 6 | 6 | 75 | 75 |
| ST4+ | 0 | 0 | 0 | 0 |
| Locum Bookings (Agency) by Grade - Feb | | | | |
| Specialty | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| FY/CT1-3 | 19 | 19 | 237.5 | 237.5 |
| ST4+ | 10 | 10 | 100 | 100 |
| Locum Bookings (Agency) by Grade - March | | | | |
| Specialty | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| FY/CT1-3 | 6 | 6 | 75 | 75 |
| ST4+ | 14 | 14 | 167 | 167 |

| Locum Bookings (Agency) by Reason - Jan | | | | |
|---|------------------|---------------|------------------|---------------|
| Reason | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| Vacancy | 6 | 6 | 75 | 75 |
| Sickness | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 |
| Locum Bookings (Agency) by Reason - Feb | | | | |
| Reason | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| Vacancy | 14 | 14 | 167 | 167 |
| Sickness | 12 | 12 | 135.5 | 135.5 |
| Other | 3 | 3 | 35 | 35 |
| Locum Bookings (Agency) by Reason - March | | | | |
| Reason | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| Vacancy | 14 | 14 | 167 | 167 |
| Sickness | 6 | 6 | 75 | 75 |
| Other | 0 | 0 | 0 | 0 |

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

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

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.

There were two exception reports raised in the period January 2021 to March 2021. The first was in relation to working an extra hour on call for one trainee which was taken back as time in lieu, the second was for an extra 45 minutes on call for another trainee which was also taken back as time in lieu.

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

Summary

In the period January 2021 to March 2021, the exception reporting procedures continued to be understood by trainees via presentations at induction. The exception reporting process supports safe working and enables the appropriate compensation of additional hours worked.