

Board of Directors

SUMMARY REPORT

Meeting Date: 22nd September 2021

Agenda Item: 20

Report Title:	Guardian of Safe Working Quarterly Report – April to June 2021		
Author(s):	Dr Raihan Talukdar / Jo Wilson		
Accountable Director:	Dr Mike Hunter		
Other Meetings presented to or previously agreed at:	Committee/Group:	N / A	
	Date:		
Key Points recommendations to or previously agreed at:	N / A		

Summary of key points in report

This is the Quarterly Report from the Guardian of Safe Working to the Board of Directors which provides assurance that trainee doctors in SHSC are working safe hours and that exception reports are reaching a timely and satisfactory resolution. The report also provides information on reasons for absence and the use of locums to staff the out of hours rota.

In the quarter April 2021 – June 2021 there were no exceptions reported.

Recommendation for the Board/Committee to consider:

Consider for Action		Approval		Assurance	✓	Information	
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The Guardian of Safe Working assures Board of Directors that trainee doctors in SHSC continue to keep safe working hours and the exception reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.

Please identify which strategic priorities will be impacted by this report:

Covid-19 Recovering Effectively	Yes	✓	No	
CQC Getting Back to Good	Yes	✓	No	

Transformation – Changing things that will make a difference					Yes		No	✓
Partnerships – working together to make a bigger impact					Yes		No	✓
Is this report relevant to compliance with any key standards ? State specific standard								
Care Quality Commission	Yes	✓	No		Links to Care Quality Commission Quality and Safety Standards: Safety and Quality of service provision, Staffing, Supporting Workers			
IG Governance Toolkit	Yes		No	✓				
Have these areas been considered ? YES/NO								
					If Yes, what are the implications or the impact? If no, please explain why			
Patient Safety and Experience	Yes	✓	No		The duty of the Guardian of Safe Working is to ensure that doctors in training work safe hours. Assurance is provided that in April – June 2021 trainee doctors in SHSC worked safe hours.			
Financial (revenue & capital)	Yes		No	✓	Although information is provided on utilisation of locums to staff the out of hours rota the implications of spending on locums are not considered in this report.			
OD/Workforce	Yes	✓	No		This report provides assurance around the working hours of trainee doctors.			
Equality, Diversity & Inclusion	Yes	✓	No		The Guardian of Safe Working will consider the individual circumstances of all issues raised and that the principles of ensuring equality, diversity and inclusion are adhered to. During the period covered by this report no exceptions were raised			
Legal	Yes	✓	No		All trainee doctors continue to work hours that are compliant with their contracts and all relevant legislation.			



Sheffield Health
and Social Care
NHS Foundation Trust

QUARTERLY REPORT ON SAFE WORKING HOURS

April, May, June 2021



Executive Summary

This quarterly review covers April, May and June 2021. There is a robust arrangement for current and new staff to be made aware of the process of exception reporting. From 17th May 2021, a two-week hours monitoring exercise was conducted as requested by our doctors in training. Response rates were insufficient to consider this exercise valid. Therefore, the average on call work on the intermediate trainee doctor rota remains at 72%. The 72% average has been paid since the beginning of the rotation in August 2019 following a successful hours monitoring exercise in November 2019. A repeat hours monitoring exercise is planned for Q2 21/22, with an increased focus on engagement to improve response rates.

A Junior Doctor Forum was held on 6th April 2021 via Microsoft Teams which had good attendance.

Introduction

The 2016 terms and conditions of service for doctors in training introduced the role of the Guardian of Safe Working (GOSW) in all organizations that employ or host NHS training doctors. This 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 where issues are not being resolved satisfactorily. The GOSW 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 of Directors 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. The GOSW distributes monies received as a result of fines for safety breaches as directed by the trainees through the Junior Doctors' Forum.

High level data

	No of doctors in training	No of doctors on new contract
April-21	44	44
May-21	44	44
June-21	44	44

- 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 FTE
- Amount of job-planned time for educational supervisors: 0.125 PA

Exception reports (with regard to working hours)

	No of exceptions raised	No of exceptions closed	No of exceptions outstanding
April-21	0	0	0
May-21	0	0	0
June-21	0	0	0

Work schedule reviews

No Work Schedule Reviews have been undertaken.

Locum bookings

Month	Internal	Agency	Total Locum spend
April-21	£ 1,622.12	£ 11,096.25	£ 12,718.37
May-21	£ 1,980.80	£ 11,181.88	£ 13,162.68
June-21	£ 712.26	£ 13,677.68	£ 14,389.94

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
April-21	14	14	175	175
May-21	16	14	193	175
June-21	24	20	252	218
Locum Bookings (Agency) by Grade - April				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	4	4	50	50
ST4+	10	10	125	125
Locum Bookings (Agency) by Grade - May				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	6	4	59	50
ST4+	10	10	134	125
Locum Bookings (Agency) by Grade –June				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	11	7	121.5	87.5
ST4+	13	13	130.5	130.5

Locum Bookings (Agency) by Reason -April				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	6	6	75	75
Sickness	8	8	100	100
Other	0	0	0	0
Locum Bookings (Agency) by Reason - May				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	0	0	0	0
Sickness	12	10	134	125
Other	4	4	59	50
Locum Bookings (Agency) by Reason - June				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	0	0	0	0
Sickness	23	19	247.5	213.5
Other	1	1	4.5	4.5

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

The rotas are not currently fully staffed due to long term sickness, isolation/shielding and late notice less than full time training agreements. Locums are sourced for these gaps and 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 were no exception reports raised in the period April to June 2021.

The Guardian of Safe Working met with regional colleagues on 21st April 2021 to share good practice.

A further monitoring exercise was carried out by the medical education team in May 2021 to ensure that the level of work remains reflective of the pay. The response rate in that exercise was insufficient to draw conclusions and a further exercise is planned for Q2 20/21.

Following the Junior Doctor's Forum on 6th April, it was agreed that a survey would be sent asking trainees for ideas on how to spend the money in the Fatigue and Facilities fund, the results of which will be presented at the next Junior Doctor Forum.

Summary

In the period April to June 2021, the exception reporting procedures continue to be understood by trainees via presentations at induction. There were no exceptions reported in this period. The exception reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.