

Board of Directors – Public

SUMMARY REPORT

Meeting Date: 24 November 2021

Agenda Item: 21

| | | |
|---|---|-------|
| Report Title: | Guardian of Safe Working Quarterly Report – Quarter 2 Report (July to September 2021) | |
| Author(s): | Dr Raihan Talukdar / Jo Wilson | |
| Accountable Director: | Dr Mike Hunter, Executive Medical Director | |
| 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 July 2021 to September 2021 there were four exceptions reported.

Recommendation for the Board/Committee to consider:

| | | | | | | | |
|----------------------------|--|-----------------|--|------------------|---|--------------------|--|
| Consider for Action | | Approval | | Assurance | ✓ | Information | |
|----------------------------|--|-----------------|--|------------------|---|--------------------|--|

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 - Continuous Improvement | 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 |
| Data Security and Protection Toolkit | Yes | | No | ✓ | |
| Any other specific standard? | | | | | |
| 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 July – September 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 considers the individual circumstances of all issues raised through exception reports, to ensure that principles of equality, diversity and inclusion are understood. |
| 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

July, August, September 2021



Summary

This quarterly review covers July, August and September 2021. There is a robust arrangement for current and new staff to be made aware of the process of exception reporting. There were four exception reports raised in the period July to September 2021. Two were in relation to working overtime following day duties and two were in relation to working overtime following on call shifts.

In October 2021, a two-week hours monitoring exercise was conducted as requested by our doctors in training. The response rate for the intermediate trainee on-call rota (46%) fell short of the 75% level required to draw conclusions regarding actual hours worked. The response rate (83%) for the higher trainees on-call rota showed average on-call working hours of 16%

A Junior Doctor Forum was held on 3rd of September 2021 via Microsoft Teams, which had good attendance and did not report concerns regarding duration of working hours.

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 |
|---------|---------------------------|-------------------------------|
| July-21 | 44 | 44 |
| Aug-21 | 44 | 44 |
| Sept-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 |
|---------|-------------------------|-------------------------|------------------------------|
| July 21 | 2 | 2 | 0 |
| Aug-21 | 0 | 0 | 0 |
| Sept-21 | 2 | 2 | 0 |

Work schedule reviews

No Work Schedule Reviews have been undertaken.

Locum bookings

| Month | Internal | Agency | Total Locum spend |
|---------|------------|-------------|-------------------|
| July-21 | £ 5,427.74 | £ 17,181.45 | £22,609.19 |
| Aug-21 | £ 1,418.91 | £ 8,498.00 | £9,916.91 |
| Sept-21 | £ 1,706.36 | £ 10,895.38 | £12,601.74 |

| Locum Bookings (Agency) | | | | |
|--|------------------|---------------|------------------|---------------|
| Month | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| July-21 | 22 | 22 | 267 | 267 |
| Aug-21 | 11 | 11 | 137.5 | 137.5 |
| Sept-21 | 14 | 14 | 175 | 175 |
| Locum Bookings (Agency) by Grade - July | | | | |
| Specialty | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| FY/CT1-3 | 5 | 5 | 75 | 75 |
| ST4+ | 17 | 17 | 192 | 192 |
| Locum Bookings (Agency) by Grade - August | | | | |
| Specialty | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| FY/CT1-3 | 10 | 10 | 125 | 125 |
| ST4+ | 1 | 1 | 12.5 | 12.5 |
| Locum Bookings (Agency) by Grade – September | | | | |
| Specialty | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| FY/CT1-3 | 8 | 8 | 100 | 100 |
| ST4+ | 6 | 6 | 75 | 75 |

| Locum Bookings (Agency) by Reason -July | | | | |
|--|------------------|---------------|------------------|---------------|
| Reason | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| Vacancy | 2 | 2 | 25 | 25 |
| Sickness | 9 | 9 | 104.5 | 104.5 |
| Other | 11 | 11 | 137.5 | 137.5 |
| Locum Bookings (Agency) by Reason - Aug | | | | |
| Reason | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| Vacancy | 4 | 4 | 50 | 50 |
| Sickness | 7 | 7 | 87.5 | 87.5 |
| Other | 0 | 0 | 0 | 0 |
| Locum Bookings (Agency) by Reason - Sept | | | | |
| Reason | Shifts | | Hours | |
| | Number Requested | Number Worked | Number Requested | Number Worked |
| Vacancy | 5 | 5 | 62.5 | 62.5 |
| Sickness | 9 | 9 | 112.5 | 112.5 |
| Other | 0 | 0 | 0 | 0 |

(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, Covid-19 factors 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 been levied.

Qualitative information

SHSC 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 four exception reports raised in the period July to September 2021. Two were in relation to working overtime following day duties and two were in relation to working overtime following on call shifts. Trainees were appropriately compensated on each occasion.

The expenditure on locums in July was significantly higher than in August or September. This was primarily due to the high number ST4+ locums needed in July, and that many of these were sourced through agencies.

A further hours monitoring exercise was carried out by the medical education team in October 2021. The response rate in that exercise was insufficient to draw conclusions in relation to the intermediate rota and analysis of the higher rota showed average actual working hours of 15.64%

Following the Junior Doctor's Forum on 3rd September 2021, the results of a survey to determine how to utilise the central Fatigue and Facilities resources was discussed and expenditure agreed.

Summary

In the period July to September 2021, the exception reporting procedures continued to be understood by trainees via presentations at induction. The small number of exception reports during this period were resolved in a timely manner. The exception reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.