

# Board of Directors

## SUMMARY REPORT

Meeting Date: 23<sup>rd</sup> March 2022

Agenda Item: 15

<b>Report Title:</b>	<b>Guardian of Safe Working Quarterly Report – October to December 2021</b>	
<b>Author(s):</b>	<b>Jo Wilson, Medical Education Manager; Dr Gaelle Slater, Acting Guardian of Safe Working</b>	
<b>Accountable Director:</b>	<b>Dr Mike Hunter, Medical Director</b>	
<b>Other Meetings presented to or previously agreed at:</b>	<b>Committee/Group:</b>	N/A
	<b>Date:</b>	N/A
<b>Key Points recommendations to or previously agreed at:</b>	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 October to December 2021 there were six exceptions reported. All exceptions were due to staying on at the end of shifts due to assessments running over, being late from visits and needing to update records. The additional time worked ranged from 30 mins to 2 hours. The outcome of all was time off in lieu.

### Recommendation for the Board/Committee to consider:

<b>Consider for Action</b>		<b>Approval</b>		<b>Assurance</b>	✓	<b>Information</b>	
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The Guardian of Safe Working assures the 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	✓
<b>Is this report relevant to compliance with any key standards ? State specific standard</b>				
Care Quality Commission Fundamental Standards	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?	Yes		No	
<b>Have these areas been considered ? YES/NO</b>				
	Yes	✓	No	If Yes, what are the implications or the impact? If no, please explain why
Service User and Carer 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 October to December 2021 trainee doctors in SHSC worked safe hours.
Financial (revenue & capital)	Yes		No	✓ Although information is provided on the use of locums to staff the out of hours rota, the implications of spending on locums are not considered in this report.
Organisational Development/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.
Legal	Yes	✓	No	All trainee doctors continue to work hours that are compliant with their contracts and all relevant legislation.



Sheffield Health  
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# QUARTERLY REPORT ON SAFE WORKING HOURS

**October, November, December 2021**



## **Summary**

This quarterly review covers October, November and December 2021. There is a robust arrangement for current and new staff to be made aware of the process of exception reporting. In October 2021, a two-week hours monitoring exercise was conducted as requested by our doctors in training. Response rates were insufficient to consider this exercise informative. 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 an hours monitoring exercise in November 2019 (back-dated to August 2019.)

A Junior Doctor Forum was held on 6<sup>th</sup> December 2021 via Microsoft Teams which had a good level of attendance from trainees and medical managers.

## **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 role 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 GOSW also provides a quarterly report to the Board of Directors and the Local Negotiating Committee, an annual report to the Board of Directors and is responsible 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 Doctor Forum.

## High level data

	No of doctors in training	No of doctors on new contract
Oct-21	44	44
Nov-21	44	44
Dec-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: 0.25 PA

## Exception reports (with regard to working hours)

	No of exceptions raised	No of exceptions closed	No of exceptions outstanding
Oct-21	2	2	0
Nov-21	1	1	0
Dec-21	3	3	0

## Work schedule reviews

No Work Schedule Reviews have been undertaken.

## Locum bookings

Month	Internal	Agency	Total Locum spend
Oct-21	£ 3,147.27	£ 8,163.00	£11,310.27
Nov-21	£ 2,541.93	£13,455.00	£15,996.93
Dec-21	£ 7,062.87	£ 9,022.50	£16,085.37

<b>Locum Bookings (Agency)</b>				
Month	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Oct-21	12	12	129.5	129.5
Nov-21	17	17	212.5	212.5
Dec-21	12	11	142	137.5
<b>Locum Bookings (Agency) by Grade - Oct</b>				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	12	12	129.5	129.5
ST4+	0	0	0	0
<b>Locum Bookings (Agency) by Grade - Nov</b>				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	11	11	137.5	137.5
ST4+	6	6	75	75
<b>Locum Bookings (Agency) by Grade - Dec</b>				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	7	6	79.5	75
ST4+	5	5	62.5	62.5

<b>Locum Bookings (Agency) by Reason - Oct</b>				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	9	9	100	100
Sickness	3	3	29.5	29.5
Other	0	0	0	0
<b>Locum Bookings (Agency) by Reason - Nov</b>				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	12	12	150	150
Sickness	2	2	25	25
Other	3	3	37.5	37.5
<b>Locum Bookings (Agency) by Reason - Dec</b>				
Reason	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Vacancy	3	3	37.5	37.5
Sickness	4	3	42	37.5
Other	5	5	62.5	62.5

(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, maternity leave 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 6 exception reports raised in the period October to December 2021.

All exceptions were due to staying on at the end of shifts due to assessments running over, being late from visits and needing to update records. The additional time worked ranged from 30 mins to 2 hours. The outcome of all was time off in lieu.

A further monitoring exercise was carried out by the medical education team in October 2021 to ensure that pay matches the hours worked. The response rate in this exercise was below the level required to be informative, and trainees therefore continue with the previous arrangements for on call. This exercise will be revisited following discussion and agreement at the Junior Doctor Forum.

## **Summary**

In the period October to December 2021, the exception reporting procedures continued to be understood by trainees via presentations at induction. There were six exceptions reported in this period, all of which reached a satisfactory conclusion. There were no patterns of concern in the exceptions. The exception reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.