



## **Board of Directors - Public**

SUMMARY RE	PORT	Meeting Date: Agenda Item:	28 <sup>th</sup> September 2022 18
Report Title:	Guardian of Safe Wo (Q1)	orking Quarterly Repo	ort – April 2022 - June 2022

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Author(s):	Dr Raihan Talukdar with Staffing Department.	n data supplied by the Medical Education &
Accountable Director:	Dr Mike Hunter, Medica	I Director
Other meetings this paper	Committee/Tier 2	N/A
has been presented to or previously agreed at:	Group/Tier 3 Group	
previously agreed at.	Date:	N/A
Key points/	N/A	
recommendations from		
those meetings		

#### 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 2022 – June 2022 there were 8 exceptions reported. Two were in relation to additional working time to ensure patient safety was not compromised during periods of reducing staffing. Six were in relation to additional time required to complete documentation and handover. All were given time in lieu.

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

# Recommendation for the Board/Committee to consider: Consider for Action | Approval | Assurance | x | 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 strate	gic pri	orit	ies v				Yes	1		
Covid-19 Recovering effectively								X	No	
CC	QC Get	ting	Bac	k to C	Good -	- Continuing to improve	Yes	X	No	
Transforma	ation –	Cha	angin	g thin	gs tha	at will make a difference	Yes		No	X
Partne	rships ·	– w	orkin	g toge	ether t	o make a bigger impact	Yes		No	х
Is this report relevant to con	nplian	ce v	with	any k	ey st	andards ? State speci	fic standa	rd		
Care Quality Commission	Yes	Х	(	No		Links to Care Quality				
Fundamental Standards						Safety Standards: Sa				ce
						provision, Staffing	g, Supporti	ng W	orkers/	
Data Security and Protection Toolkit	Yes			No	X					
Any other specific standard?										
Standard ?				ļ						
Have these areas been cons	sidered	1?	YES	/NO		If Yes, what are the im		or th	e impact	:?
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Yes

Sustainability

X

No

# QUARTERLY REPORT ON SAFE WORKING HOURS

April, May and June 2022

#### Summary

This quarterly review covers April, May and June 2022. There is a robust arrangement for current and new staff to be made aware of the process of exception reporting. There were 8 exceptions reported which were processed and met a satisfactory conclusion. 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. Following this change, the number of exceptions relating to out of hours working has decreased.

A Junior Doctor Forum was held on 1<sup>st</sup> April 2022 via Microsoft Teams. The next is scheduled for 13<sup>th</sup> October 2022.

#### 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
Apr-22	46	46
May-22	46	46
Jun-22	46	46

Amount of time available in job plan for GOSW to do the role:
 Admin support provided to the GOSW (if any):
 Amount of job-planned time for educational supervisors:
 0.5 PA
 0.25 WTE
 0.25 PA

#### a) Exception reports (with regard to working hours)

	No of exceptions raised	No of exceptions closed	No of exceptions outstanding
Apr-22	8	8	0
May-22	0	0	0
Jun-22	0	0	0

#### b) Work schedule reviews

No Work Schedule Reviews have currently been undertaken.

### c) Locum bookings

Month	Internal	Agency	Total Locum spend
Apr-22	£1346.40	£22874.63	£24221.03
May-22	£3308.30	£9424.38	£12732.67
Jun-22	£1504.94	£7295.25	£8800.19

Locum Bookings (Agency)						
Month	Sh	nifts	Hours			
Month Number		Number Worked	Number	Number Worked		
Apr-22	24	24	300	300		
May-22	18	18	225	225		
Jun-22	11	11	137.5	137.5		
	Locum Boo	okings (Agency) by G	irade – APRIL 2022			
Specialty	Sh	nifts	Hou	Hours		
Specialty	Number	Number Worked	Number	Number Worked		
FY/CT1-	20	20	250	250		
ST4+	4	4	50	50		
	Locum Bo	okings (Agency) by	<b>Grade - MAY 2022</b>			
Specialty	Sh	nifts	Hours			
Specialty	Number	Number Worked	Number	Number Worked		
FY/CT1-	14	14	175	175		
ST4+	4	4	50	50		
Locum Bookings (Agency) by Grade – JUNE 2022						
Specialty	Sh	nifts	Hours			
Specialty	Number	Number Worked	Number	Number Worked		
FY/CT1-	9	9	112.5	112.5		
ST4+	2	2	25	25		

Locum Bookings (Agency) by Reason – APRIL 2022							
Reason	Sh	ifts	Hours				
Neason	Number	Number Worked	Number	Number			
Vacancy	0 0		0	0			
Sickness	0	0	0	0			
Other	24	24	300	300			
	Locum Bookings	(Agency) by Reas	on – MAY 2022				
Reason	Sh	ifts	Hours				
Reason	Number	Number Worked	Number	Number			
Vacancy	0	0	0	0			
Sickness	2	2	25	25			
Other	16	16	200	200			
	Locum Bookings (Agency) by Reason – JUNE 2022						
Dagger	Shifts		Hours				
Reason	Number	Number Worked	Number	Number			
Vacancy	0	0	0	0			
Sickness	0	0	0	0			
Other	11	11	137.5	137.5			

(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, maternity leave/pregnancy 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 and guided through the process by a current trainee

There were 8 exception reports raised in the period April 2022 to June 2022.

Two were in relation to additional working time to ensure patient safety was not compromised during periods of reducing staffing. Six were in relations to additional time required to complete documentation and handover. All were given time in lieu.

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

#### **Summary**

In the period April 2022 to June 2022, the exception reporting procedures continue to be understood by trainees via presentations at induction and within training forums. The exception reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.