

Board of Directors

SUMMARY REPORT

Meeting Date: 23 November 2022

Agenda Item: 14

Report Title:	Guardian of Safe Working Quarterly Report – July 2022 to September 2022	
Author(s):	Dr Raihan Talukdar with data supplied by the Medical Education & Staffing Department.	
Guardian of Safe Working:	Dr Raihan Talukdar	
Accountable Director:	Dr Mike Hunter, 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 2022 to September 2022 there were 17 exceptions reported. Two were in relation to working extra due to staffing shortages, two were in relation to missing scheduled teaching and the remainder were in relation to the impact of workload and ensuring patient care and appropriate documentation and handover. Thirteen have been closed at the time of this report either via time owing or payment; four are awaiting formal acceptance by the individual concerned.

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 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	✓

Have these areas been considered?				If Yes, what are the implications or the impact? If no, please explain why
Patient Safety & 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 2022 to September 2022 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.
Legal	Yes	✓	No	All trainee doctors continue to work hours that are compliant with their contracts and all relevant legislation.

Environmental Sustainability	Yes		No	✓	Environmental sustainability is currently outside the scope of this report.
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QUARTERLY REPORT ON SAFE WORKING HOURS

July, August and September 2022



Summary

This quarterly review covers July, August and September 2022. There is a robust arrangement for current and new staff, during induction, to be made aware of the process of exception reporting.

A Junior Doctor Forum was held on 13th October 2022, where safe working patterns and exception reporting were discussed.

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 2016 contract
Jul-22	46	46
Aug-22	46	46
Stp-22	46	46

- 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
Jul-22	4	4	0
Aug-22	3	3	0
Sep-22	10	6	4*

* These exception reports have been given time owing and are awaiting the Junior Doctor's formal acceptance

b) Work schedule reviews

It was noted that a high number of exception reports were received from one trainee highlighting repeated differences in hours worked and the work schedule. Following review and with agreement from the Clinical Supervisor, the Training Programme Director and the Trainee, the trainee was moved to an alternative placement.

c) Out of Hours Locum Bookings

Month	Internal	Agency	Total Locum spend
Jul-22	£4010.15	£12052.63	£16062.78
Aug-22	£7372.34	£4326.56	£11698.90
Sep-22	£5017.49	£4379.28	£9756.77

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Jul-22	15	15	187.5	187.5
Aug-22	6	6	51	51
Sep-22	6	6	75	75

Locum Bookings (Agency) by Grade – JULY 2022				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	13	13	162.5	162.5
ST4+	2	2	25	25

Locum Bookings (Agency) by Grade – AUGUST 2022				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	5	5	38.5	38.5
ST4+	1	1	12.5	12.5

Locum Bookings (Agency) by Grade – SEPTEMBER 2022				
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 Reason – JULY 2022				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	5	5	62.5	62.5
Other	10	10	125	125

Locum Bookings (Agency) by Reason – AUGUST 2022				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	6	6	51	51
Other	0	0	0	0

Locum Bookings (Agency) by Reason – SEPTEMBER 2022				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	6	6	75	75
Other	0	0	0	0

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

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

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 and further training is to be held within the trainee committees.

There were 17 exception reports raised in the period July 2022 to September 2022.

Two were in relation to working extra due to staffing shortages, two were in relation to missing scheduled teaching and the remainder were in relation to the impact of workload and ensuring patient care and appropriate documentation and handover. Thirteen were given time in lieu and five were paid. Four that were offered time in lieu await formal acceptance by the individual concerned at the time of this report.

Summary

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