

# Board of Directors - Public

## SUMMARY REPORT

Meeting Date: 27<sup>th</sup> September 2023  
 Agenda Item: 16

<b>Report Title:</b>	Quarter 1 Guardian of Safe Working Report		
<b>Author(s):</b>	Dr Raihan Talukdar, Consultant Psychiatrist in Liaison Psychiatry   Guardian of Safe Working   Chief Clinical Information Officer		
<b>Accountable Director:</b>	Dr Mike Hunter, Medical Director		
<b>Other meetings this paper has been presented to or previously agreed at:</b>	<b>Committee/Tier 2 Group/Tier 3 Group</b>	N/A	
	<b>Date:</b>	N/A	
<b>Key points/recommendations from those meetings</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 at Sheffield Health and Social Care 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 2023 to June 2023 there were 4 exceptions reported.

### 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 at Sheffield Health and Social Care 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:

Recover services and improve efficiency	Yes	x	No	
Continuous quality improvement	Yes	x	No	
Transformation – Changing things that will make a difference	Yes		No	x
Partnerships – working together to make a bigger impact	Yes		No	x

Is this report relevant to compliance with any key standards ?					State specific standard
Care Quality Commission Fundamental Standards	Yes	x	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	x	
Any other specific standard?	Yes		No	x	
<b>Have these areas been considered ? YES/NO</b>					<b>If Yes, what are the implications or the impact? If no, please explain why</b>
Service User and Carer Safety, Engagement and Experience	Yes	x	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 2023 to June 2023 trainee doctors at Sheffield Health and Social Care worked safe hours.
Financial (revenue & capital)	Yes		No	x	Although information is provided on the utilisation 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	x	No		This report provides assurance around the working hours of trainee doctors.
Equality, Diversity & Inclusion	Yes	x	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	x	No		All trainee doctors continue to work hours that are compliant with their contracts and all relevant legislation.
Environmental sustainability	Yes	x	No		Doctors are provided opportunities to use digital tools (Allocate) and engage meetings online in order to reduce the carbon footprint

# QUARTERLY REPORT ON SAFE WORKING HOURS

## April, May and June 2023

### Summary

This quarterly review covers April, May and June of 2023. There is a robust arrangement for current and new staff to be made aware of the process of exception reporting.

A Junior Doctor Forum was held on 20<sup>th</sup> April 2023. The next is scheduled for 26<sup>th</sup> September 2023 (originally meant to be on 18<sup>th</sup> July 2023 but postponed by agreement due junior doctor strike days).

### 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 organisations that employ or host NHS training doctors. The role of the Guardian of Safe Working includes being a champion for safe working hours, attending induction to explain the Guardian of Safe Working 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 Guardian of Safe Working convenes Junior Doctor Forums on a regular basis.

### High Level Data

	No of doctors in training	No of doctors on 2016 contract
Apr-23	46	46
May-23	46	46
Jun-23	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	No of exceptions
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		closed	outstanding
Apr-23	1	1	0
May-23	2	2	0
Jun-23	1	1	0

## b) Work Schedule Reviews

There were no work schedule reviews.

## c) Out of Hours Locum Bookings

Month	Internal	Agency	Total Locum spend
Apr-23	£14910.00	£12025.52	£26935.52
May-23	£12570.00	£1609.50	£14179.50
Jun-23	£13980.00	£10174.57	£24154.57

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Apr-23	10	10	125	125
May-23	2	2	25	25
Jun-23	12	12	142	142

Locum Bookings (Agency) by Grade – APRIL 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	6	6	75	75
ST4+	4	4	50	50

Locum Bookings (Agency) by Grade – MAY 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	2	2	25	25
ST4+	0	0	0	0

Locum Bookings (Agency) by Grade – JUNE 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	11	11	129.5	129.5
ST4+	1	1	12.5	12.5

Locum Bookings (Agency) by Reason – APRIL 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	0	0	0	0
Other*	10	10	125	125

Locum Bookings (Agency) by Reason – MAY 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	1	1	12.5	12.5
Other*	1	1	12.5	12.5

Locum Bookings (Agency) by Reason – JUNE 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked

Vacancy	3	3	29.5	29.5
Sickness	2	2	25	25
Other*	7	7	87.5	87.5

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

**\*BREAKDOWN OF 'OTHER'**

April 2023 – 2x Parental Leave, 8x Industrial Action

May 2023 – 1x Parental Leave

June 2023 – 5x Parental Leave, 2x Industrial Action

The rotas are not currently fully staffed due to long term sickness, parental leave 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 and industrial action.

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

There were 4 exception reports raised in the period of April 2023 to June 2023.

These were all in relation to working additional hours. All were as a result of ensuring patient care was not compromised and that appropriate documentation and handover were completed to a high standard. All trainees were compensated with time off in lieu.

**Summary**

In the period April 2023 to June 2023, 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.