

# Board of Directors - Public

## SUMMARY REPORT

Meeting Date: 22<sup>nd</sup> Nov 2023  
 Agenda Item: 16

<b>Report Title:</b>	Quarter 2 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 July 2023 to September 2023 there were two exceptions reported. Both exceptions were the result of staying on after rostered hours to ensure safe handover. One trainee was compensated with time off in lieu and the other with pay.

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

<b>Consider for Action</b>		<b>Approval</b>		<b>Assurance</b>	<b>x</b>	<b>Information</b>	
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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	<b>x</b>	No	
Continuous quality improvement	Yes	<b>x</b>	No	
Transformation – Changing things that will make a difference	Yes		No	<b>x</b>
Partnerships – working together to make a bigger impact	Yes		No	<b>x</b>

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>					If Yes, what are the implications or the impact? If no, please explain why
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 from July 2023 to September 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 in meetings online to reduce the carbon footprint.

# QUARTERLY REPORT ON SAFE WORKING HOURS

## July, August and September 2023

### Summary

This quarterly review covers July, August and September 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 26<sup>th</sup> September 2023. The next is scheduled for 4<sup>th</sup> December 2023 (this is a joint October 2023 / January 2024 meeting).

### 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 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 and intervening to mitigate safety risks where issues are not being resolved satisfactorily. The GOSW also distributes monies received as fines for safety breaches through the Junior Doctors' Forum. They provide 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.

### High Level Data

	No of doctors in training	No of doctors on 2016 contract
Jul-23	46	46
Aug-23	46	46
Sep-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 closed	No of exceptions outstanding
Jul-23	1	1	0
Aug-23	1	1	0
Sep-23	0	0	0

### b) Work Schedule Reviews

There were no work schedule reviews required during this period.

### c) Out of Hours Locum Bookings

Month	Internal	Agency	Total Locum spend
Jul-23	£28,685.00	£16,902.57	£45,587.57
Aug-23	£34,965.00	£24,023.20	£58,988.20
Sep-23	£20,395.00	£5,901.13	£26,296.13

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Jul-23	18	18	193	193
Aug-23	27	27	313.5	313.5
Sep-23	9	9	88.5	88.5

Locum Bookings (Agency) by Grade – JULY 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	17	17	180.5	180.5
ST4+	1	1	12.5	12.5

Locum Bookings (Agency) by Grade – AUGUST 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	25	25	288.5	288.5
ST4+	2	2	25	25

Locum Bookings (Agency) by Grade – SEPTEMBER 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	9	9	88.5	88.5
ST4+	0	0	0	0

Locum Bookings (Agency) by Reason – JULY 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	2	2	25	25
Other*	16	16	168	168

Locum Bookings (Agency) by Reason – AUGUST 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	3	3	37.5	37.5
Sickness	0	0	0	0
Other*	24	24	276	276

Locum Bookings (Agency) by Reason – SEPTEMBER 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	1	1	4.5	4.5
Other*	8	8	84	84

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

**\*BREAKDOWN OF 'OTHER'**

July 2023 – 2x Less than full time, 14x Industrial action

August 2023 – 3x Gap in rotation, 17x Induction, 1x Less than full time, 2x Acting up, 4x Industrial action

September 2023 – 5x Parental leave, 3x 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**

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 2 exception reports raised in the period of July 2023 to September 2023.

These were both in relation to working additional hours. Both were to ensure patient care was not compromised and that appropriate documentation and handover were completed to a high standard. One trainee was compensated with time in lieu and one trainee was compensated with pay.

**Summary**

In the period July 2023 to September 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.