

Board of Directors - Public

SUMMARY REPORT

Meeting Date: 28th September 2022
Agenda Item: 18

Report Title:	Guardian of Safe Working Quarterly Report – April 2022 - June 2022 (Q1)	
Author(s):	Dr Raihan Talukdar with data supplied by the Medical Education & Staffing Department.	
Accountable Director:	Dr Mike Hunter, Medical Director	
Other meetings this paper has been presented to or previously agreed at:	Committee/Tier 2 Group/Tier 3 Group	N/A
	Date:	N/A
Key points/ recommendations from those meetings	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 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	
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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	x	No		
CQC Getting Back to Good – Continuing to improve	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?					
Have these areas been considered? YES/NO					
	Yes	x	No		If Yes, what are the implications or the impact? If no, please explain why
Service User and Carer Safety 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 2022 – June 2022 trainee doctors in SHSC worked safe hours.
Financial (revenue & capital)	Yes		No	x	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.
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.
Sustainability	Yes	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 1st April 2022 via Microsoft Teams. The next is scheduled for 13th 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: 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
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	Shifts		Hours	
	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 Bookings (Agency) by Grade – APRIL 2022				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	20	20	250	250
ST4+	4	4	50	50

Locum Bookings (Agency) by Grade – MAY 2022				
Specialty	Shifts		Hours	
	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	Shifts		Hours	
	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	Shifts		Hours	
	Number	Number Worked	Number	Number
Vacancy	0	0	0	0
Sickness	0	0	0	0
Other	24	24	300	300

Locum Bookings (Agency) by Reason – MAY 2022				
Reason	Shifts		Hours	
	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				
Reason	Shifts		Hours	
	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.