

# Board of Directors

## SUMMARY REPORT

Meeting Date: 22<sup>nd</sup> March 2023  
 Agenda Item: 19

<b>Report Title:</b>	Guardian of Safe Working Q3 Report	
<b>Author(s):</b>	Dr Raihan Talukdar, Guardian of Safe Working	
<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 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 October 2022 to December 2022 there were 19 exceptions reported. Sixteen were in relation to working additional hours and three were in relation to missing scheduled teaching due to clinical commitments. All were as a result of ensuring patient care was not compromised and that appropriate documentation and handover were completed to a high standard.

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

<b>Consider for Action</b>		<b>Approval</b>		<b>Assurance</b>	<b>X</b>	<b>Information</b>	
----------------------------	--	-----------------	--	------------------	----------	--------------------	--

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?	Yes		No	X	
Have these areas been considered? YES/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 October 2022 to December 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		Safe working hours are associated with good clinical practice, which is itself a sustainability intervention

# **QUARTERLY REPORT ON SAFE WORKING HOURS**

**October, November and December 2022**



## Summary

This quarterly review covers October, November, and December 2022. 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 13<sup>th</sup> October 2022 via Microsoft Teams. The next is scheduled for 20<sup>th</sup> January 2023.

## 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 because 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
Oct-22	46	46
Nov-22	46	46
Dec-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
Oct-22	8	8	0
Nov-22	10	10	0
Dec-22	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
Oct-22	£3,606.69	£3,199.25	£6,805.94
Nov-22	£5,825.00	£10,562.88	£16,387.88
Dec-22	£12,007.50	£7,539.25	£19,546.75

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
Oct-22	4	4	62.5	50.0
Nov-22	14	13	175.0	162.5
Dec-22	11	8	112.5	100.0

Locum Bookings (Agency) by Grade – OCTOBER 2022				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	4	4	50.0	50.0
ST4+	0	0	0.0	0.0

Locum Bookings (Agency) by Grade – NOVEMBER 2022				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	7	6	87.5	75.0
ST4+	7	7	87.5	87.5

Locum Bookings (Agency) by Grade – DECEMBER 2022				
Specialty	Shifts		Hours	
	Number Requested	Number Worked	Number Requested	Number Worked
FY/CT1-3	10	7	101.0	87.5
ST4+	1	1	12.5	12.5

Locum Bookings (Agency) by Reason – OCTOBER 2022				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0.0	0.0
Sickness	2	2	25.0	25.0
Other	2	2	25.0	25.0

Locum Bookings (Agency) by Reason – NOVEMBER 2022				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0.0	0.0
Sickness	4	4	50.0	50.0
Other	10	9	125.0	112.5

Locum Bookings (Agency) by Reason – DECEMBER 2022				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0.0	0.0
Sickness	7	5	71.5	62.5
Other	4	3	42.0	37.5

("Other" includes: doctor on an 'Act Up', pregnancy, induction, visa delays, adoption leave, and 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**

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.

During the reporting period, work was undertaken to further increase awareness of exception reporting, as historical levels in SHSC had been low. There were 19 exception reports raised in the period October 2022 to December 2022.

Sixteen were in relation to working additional hours and 3 were in relation to missing scheduled teaching due to clinical commitments. All were as a result of ensuring patient care was not compromised and that appropriate documentation and handover were completed to a high standard. Seventeen trainees were compensated with time off in lieu and two were paid additionally.

## **Summary**

In the period October 2022 to December 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.