

Board of Directors - Public

SUMMARY REPORT

Meeting Date: 27 March 2024
 Agenda Item: 20

Report Title:	Quarter 3 Guardian of Safe Working Report	
Author(s):	Dr Raihan Talukdar, Consultant Psychiatrist in Liaison Psychiatry Guardian of Safe Working Chief Clinical Information Officer	
Accountable Director:	Dr Helen Crimlisk, 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 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 of October 2023 to December 2023 there were 40 exceptions reported completed by nine doctors (all Foundation or Core Trainees)

There has been a significant increase in Exception Reports compared to the previous quarters due to a trainee raising multiple exception reports around reduced senior support availability due to staff sickness. Processes have been put in place to respond more quickly to senior absences and put mitigations and alternatives in place sooner.

Whilst staff sickness issues continue and are being dealt with by the use of internal and locum support, the training positions have been removed from the team for the time being.

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 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:

Effective Use of Resources				Yes	x	No	
Deliver Outstanding Care				Yes	x	No	
Great Place to Work				Yes	x	No	
Ensuring our services are inclusive				Yes	x	No	
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, 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 October 2023 to December 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

October, November and December 2023

Summary

This quarterly review covers October, November and December 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 4th December 2023. The next is scheduled for 21st March 2024 (this is brought forward from April 2024 to include the current cohort of Foundation Doctors).

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
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
Oct-23	11	11	0

Nov-23	4	4	0
Dec-23	0	0	0
Plus 2 relating to Educational Opportunities Plus 23 relating to lack of Senior Support 40 Exception Reports Total			

b) Work Schedule Reviews

There were no work schedule reviews requested by trainees or requiring completion due to an identified pattern of deviation from agreed work schedules.

c) Out of Hours Locum Bookings

Month	Internal	Agency	Total Locum spend
Oct-23	£16,380.00	£5,424.25	£21,804.25
Nov-23	£14,347.50	£4,110.76	£18,458.26
Dec-23	£11,005.00	£6,870.46	£17,875.46

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Oct-23	7	7	79.5	79.5
Nov-23	5	5	62.5	62.5
Dec-23	10	10	93	93

Locum Bookings (Agency) by Grade – OCTOBER 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	7	7	79.5	79.5
ST4+	0	0	0	0

Locum Bookings (Agency) by Grade – NOVEMBER 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	5	5	62.5	62.5
ST4+	0	0	0	0

Locum Bookings (Agency) by Grade – DECEMBER 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	10	10	93	93
ST4+	0	0	0	0

Locum Bookings (Agency) by Reason – OCTOBER 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	3	3	29.5	29.5
Other*	4	4	50	50

Locum Bookings (Agency) by Reason – NOVEMBER 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	0	0	0	0
Other*	5	5	62.5	62.5

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

Vacancy	0	0	0	0
Sickness	0	0	0	0
Other*	10	10	93	93

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

***BREAKDOWN OF 'OTHER'**

October 2023 – 4 x Parental Leave

November 2023 – 3 x Gap in Rotation, 4 x Parental Leave

December 2023 – 1 x Gap in Rotation, 1 x Induction, 4 x LTFT, 3 x Industrial Action, 1 x Parental Leave

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 40 exception reports raised in the period of October 2023 to December 2023.

3 Exception Reports relating to working hours during OOH shifts and resolved with TOIL.

15 Exception Reports relating to working late or through breaks during day duties. 2 Resolved with payment due to the trainee rotating out of SHSC and 13 resolved with TOIL.

23 Exception Reports relating to staff shortage due to long term sickness of the Consultant and SAS Doctor. Locum senior medical was sourced as soon as possible and internal support was obtained. The trainee doctor was offered the opportunity to be moved to another service but declined. On reflection, this should probably have been overridden. A decision was later made to not place trainees in the service whilst the illness situation continues.

Summary

In the period October 2023 to December 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.