

# Board of Directors - Public

## SUMMARY REPORT

Meeting Date: 22 May 2024  
 Agenda Item: 16 (i)

<b>Report Title:</b>	Quarter 4 Guardian of Safe Working Report	
<b>Author(s):</b>	Dr Raihan Talukdar, Guardian of Safe Working	
<b>Accountable Director:</b>	Dr Helen Crimlisk, 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 of January 2024 to March 2024 there were 7 exceptions reported completed by four doctors (two Foundation Doctors and two Higher Trainee Doctors)

In the previous quarter (Q3 October to December 2023) there was 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. This was resolved with locum staffing and, since then, the trainee has rotated out, the substantive Consultant has returned to work and training posts have resumed as normal. Processes have also been put in place to respond promptly to senior absences and to put mitigations and alternatives in place sooner.

For Quarter 4, the number of exception reports has reduced to 7 – all relate to hours of work and were resolved with TOIL. At SHSC, there are usually below 10 exception reports per quarter.

In March 2024, there was significantly reduced locum spending by proactively identifying those unavailable for the on-call rota in advance.

### 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:					
Effective Use of Resources			Yes	<b>x</b>	No
Deliver Outstanding Care			Yes	<b>x</b>	No
Great Place to Work			Yes	<b>x</b>	No
Ensuring our services are inclusive			Yes	<b>x</b>	No
Is this report relevant to compliance with any key standards?				State specific standard	
Care Quality Commission Fundamental Standards	Yes	<b>x</b>	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	<b>x</b>	
Any other specific standard?	Yes		No	<b>x</b>	
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	<b>x</b>	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	<b>x</b>	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	<b>x</b>	No		This report provides assurance around the working hours of trainee doctors.
Equality, Diversity & Inclusion	Yes	<b>x</b>	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	<b>x</b>	No		All trainee doctors continue to work hours that are compliant with their contracts and all relevant legislation.
Environmental sustainability	Yes	<b>x</b>	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

## January, February and March 2024

### Summary

This quarterly review covers January, February and March of 2024. 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 21<sup>st</sup> March 2024. The date for the next meeting is to be confirmed.

### 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
Jan-24	5	5	0
Feb-24	0	0	0
Mar-24	2	2	0

**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
Jan-24	£23,695.00	£12,745.15	£36,440.15
Feb-24	£14,642.50	£16,773.37	£31,415.87
Mar-24	£9,732.50	£2,675.51	£12,408.01

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Jan-24	16	16	176	176
Feb-24	25	25	240.5	240.5
Mar-24	3	3	37.5	37.5

Locum Bookings (Agency) by Grade – JANUARY 2024				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	16	16	176	176
ST4+	0	0	0	0

Locum Bookings (Agency) by Grade – FEBRUARY 2024				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	25	25	240.5	240.5
ST4+	0	0	0	0

Locum Bookings (Agency) by Grade – MARCH 2024				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	3	3	37.5	37.5
ST4+	0	0	0	0

Locum Bookings (Agency) by Reason – JANUARY 2024				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	1	1	12.5	12.5
Other*	15	15	163.5	163.5

Locum Bookings (Agency) by Reason – FEBRUARY 2024				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	0	0	0	0
Other*	25	25	240.5	240.5

Locum Bookings (Agency) by Reason – MARCH 2024				
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Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	0	0	0	0
Other*	3	3	37.5	37.5

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

**\*BREAKDOWN OF 'OTHER'**

January 2024

2 x Less Than Full Time, 2 x Parental Leave, 2 x Trainee Removal from OOH Rota, 9 x Industrial Action

February 2024

4 x Induction, 12 x Industrial Action, 5 x Less Than Full Time, 4 x Parental Leave

March 2024

3 x Induction

The rotas are not currently fully staffed due to parental leave and 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 7 exception reports raised in the period of January 2024 to March 2024. All were related to hours of work and resolved with TOIL.

**Summary**

In the period January 2024 to March 2024, 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.