

Board of Directors - Public

SUMMARY REPORT

Meeting Date: 22 May 2024
 Agenda Item: 16ii

Report Title:	Guardian of Safe Working Annual Report – 2023/2024	
Author(s):	Dr Raihan Talukdar, Guardian of Safe Working	
Accountable Director:	Dr Helen Crimlisk, Executive 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

The GOSW ensures that doctors are not working over their contracted hours, have adequate rest periods, are supervised by seniors and are able to have access to appropriate educational opportunities.

This is the Annual Report from the Guardian of Safe Working (GOSW) to the Board of Directors which provides information highlighting issues managed by the GOSW. These are:

1. Promotion of Exception Reports (ERs)

Exception reporting is a mechanism for trainees to highlight any variation from their agreed work schedule. The number of ERs remain low indicating trainees are working in compliance with their contracted hours. The mechanism to submit ERs is explained during induction and reinforced at the Junior Doctor’s Forum. In the last 12 months, SHSC has never been levied with a fine, providing assurance that the rotas are compliant (not exceeding maximum hours worked or inadequate rest breaks).

2. Ensuring a culture of continuous improvement is established.

By working closely with clinical, medical leadership in response to concerns raised by trainees, the GOSW facilitates continuous improvement in the Trust. Examples of this include trainee involvement in the co-design of rotas to ensure transparency, compliance, and fairness.

The GOSW attends the Medical Workforce and Planning Group, the Medical Staff Committee, and the Regional GOSW forum to ensure ongoing oversight and implementation of best practices for doctors' wellbeing is maintained.

Q3 did receive a higher number of ERs than the average due to reduced support secondary to consultant sickness which impacted on a trainee’s experience. Working with the Director of

Medical Education, alternative supervisory agreements have now been put in place, ensuring that this issue is unlikely to reoccur.

The Medical Education & Staffing Department have also created a system to ensure that supervisors are reminded if an ER report is not resolved within 7 days. This ensures that the doctor receives compensation (often Time in Lieu) in a timely manner and ensures the doctor remains adequately rested.

3. Ensuring Rota gaps have been adequately filled

2023/24 had a number of periods of Industrial Action by Junior Doctors which contributed to gaps in the rota. Vacancies are managed by the Medical Education team sourcing internal and external locums to ensure a safe service is provided.

Neighbouring Trusts do not publish their Locum Spend so it is difficult to make a direct comparison.

Recommendation for the Board/Committee to consider:

Consider for Action		Approval		Assurance	✓	Information	
---------------------	--	----------	--	-----------	---	-------------	--

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:

Effective Use of Resources	Yes	✓	No	
Deliver Outstanding Care	Yes	✓	No	
Great Place to Work	Yes	✓	No	
Ensuring our services are inclusive	Yes	✓	No	

Is this report relevant to compliance with any key standards?

State specific standard

Care Quality Commission Fundamental Standards	Yes	✓	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	✓	
Any other specific standard?				✓	

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	✓	No		The duty of the Guardian of Safe Working is to ensure that doctors in training work safe hours. Assurance is provided that from April 2023 to March 2024, trainee doctors in SHSC worked safe hours.
Financial (revenue & capital)	Yes	✓	No		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	✓	No		This report provides assurance around the working hours of trainee doctors.
Equality, Diversity & Inclusion	Yes	✓	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	✓	No		All trainee doctors continue to work hours that are compliant with their contracts and all relevant legislation.
Environmental sustainability	Yes		No	✓	

GUARDIAN OF SAFE WORKING ANNUAL REPORT 2023/2024

Section 1: Analysis and supporting detail

Background

- 1.1 The extent of the analysis and supporting detail will vary from report to report but should, as a general principle, provide all the information that is required in order to consider the issue being presented, without being buried in an abundance of additional superfluous information. The various options that have been considered should be included along with the analysis of their contribution to the issue being addressed. The expected outcomes and associated timescales for the recommendation(s) must also be included as part of the report.
- 1.2 Report authors may or may not decide to use sub-headings within the report to distinguish between the individual aspects. They have been inserted below in this example as a point of demonstration.

Section 2: Risks

The Risk Register will be updated should there be any major concern regarding clinical cover out of hours which impacts on patient safety.

Section 3: Assurance

Benchmarking

- 3.1 ***What benchmarking information is available to support the recommendation(s) being made?***
Quarterly and annual reports are made available to the Board and minutes of quarterly Junior Doctor Forums are available. Data and information is maintained to a high standard and available on request.
- 3.2 ***How will the outcomes be audited or validated?***

Outcomes will be audited or validated by continuous scrutiny by the Guardian of Safe Working and the Medical Education & Staffing Department. The Guardian of Safe Working is a member of the Medical Workforce Planning Group.

3.3 *What professional advice has been taken in making the recommendation(s)?*

In making the recommendations, professional advice has been taken from the Guardian of Safe Working and the Director of Medical Education, both of which are members of national forums.

Triangulation

3.4 *How can the expected outcomes be triangulated against other data or analysis for cross referencing?*

This information and data is also considered within other forums and meetings such as Medical Workforce Planning Group, Medical Engagement and Recruitment Group and the Recruitment and Retention Group.

Engagement

3.5 *What evidence of service user and carer involvement is evidenced within the report and how has this influenced the recommendations of this report? How can the Board be assured that feedback from service users and carers has been considered and acted upon?*

Although there is no direct service user involvement within the report, the safe working of our doctors and their wellbeing has a direct impact on the quality of patient care.

3.6 *What methods of involvement demonstrate inclusion of other stakeholders (e.g. staff or local partners) impacted by the recommendation(s) and has co production being used? What was the feedback or knowledge gained from the engagement?*

All reports are submitted to NHS England (formerly Health Education England). All quarterly reports are discussed in Junior Doctor Forums within which suggestions for improvements are actively encouraged with the Guardian of Safe Working and the Medical Education Department engaged in the delivery of improvements and supporting any quality improvement projects.

Section 4: Implications

Strategic Priorities and Board Assurance Framework

This report is to provide information and assurance 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.

Rota gaps are managed by the Medical Education & Staffing Department by sourcing internal and external locums to ensure a safe service is provided.

➤ **Effective Use of Resources**

The maintenance of safe working hours can help:

- ❖ reduce rota gaps caused by ill health, burnout. Stress and other absences caused by fatigue or stress.
- ❖ improve retention & recruitment through a positive working culture and work life balance which in turn can help improve Trust reputation amongst the medical community.
- ❖ Make sure doctors are deployed effectively and safely through the proactive duties of the Guardian of Safe Working supported by flexible collaborative rota building by the Medical Education & Staffing Department.

This last year the Medical Education & Staffing Department have revised how they build rotas engaging with relevant trade unions to ensure rotas are being built correctly and cost effectively whilst maintaining safe working hours. This has led to a saving across the rota whilst not changing shift patterns or how the service is delivered. The Medical Education & Staffing Department has set up a new digital reporting system through our existing provider at no additional cost which includes automated digital reports directly to the Finance Department to ensure full transparency of medical locum spending.

Work is ongoing towards SHSC bank contracts for doctors to carry out shifts for the out of hours service as well as day duty cover. This will not only help provide greater assurance about locum doctors including mandatory training but will also reduce costs by cutting out agency overheads. Bank doctors in return for hours worked will also gain the benefits of being an SHSC employee including paid leave.

➤ **Deliver Outstanding Care**

Ensuring safe working hours helps ensure our doctor’s wellbeing and health is protected reducing the risk of burnout or error through fatigue or stress.

➤ **Great Place to Work**

Ensuring safe working hours will support doctors to have a positive work life balance and experience whilst placed in the Trust.

The Medical Education & Staffing Department continue to work collaboratively with doctor representatives and individual doctors to provide a flexible and proactive process for the assignment of shifts and the construction of rotas.

All concerns and feedback gleaned from Junior Doctor Forums are supported and addressed as they arise.

Although the current 2016 contractual terms and conditions do not require Hours Monitoring Exercises the Trust continues to leave this option open to help ensure the predicted work of doctors during out of hours work is accurate not only to ensure fair pay for their work but to help reflect the reality of the working hours they are completing help ensure sufficient rest is being provided including compensatory rest and rest days / zero hour days.

➤ **Ensuring Our Services are Inclusive**

The Medical Education & Staffing Department always work to ensure a safe service is provided whilst making every effort to take account of individual circumstances such as annual leave, part time working or



other commitments and medical considerations. Every effort is made to ensure the Junior Doctor Forum is welcome and inclusive for our community of doctors.

Equalities, Diversity and Inclusion

The activities and information provided in this report continually take account of the four main aims of Equality, Diversity and Inclusion

Culture and People

Ensuring safe working hours through proactive engagement and flexible collaborative working can help create a positive working environment and protect the health and wellbeing of our doctors and their colleagues.

Integration and System Thinking

N/A

Financial

The report details relevant financial impacts in relation to the use of agency locums and the filling of vacant rota shifts.

Compliance - Legal/Regulatory

Junior Doctor Contract 2016
Working Time Directive

Environmental sustainability

All rota building and locum booking systems are fully digitised and automated where possible.

Section 5: List of Appendices

Appendix A – Guardian of Safe Working Quarterly Report Q1 (Apr-Jun 2023)
Appendix B – Guardian of Safe Working Quarterly Report Q2 (Jul-Sep 2023)
Appendix C – Guardian of Safe Working Quarterly Report Q3 (Oct-Dec 2023)
Appendix D – Guardian of Safe Working Quarterly Report Q4 (Jan-Mar 2024)

Board of Directors

SUMMARY REPORT

Meeting Date:
 Agenda Item:

Report Title:	Guardian of Safe Working Report – Quarter 1, April – June	
Author(s):	Dr Raihan Talukdar, Consultant Psychiatrist in Liaison Psychiatry Guardian of Safe Working Chief Clinical Information Officer	
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 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 April 2023 to June 2023 there were 4 exceptions reported.

Recommendation for the Board/Committee to consider:

Consider for Action	Approval	Assurance	x	Information
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:

	Yes	x	No	
Recover services and improve efficiency	Yes	x	No	
Continuous quality improvement	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		<i>Links to Care Quality Commission Quality and Safety Standards: Safety and Quality of service provision, Staffing, Supporting Workers</i>
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		<i>The duty of the Guardian of Safe Working is to ensure that doctors in training work safe hours. Assurance is provided that in April 2023 to June 2023 trainee doctors at Sheffield Health and Social Care worked safe hours.</i>
Financial (revenue & capital)	Yes		No	x	<i>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.</i>
Organisational Development /Workforce	Yes	x	No		<i>This report provides assurance around the working hours of trainee doctors.</i>
Equality, Diversity & Inclusion	Yes	x	No		<i>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.</i>
Legal	Yes	x	No		<i>All trainee doctors continue to work hours that are compliant with their contracts and all relevant legislation.</i>
Environmental sustainability	Yes	x	No		<i>Doctors are provided opportunities to use digital tools (Allocate) and engage meetings online in order to reduce the carbon footprint</i>

QUARTERLY REPORT ON SAFE WORKING HOURS

April, May and June 2023

Summary

This quarterly review covers April, May and June 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 20th April 2023. The next is scheduled for 26th September 2023 (originally meant to be on 18th July 2023 but postponed by agreement due to various factors).

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
Apr-23	46	46
May-23	46	46
Jun-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
Apr-23	1	1	0
May-23	2	2	0
Jun-23	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
Apr-23	£14910.00	£12025.52	£26935.52
May-23	£12570.00	£1609.50	£14179.50
Jun-23	£13980.00	£10174.57	£24154.57

Locum Bookings (Agency)				
Month	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Apr-23	10	10	125	125
May-23	2	2	25	25
Jun-23	12	12	142	142

Locum Bookings (Agency) by Grade – APRIL 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	6	6	75	75
ST4+	4	4	50	50

Locum Bookings (Agency) by Grade – MAY 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	2	2	25	25
ST4+	0	0	0	0

Locum Bookings (Agency) by Grade – JUNE 2023				
Specialty	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
FY/CT1-	11	11	129.5	129.5
ST4+	1	1	12.5	12.5

Locum Bookings (Agency) by Reason – APRIL 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	0	0	0	0
Other*	10	10	125	125

Locum Bookings (Agency) by Reason – MAY 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	0	0	0	0
Sickness	1	1	12.5	12.5
Other*	1	1	12.5	12.5

Locum Bookings (Agency) by Reason – JUNE 2023				
Reason	Shifts		Hours	
	Number	Number Worked	Number	Number Worked
Vacancy	3	3	29.5	29.5
Sickness	2	2	25	25
Other*	7	7	87.5	87.5

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

***BREAKDOWN OF 'OTHER'**

April 2023 – 2x Parental Leave, 8x Industrial Action

May 2023 – 1x Parental Leave

June 2023 – 5x Parental Leave, 2x 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.

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 4 exception reports raised in the period of April 2023 to June 2023.

These were all in relation to working additional hours. All were as a result of ensuring patient care was not compromised and that appropriate documentation and handover were completed to a high standard. All trainees were compensated with time off in lieu.

Summary

In the period April 2023 to June 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.

Board of Directors - Public

SUMMARY REPORT

Meeting Date:
 Agenda Item:

Report Title:	Quarter 2 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 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 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 2 exceptions reported.

Recommendation for the Board/Committee to consider:

Consider for Action	Approval	Assurance	x	Information
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	x	No	
Continuous quality improvement	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, 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 April 2023 to June 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

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 26th September 2023. The next is scheduled for 4th 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 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
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.

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 & wedding)

***BREAKDOWN OF 'OTHER'**

July 2023 – 2x LTFT, 14x Industrial Action

August 2023 – 3x Gap in Rotation, 17x Induction, 1x LTFT, 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

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

These were both in relation to working additional hours. Both were as a result of ensuring 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.

Board of Directors - Public

SUMMARY REPORT

Meeting Date:
 Agenda Item:

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	
----------------------------	--	-----------------	--	------------------	----------	--------------------	--

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.

Board of Directors - Public

SUMMARY REPORT

Meeting Date:
 Agenda Item:

Report Title:	Quarter 4 Guardian of Safe Working Report	
Author(s):	Dr Raihan Talukdar, Guardian of Safe Working	
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 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:

Consider for Action		Approval		Assurance	x	Information	
----------------------------	--	-----------------	--	------------------	----------	--------------------	--

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					
	Yes	x	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

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 21st 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				
--	--	--	--	--

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.