

Board of Directors - Public

SUMMARY REPORT

Meeting Date:	27 November 2024
Agenda Item:	11

Report Title:	Guardian of Safe Working Quarterly Report – 2 nd Quarter – July to September 2024	
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	Quarterly report to Trust Board
	Date:	September 2024
Key points/ recommendations from those meetings	N/A	

Summary of Key Points	
<p>This is the Quarterly Report from the Guardian of Safe Working to the Board of Directors which provides assurance that resident 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.</p> <p>In the quarter of July 2024 to September 2024 there were 6 Exception Reports (ER) completed relating to hours of working. Five of these were submitted by a Foundation Year doctor and were resolved with payment as Time in Lieu (TOIL) was not possible due to placement rotation. The remaining ER were due to overtime because of unexpected clinical activity and was resolved with TOIL.</p>	
Recommendation for the Board/Committee to consider:	
Consider for Action	Approval
	Assurance x Information
<p>The Guardian of Safe Working can provide assurance to Board of Directors that resident doctors at Sheffield Health and Social Care continue to keep safe working hours. The Exception Reporting process continues to support safe working and enable the appropriate compensation of additional hours worked.</p>	

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 (resident doctors) work safe hours. Assurance is provided that between July 2024 to September 2024, resident 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 for the out of hours rota, the implications of spending on locums are out of the scope of this report.
Organisational Development /Workforce	Yes	x	No		This report provides assurance around the working hours of resident 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 resident 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 to reduce the carbon footprint

Quarterly report on 'Safe Working Hours'

For the period: July to September 2024

1. Summary

This quarterly review covers July, August, and September of 2024. There are robust arrangements for current and new staff to be made aware of the process of exception reporting.

A Resident Doctor Forum (previously named Junior Doctor Forum) was held on 4TH July 2024. The date for the next meeting is 14th October 2024.

2. 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 because of fines for safety breaches as directed by the residents through the Resident 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 Resident Doctor Forums on a regular basis.

3. High level data for Sheffield Health and Social Care

Number of Doctors in Training (Total)	50
Number of Doctors in Training on 2016 TCS (Total)	50
Amount of time available in job plan for Guardian to do role	0.5 PA
Admin Support provided to the Guardian	0.25 WTE
Amount of job-planned time for Educational Supervisors	0.25 PA

3.1 Exception reports (regarding working hours)

	FY1	FY2	CT	HT	TOTAL
July 2024	5	0	0	0	5
August 2024	0	0	0	0	0
September 2024	1	0	0	0	1

All exception reports shown were resolved with TOIL and none are outstanding.

3.2 Work schedule reviews

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

3.3 Out of hours Locum Bookings (Cost)

	Total Cost (Internal)	Total Cost (Agency)	Total Locum Spend
July 2024	£18,610.00	£5,917.50	£24,527.50
August 2024	£16,162.50	£26,236.52	£42,399.02
September 2024	£12,765.00	£5,850.00	£18,615.00

Vacancies on the on-call rotas are offered to residents prior to going out to agency. When a resident volunteers to cover a shift, this is checked against the rota to ensure they will not breach the Working Time Regulations, and any appropriate rest time is allocated accordingly. Residents are encouraged to take the rest time as soon as possible after the shift. Since introducing the increased internal locum rate in October 2022, there has been an increase in shifts covered internally and a decrease in agency usage on the on-call rotas.

The Medical Education Team are in the process of establishing a medical bank. The Governance for this is being worked through currently with the aim to complete this by the end of 2024. They are also reviewing internal procedures including the management of long-term sickness, which will lead to a major reduction in vacancies on the Out of Hours rota.

3.4 Out of hours Locum Bookings (by Grade)

July 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
FY2 / CT1-3 / GPST	29	258.5	23	191.50	6	67	0	0
ST4-8	13	122.5	13	122.5	0	0	0	0
August 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
FY2 / CT1-3 / GPST	46	471	15	99.5	31	371.5	0	0
ST4-8	28	294	19	181.5	9	112.5	0	0
September 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
FY2 / CT1-3 / GPST	22	227	8	60	14	167	0	0
ST4-8	15	163.5	15	163.5	0	0	0	0

3.5 Out of hours Locum Bookings (by Reason)

July 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
LTFT	11	89.5	10	77	1	12.5	0	0
Parental	3	37.5	3	37.5	0	0	0	0
Sickness	19	173.5	16	136	3	37.5	0	0
Industrial Action	4	34	2	17	2	17	0	0

Resident off on calls	5	46.5	5	46.5	0	0	0	0
August 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
Induction	8	100	2	25	8	75	0	0
LTFT	22	259	10	109	12	150	0	0
Parental	11	113.5	5	38.5	6	75	0	0
Sickness	16	144	6	35	10	109	0	0
Resident off on calls	17	148.5	11	73.5	6	75	0	0
September 2024								
	Shifts requested	Hours requested	Shifts Covered (Internal)	Hours Covered (Internal)	Shifts Covered (Agency)	Hours Covered (Agency)	Shifts Uncovered	Hours Uncovered
LTFT	14	159	8	84	6	75	0	0
Parental	4	42	1	4.5	3	37.5	0	0
Sickness	6	51	3	21.5	3	29.5	0	0
Resident off on calls	13	138.5	11	113.5	2	25	0	0

3.6 Fines

No fines have yet been levied during this quarter at Sheffield Health and Social Care.

3.7 Qualitative Information

The Trust started using the Allocate Exception Reporting software in August 2017. All residents are given training in Exception Reporting and are introduced to the system at Induction with further guidance provided within the resident committees.

In the quarter of July 2024 to September 2024, there were six exception reports completed relating to hours of working. Five of these were submitted by a Foundation Year doctor ensuring all work was completed prior to the end of rotation and were resolved with payment. The other one was due to ad hoc overtime because of the late arrival of a patient and was resolved with TOIL.

Resident Doctor Forums continue to be well attended and engaged with. The meeting is hybrid and considered as protected time for residents. Clinical supervisors support their attendance. Actions because of discussions at the Resident Forums, completed actions include development of a resource platform (Toolbox), improvements in digital equipment provided to improve wellbeing and the ability for Clinical Fellows to Exception Report to further identify areas where doctors were staying over contracted hours.

Attendance at the Regional Guardian of Safe Working Meetings ensures that SHSC aligns with best practice and is appraised with updates such as guidance from the BMA.

The Guardian of Safe Working participates in the Medical Workforce Planning Group, advocating for the views of Resident Doctors. Going forward, they will also be a standing member of the new Medical Engagement, Experience, and Equality Group.

3.8 Issues arising and actions taken to resolve issues.

- The 11th period of industrial action by Junior Doctors occurred on 27 June to 2 July. The Guardian of Safe Working Hours plays a crucial role in balancing the rights of junior doctors to take industrial action with the need to maintain safe working conditions and patient care standards. Feedback from the Junior Doctors Forum revealed doctors felt supported during this time.
- It was identified by the BMA in May 2024, that the software used to ensure compliance to rotas (RLDatix by Allocate) that may have resulted in incorrect payment. This is an issue that impacts all Trusts who use RLDatix. SHSC are working with the BMA to ensure that those impacted in the past are identified and that future rota are correct. This is an ongoing process for which updates will follow as guidance from the BMA is received.

3.9 Recommendations

In the period July to September 2024, the Exception Reporting procedures continue to be understood by resident doctors. The exception reporting process supports safe working and enable the appropriate compensation of additional hours worked.

Trust Board are asked to:

- Receive the report for assurance and note the content.