

REPORT TO THE TRUST BOARD: PUBLIC
27 APRIL 2017

Title	Quarterly Report On Safe Working Hours Doctors And Dentists In Training: 1 Feb 2017 – 23 March 2017
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Purpose of the Report:

The Board is asked to note the report.

Summary of Key Issues:

The terms and conditions of service for Doctors in Training 2016 provide that the Guardian of Safe Working for the Trust shall provide a Safe Working report to the Trust Board no less than once per quarter on issues that have arisen relating to the working arrangements for Doctors in Training who have moved to the new contract.

Strategic priorities this paper supports (Please check box including brief statement)

Improving service user satisfaction	<input checked="" type="checkbox"/>	Safe working arrangements for junior doctors
Improving staff satisfaction	<input checked="" type="checkbox"/>	Safe working arrangements for junior doctors
Maintaining financial viability	<input type="checkbox"/>	

Committees/Meetings where this item has been considered:

Date	Committee/Meeting
	N/A

Implications:

Equality Analysis	This report has no direct impact on equalities.
Risk and Assurance	No concerns reported at present.
Service User/Carer/Staff	No concerns reported at present.
Financial	No concerns reported at present.
Quality	No concerns reported at present.

Supporting Documents and Research material

a. N/A

Glossary

Abbreviation	In full

1.0 Executive summary

1.1 The terms and conditions of service for Doctors in Training 2016 provide that the Guardian of Safe Working for the Trust shall provide a Safe Working report to the Trust Board no less than once per quarter on issues that have arisen relating to the working arrangements for Doctors in Training who have moved to the new contract.

1.2 The report details:

- The role and responsibilities of the Guardian of Safe Working
- A summary of the first meeting of the ELFT Junior Doctors' Forum convened under the terms and conditions of service of the 2016 Junior Doctor Contract
- The figures for exception reporting for the time period 1st February 2017, when the first ELFT trainees commenced on the new contract, to 23rd March 2017, the date of the first ELFT Junior Doctors' Forum
- The Board is asked to note that the Guardian will provide quarterly reports and an annual report to the board in line with designated assurance responsibilities

1.3 The report also includes data on the Exception Reports¹ and Work Schedule² reviews carried out in the reporting period. This report covers the period 1st February 2017 to 23rd March 2017; in these early days of the new contract, no exceptions were reported during this time period. The tables are included to show the format for future reports, but are blank at this time.

2.0 Guardian of Safe Working

2.1 The Guardian of Safe Working is a new post established under the terms of the new Junior Doctor Contract implemented from 2016. The duties of the Guardian of Safe Working as defined in the terms and conditions of the new contract are as follows:

- To act as the local champion of safe working hours
- To provide assurance on safe working and compliance with the terms and conditions of service of the 2016 contract
- To oversee safety related **exception reports** and monitor compliance

¹ Exception reports were established in the T&C for Doctors in Training 2016 to ensure that Trusts become aware of and respond to those occasions when the working arrangements of doctors in training become unsafe as defined in the T&C. There is an electronic system in place to collect and manage the data.

² Work Schedule Reviews take place when Exception Reports indicate that the agreed working arrangements may not conform to the terms of the contract.

- To escalate issues for action where not addressed locally
- To intervene to mitigate safety risks
- To require work schedule reviews to be undertaken where necessary
- To intervene where issues are not being resolved satisfactorily
- To distribute monies received as a result of fines for safety breaches

2.2 These duties will be carried out through analysis of exception reporting in conjunction with the establishment of a Junior Doctors' Forum as provided for in the TCS, and by the production of quarterly and annual reports for the ELFT Trust Board.

3.0 Junior Doctors' Forum

3.1 The ELFT Junior Doctors' Forum Terms and Conditions have been agreed and the first meeting of the Forum took place on 23rd March 2017. At the first meeting of the Forum there was little formal business because no exception reports had yet been submitted.

3.2 The Forum will meet quarterly and dates for the three remaining meetings for 2017 have been agreed.

3.3 The Forum has three main tasks:

- To review any exception reports submitted and any work schedule reviews undertaken by the Guardian or Director of Medical Education
- To review the performance of the Guardian of Safe Working
- To scrutinize the distribution of any fines levied for breaches in safe working

4.0 Activities Undertaken by the Guardian of Safe Working

4.1 The Guardian was formally appointed at interview on 18th August 2016 for a period of three years. The Guardian has attended two national events for Guardians on 26th July 2016 and 14th March 2017. Additionally, the Guardian presented to the London trainees at an academic meeting on 11th January 2017. The Guardian is a member of a national electronic network for GoSW and is able to access expertise and assistance in the duties of the role through the network.

5.0 High level data

	On ELFT payroll	Paid externally
Number of doctors / dentists in training (total):	112	49
Number of doctors / dentists in training on the new 2016 TCS (total):	53	44
Amount of time available in job plan for guardian to do the role:		0.5 PA, subject to review
Admin support provided to the guardian (if any):		0.0 WTE
Amount of job-planned time for educational supervisors		0.25 PA per trainee

5.1 Exception reports (with regard to working hours)

This section includes aggregated data, broken down by specialty, grade and rota. No Exception Reports were generated in the reporting period.

Exception reports by Service				
	Exceptions carried over from last report	Exceptions raised	Exceptions closed	Exceptions outstanding
Bedfordshire				
Child and Adolescent Mental Health				
City and Hackney				
Forensics				
Luton				
Newham				
Tower Hamlets				

Exception reports by grade				
Specialty	Exceptions carried over from last report	Exceptions raised	Exceptions closed	Exceptions outstanding
F1				
F2				
GPST				
CT1-3				
ST4+				
Total				

Exception reports by rota				
Area	Exceptions carried over from last report	Exceptions raised	Exceptions closed	Exceptions outstanding
L&B				
C&H				
NH				
TH				
CAMHS				
Total				

Exception reports (response time)				
	Addressed within 48 hours	Addressed within 7 days	Addressed in longer than 7 days	Still open
F1				
F1				
F2				
GPST				
CT1-3				
ST4+				
Total				

5.2 Work schedule reviews

This section includes aggregated data on the number of work schedules reviewed in the past quarter as a result of exception reporting, broken down by specialty, grade and rota. No Work Schedule Reviews were carried out in the reporting period.

Work schedule reviews by grade	
F1	
F2	
CT1-3	
ST4+	

Work schedule reviews by service	
Bedfordshire	
Child and Adolescent Mental Health	
City and Hackney	
Forensics	
Luton	
Newham	
Tower Hamlets	

5.3 Fines

This section lists all fines levied during the current year, and the departments against which they have been levied. No fines have been levied during this reporting period.

Fines by Service		
Service	Number of fines levied	Value of fines levied
Bedfordshire		
Child and Adolescent Mental Health		
City and Hackney		
Forensics		
Luton		
Newham		
Tower Hamlets		
Total		

Fines (cumulative)			
Balance at end of last quarter	Fines this quarter	Disbursements this quarter	Balance at end of this quarter

5.4 Rota vacancies

Vacancies by rota			
Area	Number of posts on rota	Current vacant posts on rota	Notes
L&B Higher Trainees	9	3	Vacant slots covered by Specialty Doctors
C&H&F Higher Trainees	22	7	Vacant rota slots covered by locums.
NH Higher Trainees	10	0	
TH Higher Trainees	14	3	Vacant rota slots covered by locums.
CAMHS Higher Trainees	9	1	These 9 posts contribute to a wider rota across 4 Trusts (GOSH, ELFT, NELFT, WLMHT) The vacancy at ELFT is covered by a LAS appointment
B CT/GPST/F2	8	1	Vacant rota duties covered by locums
C&H CT/GP	22	0.5	One post filled on a part-time

			basis. Vacant rota duties covered by locums.
L CT/GPST/F2	8	0	
NH CT/GP	20	1	Vacant rota duties covered by locums
TH CT/GP	20	0	

6.0 Qualitative information

6.1 The schedule for transfer to the new contract is as follows:

1st February 2017: Core trainees and those GP trainees within the Trust on rotations of 6 months (C&H and NH).

5th April 2017: F1 and F2 Trainees, all locations.

Those GP trainees on rotations of 4 months (TH and B&L)

2nd August 2017: Higher Specialty Trainees except CAMHS

5th September 2017: CAMHS Specialty Trainees

6.2 Accordingly, the only groups who had transferred to the new contract during the reporting period were the Core Trainees and some of the GP Trainees in the Trust.

7.0 Issues arising

7.1 The Higher Trainees in the Trust are transferring to the new contract in August and September 2017. However, they are participating in the Junior Doctors' Forum and collaborating with the GoSW in preparation for their transfer and to help to move forward discussions relating to the existing rota arrangements. They are being encouraged to report exceptions on an informal basis.

8.0 Actions taken to resolve issues

8.1 No actions have yet arisen as a result of exception reporting.

9.0 Planned future action

9.1 Action is in hand to complete the transfer to the new contract for all staff groups within the schedule set out above. There are no concerns to report at present.