

**REPORT TO THE TRUST BOARD- PUBLIC**  
**22 FEBRUARY 2018**

<b>Title</b>	Quarterly Report on Safe Working Hours: Doctors and Dentists in Training 19 October 2017 – 22 February 2018
<b>Author</b>	Cathie O'Driscoll, Serious Incident Reviewer and Honorary Consultant Psychiatrist
<b>Accountable Executive Director</b>	Paul Gilluley, Interim Chief Medical Officer

**Purpose of the Report:**

The Board is asked to note the third quarterly report from the ELFT Guardian of Safe Working which provides data about the number of junior doctors in training in the Trust and any issues arising from transition to the 2016 Junior Doctor contract which was fully implemented in ELFT in September 2017. The report details arrangements made to ensure Safe Working within the new contract and arrangements in place to identify, quantify and remedy any risks to the organisation.

**Summary of Key Issues:**

- The need to establish reliable data on locum use throughout the Trust
- Low levels of exception reporting within ELFT and the reasons for this
- Risk to the organisation associated with ongoing vacancies and associated rota gaps

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

Improving service user satisfaction	<input checked="" type="checkbox"/>	
Improving staff satisfaction	<input checked="" type="checkbox"/>	
Maintaining financial viability	<input type="checkbox"/>	

**Committees/Meetings where this item has been considered:**

Date	Committee/Meeting
N/A	N/A

**Implications:**

Equality Analysis	This report has no direct impact on equalities.
Risk and Assurance	Risks are associated with rota gaps and assurance will be provided through monitoring
Service User/Carer/Staff	No concerns noted at present
Financial	There are no financial implications attached to this report.
Quality	No concerns noted at present

**Supporting Documents and Research material**

a. N/A
--------

**Glossary**

--	--

## 1.0 Introduction

1.1 This is the third quarterly report to be presented to the Board. The main changes that the Board is asked to note are the following:

- Details of exception reports received to date will be outlined in this report
- The Board is asked to note the information contained in the report including locum cover and the risks associated with vacant trainee posts and rota gaps

## 2.0 High level data for ELFT Employed Trainees

2.1 Number of posts for doctors in training – ELFT as Lead Employer:

Grade	Number of posts for doctors / dentists in training (total):		
	London	Beds & Luton	Total
CT1-3	41	9	50
ST4-6	55	3	58
		<b>TOTAL</b>	<b>108</b>

Grade	Number of doctors / dentists in training on 2016 TCS (total):		
	London	Beds & Luton	Total
CT1-3	40	8	48
ST4-6	50	2	52
		<b>TOTAL</b>	<b>100</b>

- Amount of time available in job plan for guardian to do the role: Payment agreed through bank
- Admin support provided to the guardian (if any): None allocated
- Amount of job-planned time for clinical supervisors: None allocated

2.2 Additionally, there are currently four specialty doctors on the higher trainee rotation in Luton and Bedfordshire.

### a) Exception reports (with regard to working hours)

Exception Reports (04.10.17 – 06.02.18). There were 10 reports relating to hours and rest and 0 reports relating to education.

No fines are due but some reports remain open.

Exception reports by Directorate				
Directorate	No. exceptions carried over from last report	No. exceptions raised	No. exceptions closed	No. exceptions outstanding
City and Hackney	0	0	0	0
Tower Hamlets	0	7	5	2

<b>Luton</b>	0	0	0	0
<b>Bedfordshire</b>	0	0	0	0
<b>Newham</b>	0	0	0	0
<b>CAMHS</b>	0	3	3	0
<b>Total</b>	0	10	8	2

<b>Exception reports by Grade</b>				
<b>Directorate</b>	<b>No. exceptions carried over from last report</b>	<b>No. exceptions raised</b>	<b>No. exceptions closed</b>	<b>No. exceptions outstanding</b>
<b>FY2</b>	0	1	0	1
<b>CT1-3</b>	0	1	0	1
<b>ST4-6</b>	0	8	8	0
<b>Total</b>	0	10	8	2

<b>Exception reports by Action</b>				
<b>Directorate</b>	<b>Payment</b>	<b>TOIL</b>	<b>Not agreed</b>	<b>N/A as no action required</b>
<b>City and Hackney</b>	n/a	n/a	n/a	
<b>Tower Hamlets</b>	0	5	0	
<b>Newham</b>	n/a	n/a	n/a	
<b>Luton</b>	n/a	n/a	n/a	
<b>Bedfordshire</b>	n/a	n/a	n/a	
<b>CAMHS</b>	0	3	0	
<b>Total</b>	0	8	0	

<b>Exception reports (response time)</b>				
	<b>Addressed within 48 hours</b>	<b>Addressed within 7 days</b>	<b>Addressed in longer than 7 days</b>	<b>Still open</b>
<b>FY2</b>				1
<b>CT1-3</b>				1
<b>ST4-6</b>	3	1	4	0
<b>Total</b>	3	1	4	2

#### **b) Work schedule reviews**

No Work Schedule Reviews were carried out in the reporting period

#### **c) Locum bookings internal**

At a meeting with the Clinical Directors on 23.08.17, it was agreed by the Clinical Directors that all directorate rota co-ordinators would collate for the GoSW the following data regarding the use of internal, bank and agency locums within the directorate:

- Directorate
- Grade of staff
- Shifts requested and worked
- Number of hours requested and worked
- Reason for locum request

For the preparation of this report, the GoSW has received this data from all directorates except Newham (sickness absence of staff member). However, analysis of the data has revealed discrepancies in the way the data has been presented between directorates (probably because the original request from the Guardian was insufficiently detailed). The data cannot be assured in its current form. Therefore it is proposed to prepare a detailed analysis of all locum use for the first year of 2016 Junior Doctor Contract implementation (which commenced in ELFT on 01.02.17) to include financial analysis for presentation to the Trust Board in the GoSW Annual report at the next Trust Board Meeting

Locums are obtained either through bank or through agency to cover ad hoc shifts on rotas and the following numbers for ELFT through each system are detailed below:

**d) Agency**

<b>Month</b>	<b>Grade</b>	<b>Reason</b>	<b>Total</b>
<b>October -17</b>	N/A		0
<b>November - 17</b>	ST4-6	vacancy	1
<b>December - 17</b>	ST4-6	vacancy	1
<b>January - 18</b>	CT 1-3	vacancy	1
	ST4-6	vacancy	1
<b>Grand Total</b>			4

a) Vacancies by month

Vacancies by month							
Directorate	Grade	October 2017	November 2017	December 2017	January 2018	(Total gaps average)	Number of shifts uncovered
City and Hackney (incl. Forensics)	CT	0.5	0.5	0.5	0.5		
	ST	3	3	3	3		
Newham	CT	0	0	0	0		
	ST	1	1	1	1		
Tower Hamlets	CT	0	0	0	0		
	ST	0	0	0	0		
Luton and Bedfordshire	CT	1	1	1	1		
	ST	1	1	1	1		
CAMHS	ST	1	1	1	1		
Total		7.5	7.5	7.5	7.5		

b) Fines

This section lists all fines levied during the previous quarter, and the departments against which they have been levied. Additionally, the report indicates the total amount of money levied in fines to date, the total amount disbursed and the balance in the guardian of safe working hours' account. A list of items against which the fines have been disbursed would be attached as an appendix<sup>1</sup> but at this time is not applicable.

Fines by Directorate		
	Number of Fines Levied	Value of Fines Levied
City and Hackney	0	N/A
Newham	0	N/A
Tower Hamlets	0	N/A
Luton and Bedfordshire	0	N/A
Total	0	N/A

<sup>1</sup> This information will be used to inform the organization's annual report, which must include clear detail on how the money has been spent (Schedule 5, para. 15).

<b>Fines (cumulative)</b>			
Balance at end of last quarter	Fines this quarter	Disbursements this quarter	Balance at end of this quarter
N/A	N/A		

### **3.0 Qualitative information**

3.1 The Guardian of Safe Working convened a further Junior Doctor Forum which took place on 09.11.17 and attended the JLNC on 27.11.17 where issues arising from the second Trust Board Quarterly Report were discussed

3.2 A survey is currently in planning to assess the level of knowledge of trainee doctors and their consultant clinical supervisors about exception reporting and how it should be managed. It is noted that low numbers of exception reports continue to be received and, to date, no work schedule reviews have been undertaken.

### **4.0 Issues arising**

4.1 CAMHS higher trainees are working across 5 London Trusts, their rotas will remain non-resident, but have been reviewed to ensure compliance under the new terms and conditions, to which they transitioned in September 2017. A pan rota meeting between HR representatives, Guardians and the CAMHS higher trainees took place on 22.11.17 to clarify the new arrangements. It has been agreed that ELFT will act as co-ordinator for the rota

4.2 The Luton and Bedfordshire higher trainees will remain non-resident, but rotas have been being revised to ensure compliance under the new terms and conditions; including allocated handover time between shifts

4.3 From 02.08.17, Newham and Tower Hamlets now have one resident higher trainee covering both sites out of hours. Some exception reports have been generated as a result of this change which raised concerns at the last Junior Doctor Forum on 09.11.17. However, some issues arising from the new system could not be addressed through the exception reporting mechanism. At a meeting of the JLNC on 27.11.17, the interim Chief Medical Officer confirmed that there would be a formal review of the new arrangements to be completed by the end of March 2018

### **5.0 Ongoing Risks**

5.1 The Board is asked to note the ongoing risks to the organization identified in this report which the Guardian of Safe Working, Medical Workforce Manager, Director of Medical Education and Clinical Directors will keep under regular review and remediate wherever possible:

- Ongoing rota gaps in Luton and Bedfordshire. Full year data to precisely quantify this risk will be included in the GoSW annual report to be presented at the next Trust Board

- It is clear that the more prescriptive rota rules outlined within the Terms and Conditions of Service in the 2016 Junior Doctor Contract have impacted on the ability of ELFT trainees to internally cover rota gaps. Measures are being put in place to prospectively quantify any possible increase in rota gaps and full year data will be provided in the annual report

## **6.0 Action Being Requested**

- 6.1 The Board is asked **RECEIVE** and **NOTE** potential areas of concern and the plans in place to quantify risk and identify plans for remediation where necessary