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# Guardian of Safe Working

- Dr Jonathon Greiff, Consultant in Anaesthesia and Critical Care
- Ensures issues of compliance with safe working hours are addressed
- Chairs Trust Junior Doctor Forum
  - If you would like to get involved please contact Vidya Patel, Medical HR Manager.
- If you would like to discuss any concerns contact me

One team shared values

# Hours and Breaks Regulations for Junior Doctors

## Maximum Hours and Consecutive Shifts

- Max average of 48 hours of work per week
- Max of 72 hours work in any 7 consecutive days
- Max 8 consecutive days
- Max 13 hour shift length
- Max 4 consecutive night shifts
- Max 5 consecutive long day shifts

## Breaks/Rest

- At least one 30 minute paid break for a shift lasting more than 5 hours.
- A second 30 minute paid break if the shift is more than 9 hours – should be evenly spaced
- 11 hours of continuous rest between shifts

## Non-resident On-Call Rest Requirements

- 11 hours (absolute minimum of 8 hours) of total rest in each 24 hour on-call period
- of which 5 hours should be continuous rest between 10pm and 7am
- Consecutive on-calls cannot be worked (except Sat/Sun on-calls)

NHS Employers factsheet on Rota Rules can be found via the Junior Doctors Contract pages on insite or [nhsemployers.org](http://nhsemployers.org)

# Opting Out

- Cannot opt out of your normal rota
- But can opt out of the 48 hours if you wish to undertake extra locum shifts
- Opt Out Forms (individual)
- Opting Out only applies to working hours
- You cannot 'Opt Out' of rest periods



# Exception Reporting

- Exception Reporting is key feature of the 2016 junior doctor contract
- Allows junior doctors to raise issues with work patterns and missed educational opportunities
- At (UHL) the process is supported by the:
  - Medical Director
  - Guardian of Safe Working.
  - Director of Medical Education
  - Consultants
  - Clinical and Non-clinical Managers
  - Human Resources

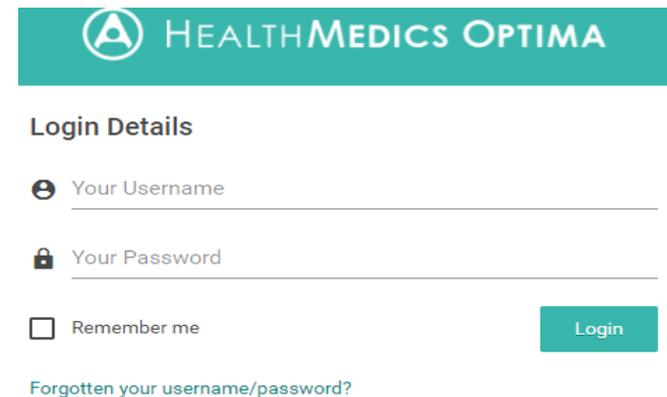
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# When to Exception Report

- Exception Reports should be recorded where
  - Day to day work varies significantly and/or regular from your duty roster
  - Unable to take appropriate breaks and/or rest
  - Issues with Educational opportunities
- Doctors must raise exceptions within 14 days (7 days if payment is required) of the issue occurring
- Any immediate and substantive risk to the safety of patients and/or staff must always be discussed with a consultant as a matter of urgency

# Raising Exceptions

- Reported via a web based package, accessible on desktops (Google Chrome) and mobiles phones
- If you don't already have an Allocate account you will receive username & password by email.
- If you do not have a log in please contact your JDA
- Select the link from the email or enter:  
<https://www.healthmedics.allocatehealthsuite.com> or use the QR code on the leaflet in your packs
- Enter your username and password to login



HEALTHMEDICS OPTIMA

Login Details

 Your Username

 Your Password

Remember me

[Forgotten your username/password?](#)

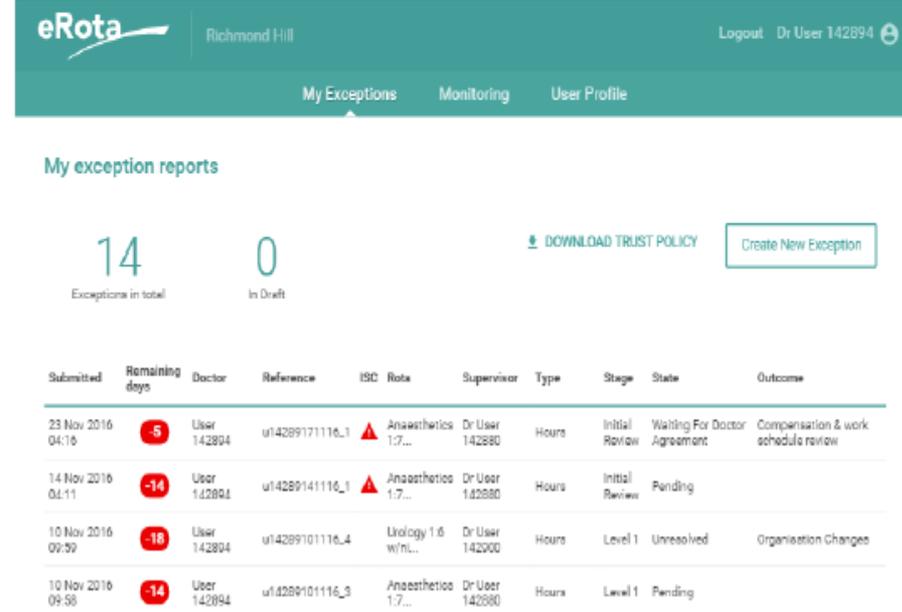
# Raising Exceptions



## Dashboard

- The dashboard will list all of the exceptions you have raised.
- To raise a new exception, click 'Create New Exception' from your dashboard and complete the form

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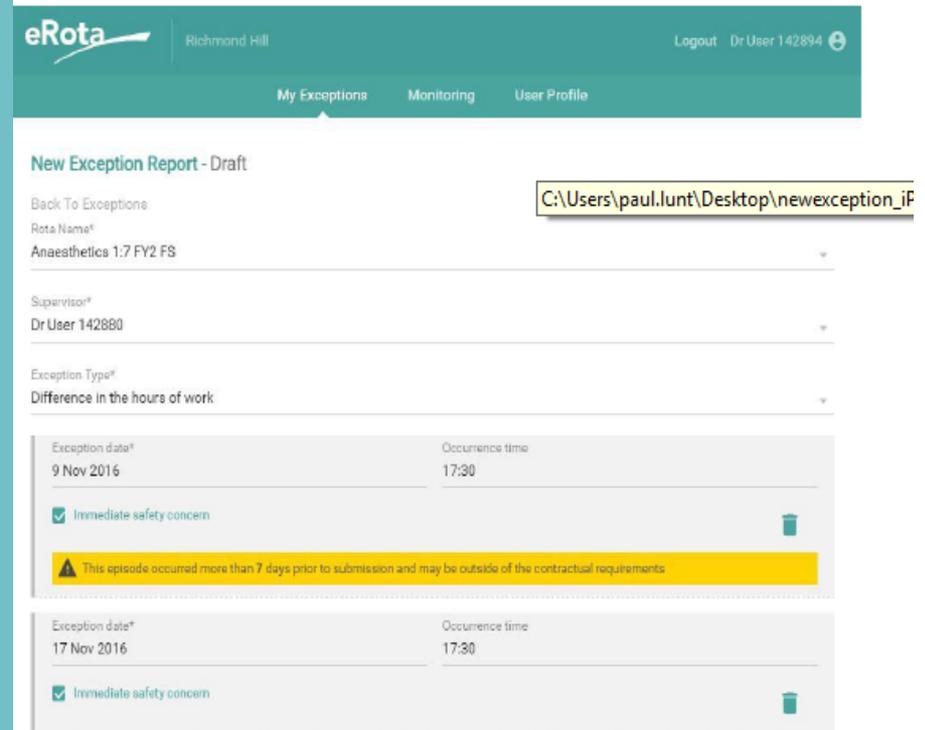


The screenshot shows the eRota dashboard for Richmond Hill. The user is logged in as Dr User 142894. The dashboard displays 'My exception reports' with two summary cards: '14 Exceptions in total' and '0 In Draft'. There is a 'DOWNLOAD TRUST POLICY' link and a 'Create New Exception' button. Below the summary is a table of exception reports.

Submitted	Remaining days	Doctor	Reference	ISC Rota	Supervisor	Type	Stage	State	Outcome
23 Nov 2016 04:16	-5	User 142894	u14289171116_1	Anaesthetics 1.7...	Dr User 142880	Hours	Initial Review	Waiting For Doctor Agreement	Compensation & work schedule review
14 Nov 2016 04:11	-14	User 142894	u14289141116_1	Anaesthetics 1.7...	Dr User 142880	Hours	Initial Review	Pending	
10 Nov 2016 09:59	-18	User 142894	u14289101116_4	Urology 1.6 w/n...	Dr User 142900	Hours	Level 1	Unresolved	Organisation Changes
10 Nov 2016 09:58	-14	User 142894	u14289101116_3	Anaesthetics 1.7...	Dr User 142880	Hours	Level 1	Pending	

# Raising Exceptions

1. Select Rota template you are working on
2. Select the specialty supervisor
3. Select Exception type: a difference in hours, difference in pattern of hours or education and training opportunities.
4. Enter the date of the Exception.
5. Enter the approximate start time of the exception.
6. Immediate safety concern: enables you to flag safety concern that affected yourself or patients.
7. Variance from work schedule: allow for more details to be provided
8. State Steps taken to resolve matters.
9. Submit



eRota | Richmond Hill | Logout Dr User 142894

My Exceptions | Monitoring | User Profile

### New Exception Report - Draft

Back To Exceptions

Rota Name\*  
Anaesthetics 1:7 FY2 FS

Supervisor\*  
Dr User 142880

Exception Type\*  
Difference in the hours of work

Exception date*	Occurrence time
9 Nov 2016	17:30
<input checked="" type="checkbox"/> Immediate safety concern	
 This episode occurred more than 7 days prior to submission and may be outside of the contractual requirements	
17 Nov 2016	17:30
<input checked="" type="checkbox"/> Immediate safety concern	

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# Raising Exceptions



## Agree/disagree with outcome

- The Service will make an initial review of your exception report and provide a response or ask for further information.
- When an initial review decision has been made, you will receive an automated notification asking you to login and either agree or disagree with that decision; you should respond within 14 days.
- If you disagree the review will move to a level 1 work schedule review.

### Doctor agreement

After their review, your supervisor has recommended the outcome to be **compensation & work schedule review**.

Do you:

Agree

Disagree

Please note that on submit, your work schedule will be moved to the level 1 work schedule review stage.

 CANCEL

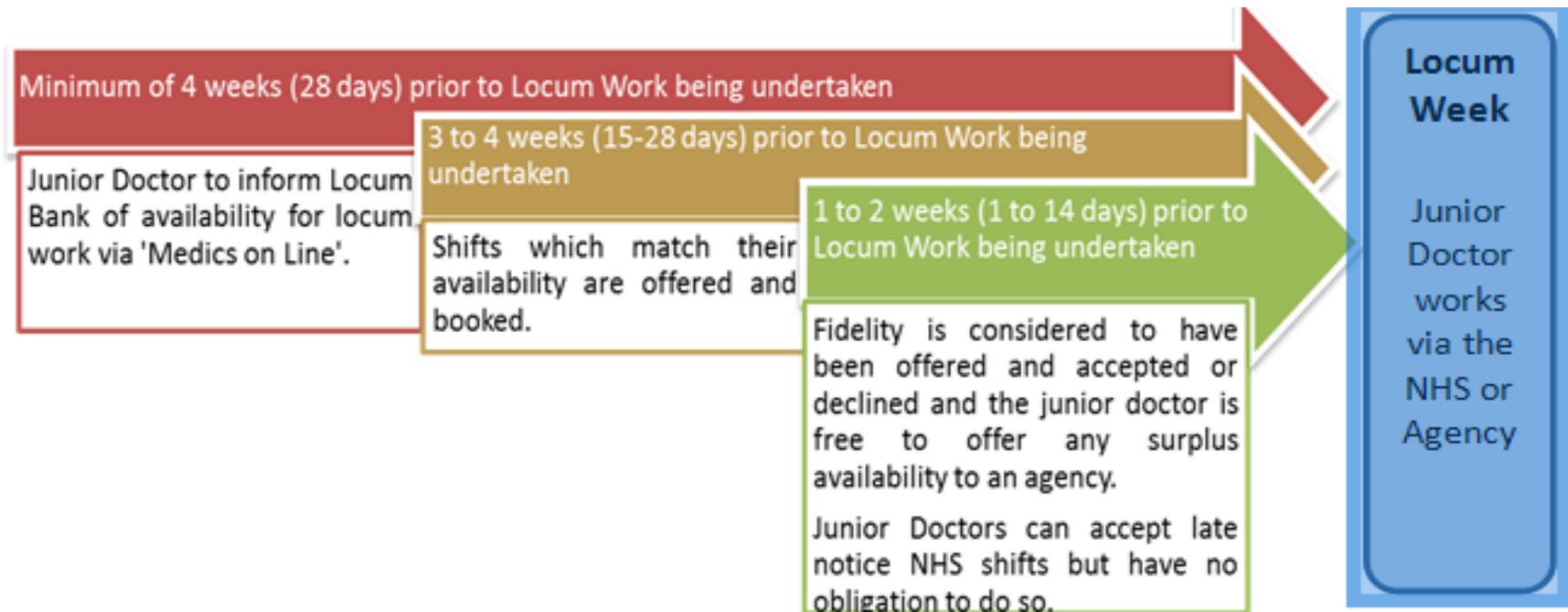
 SUBMIT

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# Locum Fidelity

Junior doctors intending to undertake additional paid work as a locum, must initially offer such additional hours of work exclusively to the NHS (any NHS organisations) before working for a Locum Agency.

The process at UHL is:



- UHL pay enhanced locum rates for additional locum work.
- All new starters in April will be automatically enrolled onto the Trust Locum bank as long as the statutory and mandatory training is completed on HELM by 1<sup>st</sup> May 2018.
- All junior doctors must complete all their UHL statutory and mandatory training before undertaking any locum work.
- If you do not want to be auto enrolled on to the bank, please state this on the Locum Fidelity form and give it to HR today.
- If prefer to be paid weekly for Locum shifts, you MUST sign a tax aggregation form today – available at the locum bank stand
- If the tax form is not signed today, you not be eligible for the option of weekly pay for the first 3 months of their employment.



- All doctors on the Locum bank will be given access to MedicOnline
- Doctors can view and book into locum shifts automatically
- Doctors can record their availability via Medic Online. This allows the Bank Office and the CMGs to offer suitable locum shifts.
- View shifts you have worked and locked for payment.
- A brief on-line video explaining Employee Online/Medic OnLine (MOL) is available on HELM-Please watch. Guides are also available on InSite:
  - <http://insite.xuhl-tr.nhs.uk/homepage/management/corporate-directorates/nursing/electronic-rostering/medic-online-for-locum>

