

EXCEPTION REPORTING PROCEDURE AT UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

INITIAL and LEVEL 1

All Safety Concerns should be discussed with a Consultant ASAP.

Junior Doctor to submit an Exception on line at mrm.live.co.uk within 14 days or 7 days if additional payment is requested

Prior to working additional hours junior Doctor must discuss the requirements with a Senior Doctor (consultant or ST3+), as they may be able help to mitigate the issue

Except when dealing with an Emergency

Nominated Service Lead to review and discuss the exception and agree outcome with the junior doctor within 7 days of submission.

Actions 1 and 2 must be completed

Action 1

Action 2

DME or GSW informed

GSW to review if penalty payments apply and inform the Service Lead(s)

Education Exception

Service Lead Plan to manage exception

ES, CS and DME informed

Work Practice Exception

Doctors' choice

No further Action

If it is a recurring issue

Service Requirement

Undertake a Work Schedule Review (follow the Trust Process for changing rota templates if required)

Service Lead arranges TOIL with the doctor and/or arranges Payment (obtain approval from budget holder if payment is to be granted)

Service Lead to send a formal response to the doctor via package

Doctor to confirm Agreement within 14 days

No Response

END CS, ES and DME or GSW informed

Doctor to set out area(s) of disagreement and preferred outcome

Is the Service to offer an alternative option? If necessary gain approval

Follow Level 2 Exception Reporting Procedure

END CS, ES and DME or GSW informed

END CS, ES and DME or GSW informed

Abbreviations
 Clinical Supervisor (CS)
 Director of Medical Education (DME)
 Educational Supervisor (ES)
 Guardian of Safe Working (GSW)

Useful Information – In Relation to Exception Reporting

Reporting Exceptions

Via on-line package – mmlive.co.uk

Should you encounter any problems please contact your JDA or Allocate Support on 0844 417 9512

When to raise an Exception

When day to day work varies significantly and/or regularly from your work schedule and/or you are unable to take breaks.

Breaks

Entitlement is a 30 minute paid break for duties longer than 5 hours and a second 30 minute break for shifts over 9 hours.

Liaise with your colleagues to plan breaks. If you are unable to organise breaks please raise this with your consultant.

In Relation to Exception Reporting Service Requirement is:

1. Clinical work requiring urgent action or an Emergency Situation.
2. High workloads, which cannot be handed over to colleague(s). For this prior permission must be sought from a consultant.

What is Classed as a Doctor's Choice

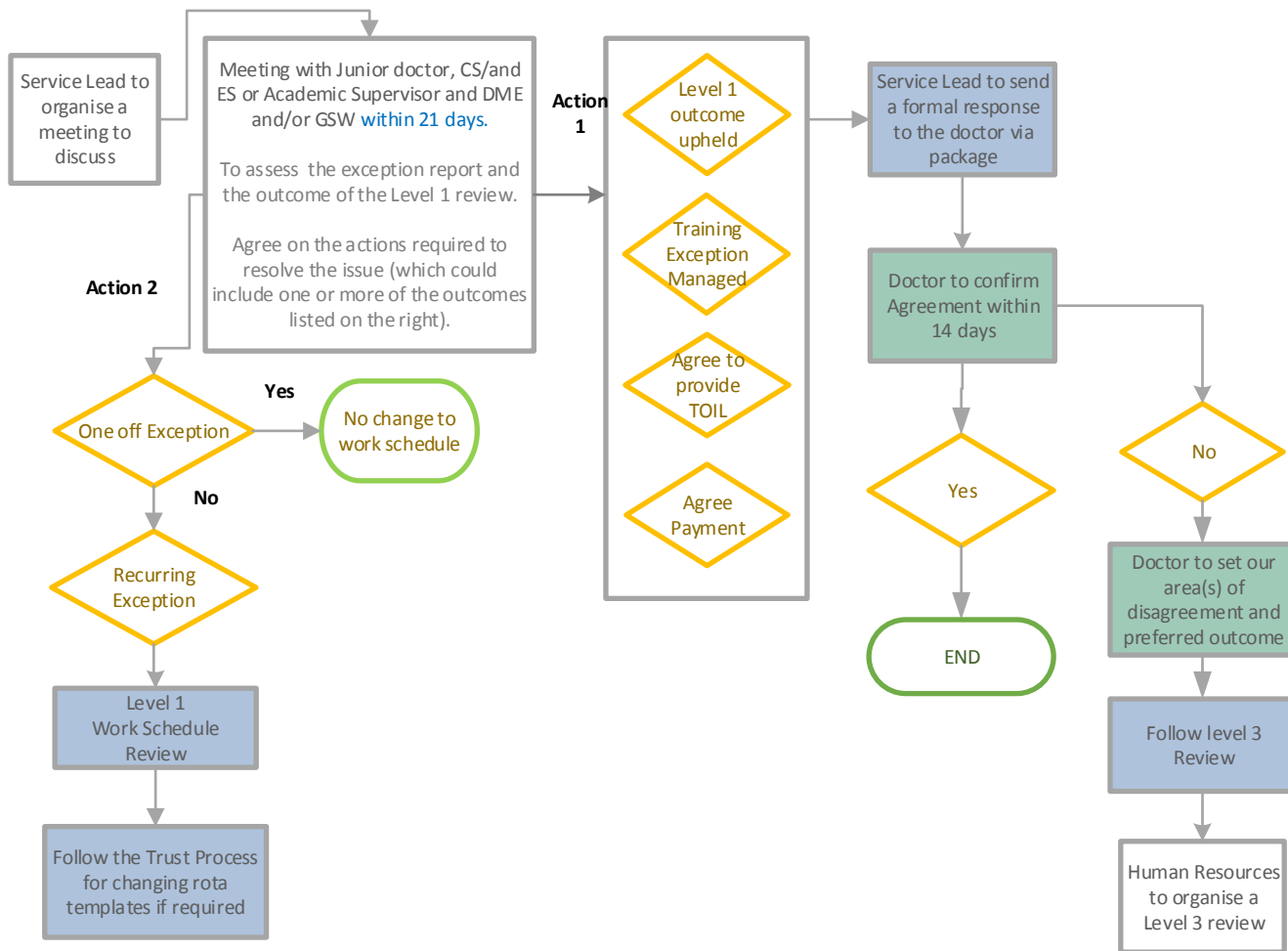
Doctor's choice to partake in additional activity which is not a service requirement (e.g. additional theatre session)

Time off in Lieu (TOIL)

TOIL should be scheduled (in agreement with the junior doctor) by the Service at the earliest opportunity to avoid impacting on Educational sessions.

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LEVEL 2



LEVEL 3

