

MANCHESTER UNIVERSITY NHS FOUNDATION TRUST
HUMAN RESOURCES SCRUTINY COMMITTEE

Report of:	Miss Toli Onon, Joint Group Medical Director
Paper prepared by:	Karen Fentem, Guardian of Safe Working
Date of paper:	February 2021
Subject:	Quarterly report from the Guardian of Safe Working (Period October – December 2020)
Purpose of Report:	Indicate which by ✓ <ul style="list-style-type: none">• Information to note• Support• Accept• Resolution• Approval• Ratify ✓
Consideration against the Trust's Vision & Values and Key Strategic Aims:	Staff satisfaction and reputation of the Trust
Recommendations:	The HR Scrutiny Committee is asked to note the content of the report.
Contact:	<u>Name:</u> Karen Fentem, Guardian of Safe Working <u>Tel:</u> 0161 701 1677

Report from the Guardian of Safe Working Period October - December 2020

1. Background

The 2016 Terms and Conditions of Service (TCS) for Junior Doctors and Dentists in Training introduced the role of the Guardian of Safe Working (GoSW). The GoSW's primary responsibility is to act as the champion of safe working hours for doctors in training and provide assurance to the Trust that doctors are safely rostered and that their working hours are compliant with the 2016 terms and condition of service.

As part of the above, the GoSW is required to submit quarterly reports to the Board. This report relates to period 1 October to 31 December 2020.

To enable comparisons to be made over time, the number of exception reports received and closed for period July 2018 – December 2020 is depicted in Appendix 1. In addition, the number of exception reports submitted for period October – December 2020 against the same period in 2018 and 2019 is shown in Appendix 2.

2. High Level Data (as at 4 January 2021)

Total number of established training posts – Oxford Road Campus	626
Total number of established training posts – Wythenshawe, Trafford, Withington and Altrincham	358
Total number of established training posts	984
Total number of doctors/dentists in training on 2016 TCS	947

Total number of exception reports raised in this quarter	107
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Amount of time available for the Guardian to do the role per week	26.25 hrs
Admin support provided to the Guardian per week	15 hrs
Amount of job planned time for education supervisors	0.25 PA

3. Exception Reports (October - December 2020)

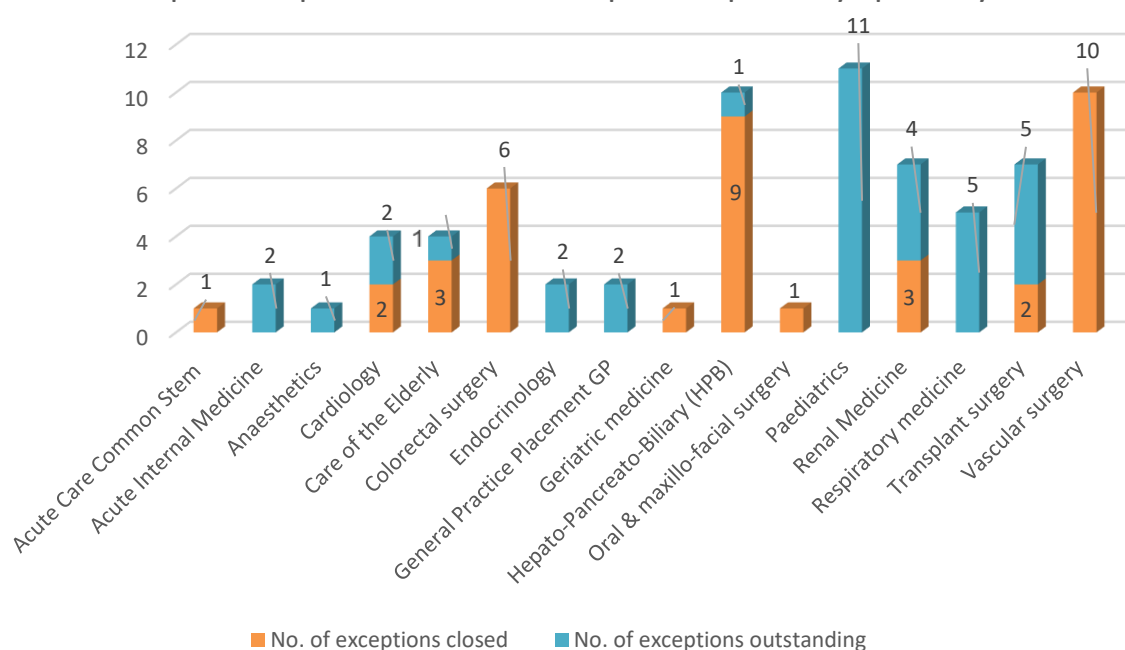
Please note the data presented in this report was extracted from the exception reporting system on 4 January 2021.

3.1 Exception reports by specialty

3.1.1 Oxford Road Campus (ORC)

Specialty	No. of exceptions carried over from last report	No. of exceptions raised in this quarter	No. of exceptions closed	No. of exceptions outstanding
Acute Care Common Stem	-	1	1	-
Acute Internal Medicine	-	2	-	2
Anaesthetics	-	1	-	1
Cardiology	-	4	2	2
Care of the Elderly	3	-	3	1
Colorectal surgery	3	4	6	-
Endocrinology	-	2	-	2
General Practice Placement GP	-	2	-	2
Geriatric medicine	-	1	1	-
Hepato-Pancreato-Biliary (HPB)	-	10	9	1
Oral & maxillo-facial surgery	-	1	1	-
Paediatrics	-	11	-	11
Renal Medicine	-	7	3	4
Respiratory medicine	-	5	-	5
Transplant surgery	1	6	2	5
Vascular surgery	-	10	10	-
Total	7	67	38	36

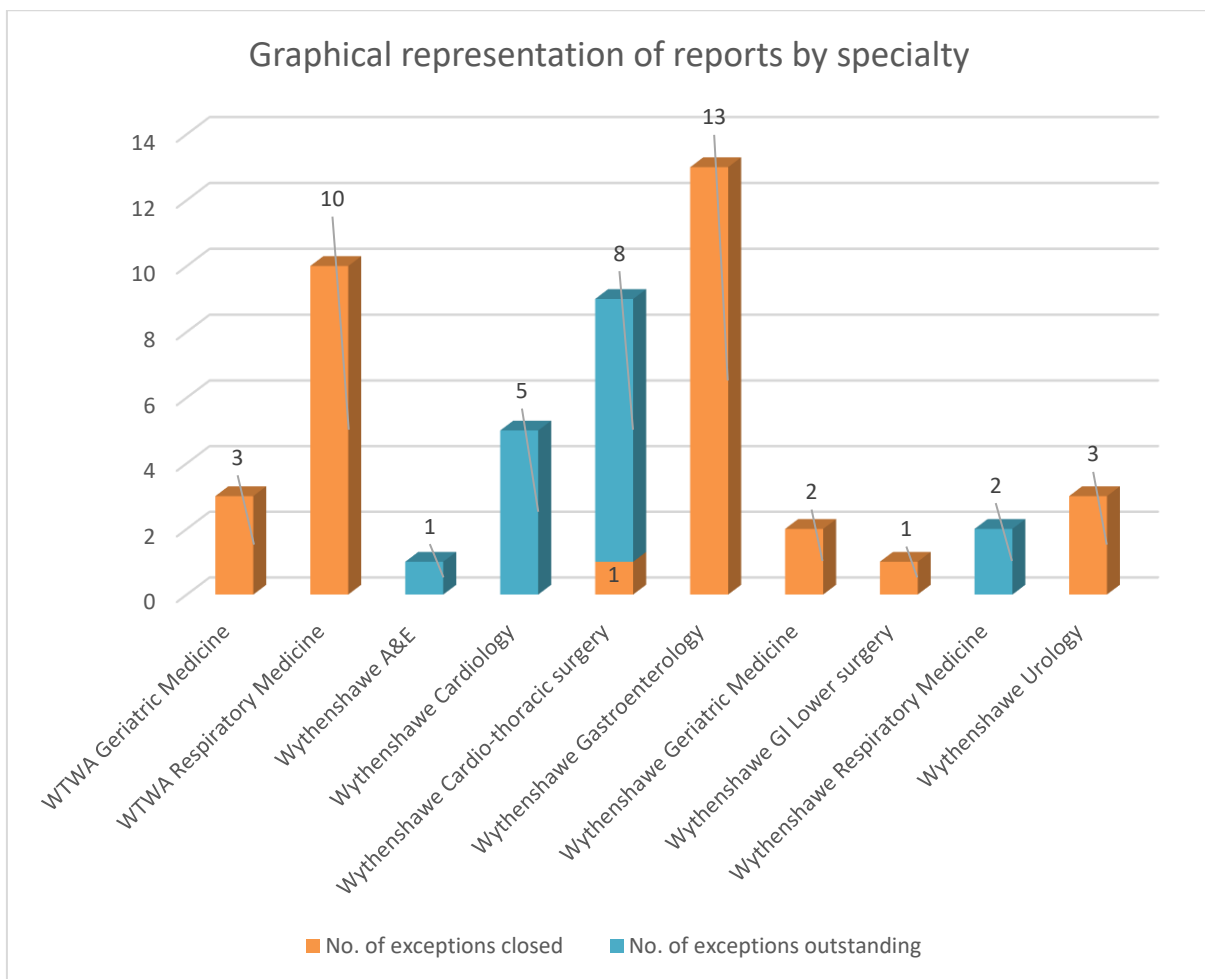
Graphical representation of exception reports by specialty



3.1.2 Wythenshawe, Trafford, Withington and Altrincham (WTWA)

Specialty	No. of exceptions carried over from last report	No. of exceptions raised in this quarter	No. of exceptions closed	No. of exceptions outstanding
WTWA Geriatric Medicine	-	3	3	-
WTWA Respiratory Medicine	3	7	10	-
Wythenshawe A&E	-	1	-	1
Wythenshawe Cardiology	-	5	-	5
Wythenshawe Cardio-thoracic surgery	3	6	1	8
Wythenshawe Gastroenterology	5	10	13	2
Wythenshawe Geriatric Medicine	-	2	2	-
Wythenshawe GI Lower surgery	-	1	1	-
Wythenshawe Respiratory Medicine	-	2	-	2
Wythenshawe Urology	-	3	3	-
Total	11	40	33	18

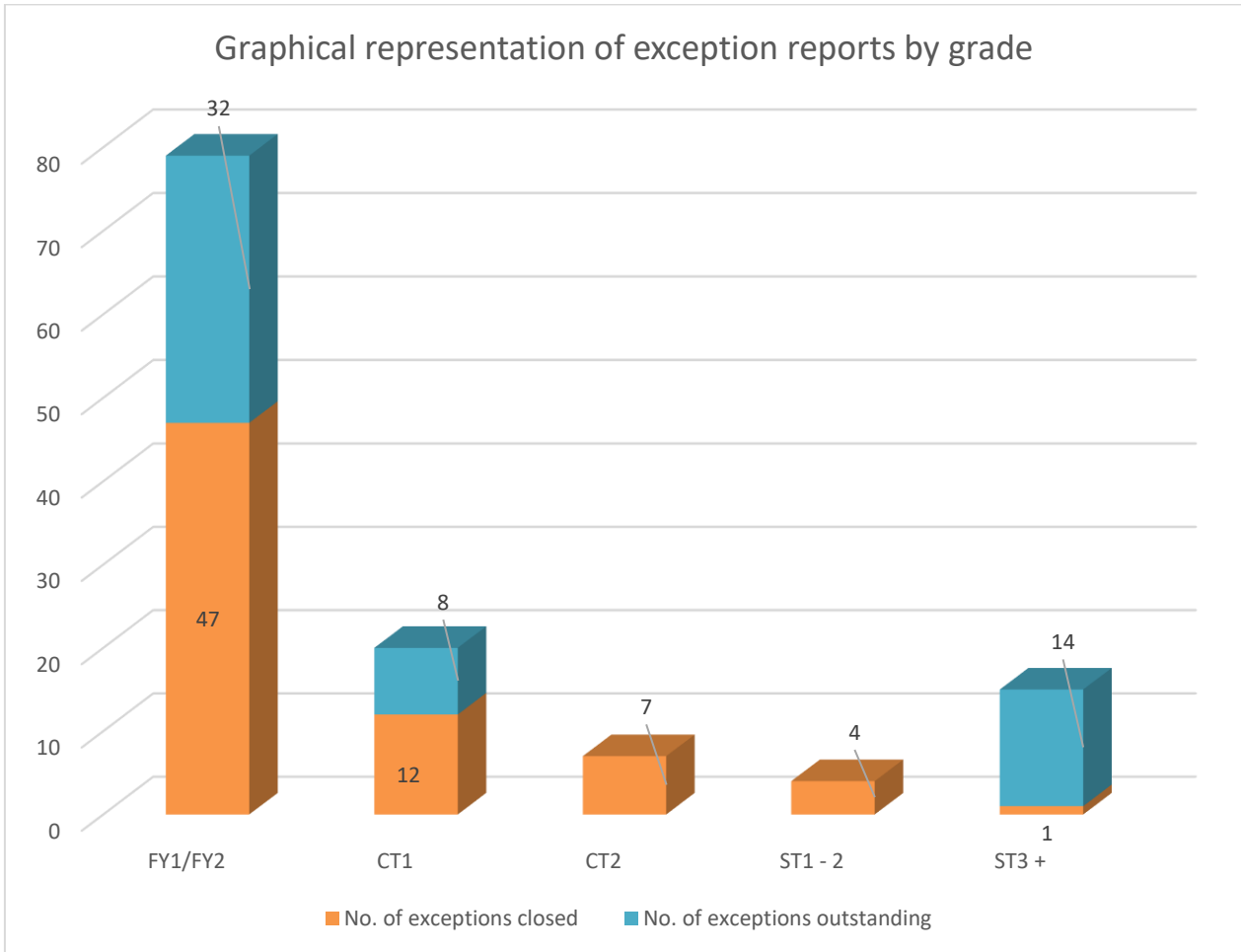
Exception reports should be reviewed by the Educational Supervisor within 7 days of submission; where these timescales are not met the GoSW will send a reminder to the Educational Supervisor. Any exception reports that remain outstanding will be escalated to the relevant Clinical Director, Hospital Medical Director or Hospital Chief Executive Officer as detailed in Appendix 3 - the Trust's Escalation Process for Exception Reports.



3.2 Exception reports by grade

Grade	No. of exceptions carried over from last report	No. of exceptions raised in this quarter	No. of exceptions closed	No. of exceptions outstanding
FY1/FY2	8	71	47	32
CT1	6	14	12	8
CT2	4	3	7	-
ST1 - 2	-	4	4	-
ST3 +	-	15	1	14
Total	18	107	71	54

Graphical representation of exception reports by grade

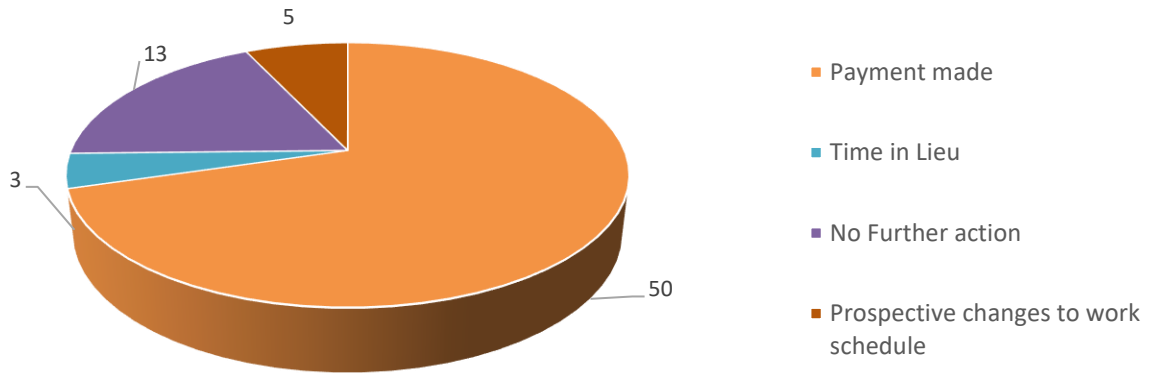


3.3 Exception reports by rota				
3.3.1 ORC				
Rota	No. of exceptions carried over from last report	No. of exceptions raised in this quarter	No. of exceptions closed	No. of exceptions outstanding
MRI Cardio thoracic FY1	1	-	-	1
MRI General Surgery FY1	4	31	28	7
General Practice Placement GP	-	2	-	2
LTFT Frame 60% MRI Renal New 2019	-	1	1	-
LTFT MRI Cardiology St3+ 2019	-	1	-	1
MRI - OMFS DCT - September 2020	-	1	1	-
MRI Cardio thoracic Surgery St3+ August 2020	2	6	1	7
MRI Cardiology St3+ Oct 2020	-	2	1	1
MRI General Medicine FY1 August 2020	3	9	3	9
MRI General Medicine RMO August 2020	-	2	2	-
MRI Renal Medicine Hybrid August 2020	-	4	2	2
MRI, Cardiology, Junior	-	1	-	1
RMCH COMBINED Senior Gen/Tert August 2020	-	11	-	11
Total	10	71	39	42

3.3 Exception reports by rota				
3.3.2 WTWA				
Rota	No. of exceptions carried over from last report	No. of exceptions raised in this quarter	No. of exceptions closed	No. of exceptions outstanding
WTWA A&E Jnr	-	1	-	1
WTWA AMU	-	2	-	2
WTWA Cardio & Resp Fy1	-	1	-	1
WTWA Gen Med FY1 - August 2020	-	2	2	-
WTWA Gen Med Jnr - August 2020	7	6	13	-
WTWA Gen Surg Fy1	-	3	3	-
WTWA General Medicine Foundation	1	11	7	5
WTWA ICU Aug 2020 ST3+ pay	-	1	-	1
WTWA Respiratory Medicine Jnr	-	9	7	2
Total	8	36	32	12

3.4 Exception reports by outcome		
Outcomes	Number of exceptions closed	%
Payment made	50	70.4%
Time in Lieu	3	4.2%
No Further action	13	18.3%
Prospective changes to work schedule	5	7.0%
Total	71	100%

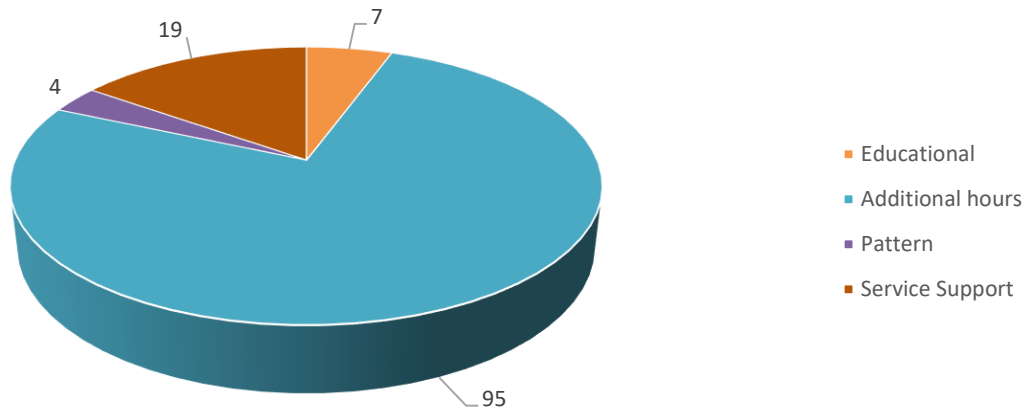
Graphical representation of exception reports by outcome



3.5 Exception reports by type

Type	No. exceptions reports raised	%
Educational	7	5.6%
Additional hours	95	76%
Pattern	4	3.2%
Service Support	19	15.2%
Total	125	100%

Graphical representation of reports by type

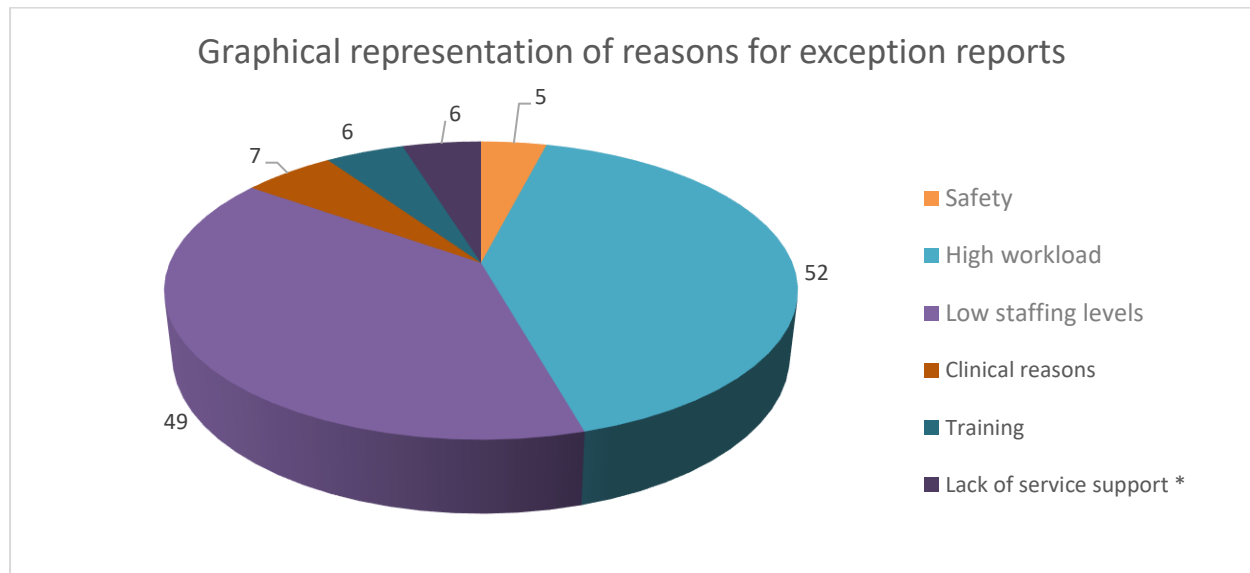


3.6 Reasons for exception reports

The main reasons identified for submission of exception reports were:

Reasons	Number	%
Safety	5	4%
High workload	52	41.6%
Low staffing levels	49	39.2%
Clinical reasons	7	5.6%
Training	6	4.8%
Lack of service support *	6	4.8%
Total	125	100%

* Lack of service support includes: work schedule being delayed; query about payment for on-calls; concerns with lack of induction; and delay in FIT testing.



3.7 Breaches that attract a financial penalty

Fines are levied when working hours breach one or more of the following situations:

1. The 48 hours average working week.
2. Maximum 72 hours worked within any consecutive period of 168 hours.
3. Minimum of 11 hours continuous rest between rostered shifts.
4. Where meal breaks are missed on more than 25% of occasions.
5. The minimum non-residential on call overnight continuous rest of 5 hours between 22.00 – 07.00 hours.
6. The minimum 8 hours total rest per 24 hours non-resident on call shift
7. The maximum 13 hours shift length
8. The minimum 11 hours rest between resident shifts

A proportion of the fine, with the exception of fines for breaks where payment is 100%, is paid to the GoSW as specified in the 2016 Terms & Conditions of Service (TCS) (see penalty rates and

finances below). The TCS also specifies that the Junior Doctors' Forum is the body that decides how accrued monies are spent within the framework identified within the TCS.

Penalty rates and fines

i) Penalty rates and fines for hours worked at the basic hourly rate.

Nodal point	Total hourly (x4) figure	Hourly penalty rate (£), paid to the doctor	Hourly fine (£), paid to the guardian of safe working hours
1	63.56	23.83	39.73
2	73.56	27.59	45.97
3	87.04	32.64	54.40
4	110.32	41.38	68.94
5	117.08	43.91	73.17

ii) Penalty rates and fines for hours worked at the enhanced hourly rate.

Nodal point	Total hourly (x4) figure	Hourly penalty rate (£), paid to the doctor	Hourly fine (£), paid to the guardian of safe working hours
1	87.08	32.64	54.44
2	100.78	37.79	62.99
3	119.25	44.72	74.53
4	151.14	56.68	94.46
5	160.40	60.15	100.25

For information on which hours attract a 37% enhancement see schedule 2 paragraphs 16-18 of the 2016 TCS.

Penalty rates are now fixed and are based on the NHSI locum rates as set out in pay circular 3/2018.

During this reporting period, one fine was levied in October against Geriatric Medicine at Wythenshawe for a breach of the 72 hours worked within any consecutive period of 168 hours.

It was agreed at the Junior Doctors' Forum in January 2021 that the £167.47 accrued in the GoSW's fund should be used to support the ongoing improvements to the facilities in junior doctors' rest rooms across the Trust.

4. Work Schedule Reviews

No work schedule reviews have taken place during this reporting period.

5. Locum Bookings (Period 01/10/20 – 31/12/20)

5.1 Locum Bookings (Bank & Agency) by Department

Area	Number of shifts requested	Number of shifts worked	No of hours requested	Number of hours worked
A&E	270	270	2369	2285
Acute ICU	0	0	0	0
Acute medicine	1066	783	9040	6630
Additional requests to support plans for COVID-19	762	694	7107	5694
Adult CRF	24	22	159	143
Anaesthetics	305	276	2900	2616
Burns and Plastics	155	134	1670	1365
CAMHS	125	94	1719	1367
Cardiology	86	41	795	422
Cardiothoracic Surgery	162	119	1854	1318
Care of the Elderly Rehab	130	125	1202	1012
Chemical Pathology	7	7	18	18
Children's Radiology	10	10	111	111
Community Learning Disability Team Central	37	22	296	176
Critical care	32	31	376	359
Cystic Fibrosis service	2	2	11	11
Dental Hospital	26	48	152	432
Dermatology	86	82	713	673
Diabetes & Endocrinology	13	3	122	38
Emergency medicine	126	106	1120	930
ENT	198	187	2456	2347
Gastroenterology	166	153	1627	1295
General Medicine	15	15	128	128

5.1 Locum Bookings (Bank & Agency) by Department

Area	Number of shifts requested	Number of shifts worked	No of hours requested	Number of hours worked
General Surgery	382	311	3988	3265
GU Medicine	1	1	9	8
Haematology	68	39	553	320
Healthy Young Minds	1	1	13	10
Heart and Lung Services	0	0	0	0
Histology	37	12	296	84
Histopathology	0	0	0	0
Laboratory Medicine	38	27	304	239
Major Trauma	3	3	38	38
Manchester Royal Eye Hospital	54	54	476	476
Maxillofacial	33	29	360	311
Medical Assessment	179	159	1714	1519
Microbiology & Virology	5	5	59	59
Neurophysiology/Neurology	64	40	625	397
NICU	7	6	75	62
Obstetrics & Gynaecology	247	205	2290	1865
Orthopaedics	17	17	155	154
Paediatric - Community	14	14	140	140
Paediatrics services	629	536	6147	5125
Radiology	6	6	64	64
Renal medicine	2	2	30	30
Renal Transplant	6	3	47	26
Respiratory	0	0	0	0
Respiratory Medicine	62	49	588	470

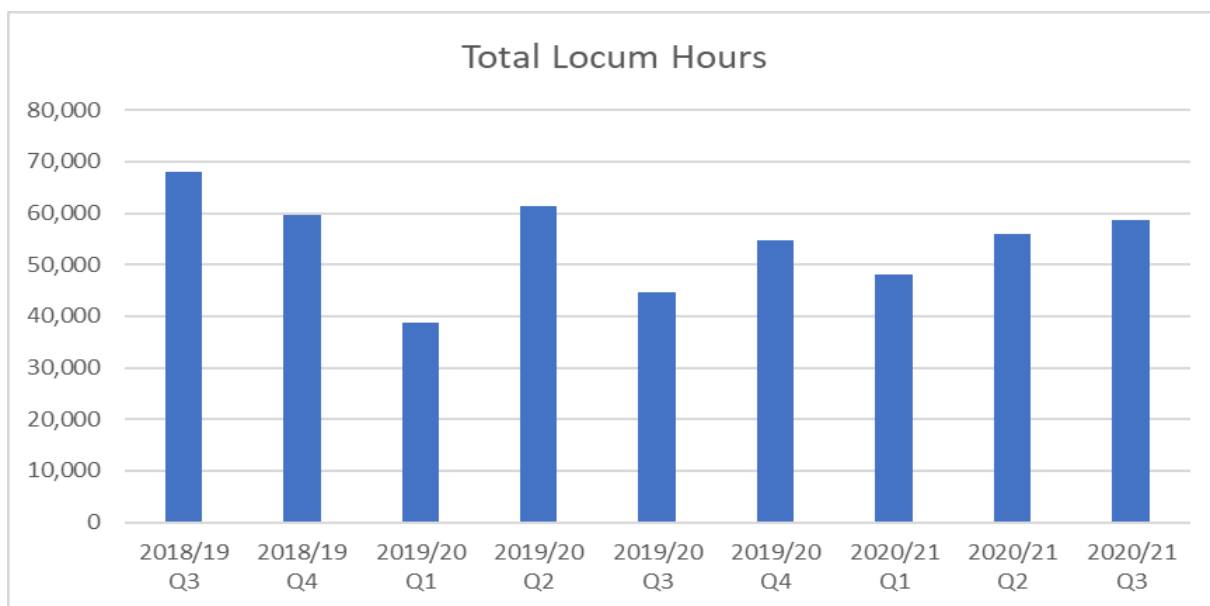
5.1 Locum Bookings (Bank & Agency) by Department				
Area	Number of shifts requested	Number of shifts worked	No of hours requested	Number of hours worked
Speciality not specified	430	263	3876	2476
Specialty Medicine - Tertiary	43	37	429	320
Thoracic Medicine	52	52	554	511
Trafford Diabetes	24	19	242	202
Trafford - INRU	20	20	160	150
Trafford - Medicine	328	283	3657	3041
Trauma & Orthopaedics	658	545	6807	5365
Urgent Care	245	232	2276	2147
Urology	9	7	118	83
Vascular Surgery	5	5	93	93
WTWA – Nightingale Unit	0	0	0	0
XRAY	23	23	134	134
Total	7,495	6,229	72,253	58,550

5.2 Locum Bookings (Bank & Agency) by Grade				
Specialty	Number of shifts requested	Number of shifts worked	Hours requested	Hours worked
Consultant / GP	1410	1285	11393	10063
Foundation (Y1)	159	170	1604	1635
Foundation (Y2)	176	173	1879	1494
StR 1-2 & Core Medical Trainees	2769	2666	27549	25397
StR3+	1203	1804	12288	18576
Specialty/Staff Grade doctors	864	131	9062	1385
Not stated	914	0	8478	0
Grand Total	7,495	6,229	72,253	58,550

5.3 Locum Bookings (Bank & Agency) by Reason				
Reason	Number of shifts requested	Number of shifts worked	Hours requested	Hours worked
Additional activity	1291	1197	12408	11533
Additional pressures	0	0	0	0
Annual leave	30	26	310	261
Capacity & Demand	93	68	932	562
Covid 19 pressures	1626	1295	14876	11039
ED Support Shift	65	57	598	524
Initiative	90	75	773	634
Maternity/Paternity leave	16	17	159	122
On-call cover	103	49	821	531
Rota compliance	87	71	814	662
Sickness	230	138	2259	1409
Special leave	70	65	623	556
Study leave	0	0	0	0
Unplanned Leave	16	7	189	81
Vacancy	3776	3163	37477	30622
Winter pressures	2	2	17	17
Total	7,495	6,229	72,253	58,550

Of the 6,229 shifts worked by locums, 4,503 (72%) were provided by bank staff and the remaining 1,726 (28%) by agency staff.

5.4 Locum Bookings by Year/Quarter								
2018/19		2019/20				2020/21		
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
67,965	59,744	38,679	61,339	44,767	54,779	48,205	55,961	58,550



6. Establishment Figures and Vacancies (Period 01/10/20 – 31/12/20)

Please note that the data below relates only to doctors in training and as such only provides part of the vacancy picture across the Trust. The establishment data has been updated for this quarter using Health Education England's Training Information System (TIS) for all training posts which are funded under the LDA, with the addition of the Trust's Foundation training posts.

Use of the Allocate software for rosters across MFT will also enable the number of vacancies for non-training grade doctors to be captured and included in this report once full roll out of the software has been undertaken, which is estimated to be completed by June 2021.

6.1 Oxford Road Campus					
Specialty	Grade	Establishment	Vacancy against Establishment		
			Oct	Nov	Dec
Academic	Foundation Year 2	2			
ACCS Anaesthetics	Specialty Training Level 1/2: CT2	5			
ACCS EM	Specialty Training Level 1/2: CT1	4			
ACCS ICM	Specialty Training Level 1/2: 2	3			
ACCS Medicine	Specialty Training Level 1/2: CT1	4			
Acute Internal Medicine	Foundation Year 1	2			
	SpR/Speciality Trainee Level 3+	5			
Anaesthetics	Foundation Year 2	2			
	SpR/Speciality Trainee Level 3+	40		1	1
Audiovestibular Medicine	SpR/Speciality Trainee Level 3+	2			
Cardiology	Foundation Year 1	1			

6.1 Oxford Road Campus					
Specialty	Grade	Establishment	Vacancy against Establishment		
			Oct	Nov	Dec
	SpR/Specialty Trainee Level 3+	8			
Cardiothoracic Surgery	Foundation Year 1	1			
	SpR/Specialty Trainee Level 3+	6	1	1	1
Chemical Pathology	SpR/Specialty Trainee Level 3+	2	1		
Child and Adolescent Psychiatry	SpR/Specialty Trainee Level 4+	12			
Clinical Genetics	SpR/Specialty Trainee Level 3+	7	2	1	1
Clinical Radiology	Specialty Training Level 1/2: ST1	1	1		
	SpR/Specialty Trainee Level 3+	15			
Community Sexual and Reproductive Health	SpR/Specialty Trainee Level 3+	1			
Core Anaesthetics Training	Specialty Training Level 1/2: ST1-2	5			
Core Medical Training	Specialty Training Level 1/2: CT1-3	6	4	5	5
Core Psychiatry Training	Specialty Training Level 1/2: CT1-3	6			
Core Surgical Training	Specialty Training Level 1/2: CT1-3	20	1	1	1
Dental Core Training	Dental Core Training	17			
Dental Medical Specialties	Dental SpR/Specialty Trainee Level 3+	1			
Emergency Medicine	Foundation Year 2	12			
	Specialty Training Level 1/2: GP	4			
	SpR/Specialty Trainee Level 3+	20			
Endocrinology and Diabetes Mellitus	Specialty Training Level 1/2: GP	1			
	SpR/Specialty Trainee Level 3+	6			
Gastroenterology	Foundation Year 1	3			
	SpR/Specialty Trainee Level 3+	4			
General Medicine	Foundation Year 1	14			
	Specialty Training Level 1/2: GP	1			
General Practice	Foundation Year 2: GP	16			
General Psychiatry	Foundation Year 1	3			
	Foundation Year 2	4			
General Surgery	Foundation Year 1	13			
	SpR/Specialty Trainee Level 3+	10			
	Foundation Year 2	1			
Genitourinary Medicine	Foundation Year 2	1			

6.1 Oxford Road Campus					
Specialty	Grade	Establishment	Vacancy against Establishment		
			Oct	Nov	Dec
	SpR/Specialty Trainee Level 3+	4	1	2	2
Geriatric Medicine	Specialty Training Level 1/2: GP	4			
	SpR/Specialty Trainee Level 3+	4	2	2	2
Haematology	SpR/Specialty Trainee Level 3+	9			
Histopathology	Specialty Training Level 1/2: ST1	8	1	2	2
	SpR/Specialty Trainee Level 3+	5			
Immunology	SpR/Specialty Trainee Level 3+	1			
Intensive Care Medicine	SpR/Specialty Trainee Level 3+	14			
Internal Medical Training	Specialty Training Level 1/2: CT1-2	24			
Medical Microbiology	SpR/Specialty Trainee Level 3+	4			
Neurosurgery	SpR/Specialty Trainee Level 3+	4			
Nuclear Medicine	SpR/Specialty Trainee Level 3+	2			
Obstetrics and Gynaecology	Foundation Year 2	2			
Obstetrics and Gynaecology	Specialty Training Level 1/2: GP	11			
	Specialty Training Level 1/2: ST1-2	5			
	SpR/Specialty Trainee Level 3+	23			
Ophthalmology	Foundation Year 2	2			
	Specialty Training Level 1/2: ST2	2			
	SpR/Specialty Trainee Level 3+	22			
Oral and Maxillofacial Surgery	SpR/Specialty Trainee Level 3+	8	1	1	1
Oral Medicine	Non-Dental SpR/ Specialty Trainee Level 3+	1			
Oral Pathology	Non-Dental SpR/ Specialty Trainee Level 3+	1			
Oral Surgery	Non-Dental SpR/ Specialty Trainee Level 3+	3			
Orthodontics	Non-Dental SpR/ Specialty Trainee Level 3+	1			
Otolaryngology	SpR/Specialty Trainee Level 3+	4			
Paediatric and Perinatal Pathology	SpR/Specialty Trainee Level 3+	3			
Paediatric Dentistry	Non-Dental SpR/ Specialty Trainee Level 3+	1			
	SpR/Specialty Trainee Level 3+	4			
Paediatric Emergency Medicine	Foundation Year 2	2			
	Specialty Training Level 1/2: GP	2			
Paediatric Surgery	SpR/Specialty Trainee Level 3+	9	1	1	1

6.1 Oxford Road Campus					
Specialty	Grade	Establishment	Vacancy against Establishment		
			Oct	Nov	Dec
Paediatrics	Specialty Training Level 1/2: GP	5			
	Specialty Training Level 1/2: ST1-2	35	1	1	1
	SpR/Specialty Trainee ST3+	40			
	Foundation Year 2	2			
Plastic Surgery	SpR/Specialty Trainee Level 3+	2	1	1	1
Public Dental Health	SpR/Specialty Trainee Level 3+	1			
Rehabilitation Medicine	SpR/Specialty Trainee Level 3+	2	1	1	1
Renal Medicine	Foundation Year 1	2			
	SpR/Specialty Trainee Level 3+	10			
Respiratory Medicine	Foundation Year 1	1			
	Specialty Training Level 1/2: GP	1			
	SpR/Specialty Trainee Level 3+	3			
	Foundation Year 2	1			
Restorative Dentistry	Dental SpR/Specialty Trainee Level 3+	7			
Rheumatology	SpR/Specialty Trainee Level 3+	6			
	Foundation Year 2	1			
Trauma and Orthopaedic Surgery	Foundation Year 1	3			
	SpR/Specialty Trainee Level 3+	8			
Urology	Foundation Year 1	1			
	SpR/Specialty Trainee Level 3+	4			
Vascular Surgery	Foundation Year 1	4			
	SpR/Specialty Trainee Level 3+	7			
Grand Total		626	19	20	20

6.2 Wythenshawe Hospital site					
Specialty	Grade	Establishment	Vacancy against Establishment		
			Oct	Nov	Dec
Academic	Foundation Year 2	2			
ACCS Anaesthetics	Specialty Training Level 1/2: CT2	1			
ACCS EM	Specialty Training Level 1/2: CT1-3	4			
ACCS ICM	Specialty Training Level 1/2: 2	1			

6.2 Wythenshawe Hospital site					
Specialty	Grade	Establishment	Vacancy against Establishment		
			Oct	Nov	Dec
ACCS Medicine	Specialty Training Level 1/2: CT1	3	1	1	1
Acute Internal Medicine	Foundation Year 1	1			
	SpR/Specialty Trainee Level 3+	3			
Allergy	SpR/Specialty Trainee Level 3+	2			
Anaesthetics	SpR/Specialty Trainee Level 3+	25			
Cardiology	Foundation Year 1	2			
	SpR/Specialty Trainee Level 3+	8	1	1	1
Cardiothoracic Surgery	SpR/Specialty Trainee Level 3+	11	2	2	2
Chemical Pathology	SpR/Specialty Trainee Level 3+	1			
Clinical Radiology	Specialty Training Level 1/2: ST1	1			
	SpR/Specialty Training	11		1	1
Core Anaesthetics Training	Specialty Training Level 1/2: CT1-2	7			
Core Medical Training	Specialty Training Level 1/2: CT2	3			
Core Surgical Training	Specialty Training Level 1/2: CT1-2	27	2	2	2
Dental Core Training	Dental Core Training	5			
Emergency Medicine	Foundation Year 2	5			
	Specialty Training Level 1/2: GP	5			
	SpR/Specialty Trainee Level 3+	12			
Endocrinology and Diabetes Mellitus	Specialty Training Level 1/2: GP	2			
	SpR/Specialty Trainee Level 3+	2			
Gastroenterology	Foundation Year 1	2			
	SpR/Specialty Trainee Level 3+	3			
General Medicine	Foundation Year 1	9			
General Practice	Foundation Year 2: GP	12			
General Psychiatry	Foundation Year 1	2			
	Foundation Year 2	2			
General Surgery	Foundation Year 1	8			
	SpR/Specialty Trainee Level 3+	8			
Genitourinary Medicine	SpR/Specialty Trainee Level 3+	1			
Geriatric Medicine	Specialty Training Level 1/2: GP	7			
	SpR/Specialty Trainee Level 3+	6			

6.2 Wythenshawe Hospital site					
Specialty	Grade	Establishment	Vacancy against Establishment		
			Oct	Nov	Dec
Histopathology	SpR/Specialty Trainee Level 3+	4			
Intensive Care Medicine	Foundation Year 2	1			
	SpR/Specialty Trainee Level 3+	21			
Internal Medical Training	Specialty Training Level 1/2: CT1-2	30	3	5	5
Liaison Psychiatry	Foundation Year 2	1			
Medical Microbiology	SpR/Specialty Trainee Level 3+	1			
Obstetrics and Gynaecology	Foundation Year 2	2			
	Specialty Training Level 1/2: GP	5			
	Specialty Training Level 1/2	3			
	SpR/Specialty Trainee Level 3+	8			
Old Age Psychiatry	Foundation Year 1	1			
	Foundation Year 2	1			
Oral and Maxillofacial Surgery	SpR/Specialty Trainee Level 3+	4			
Orthodontics	Dental SpR/Specialty Trainee Level 3+	3			
Otolaryngology	SpR/Specialty Trainee Level 3+	2			
Paediatrics	Foundation Year 2	2			
	Specialty Training Level 1/2: ST1-2	4	2	2	2
	Specialty Training Level 1/2: GP	5			
	Specialty Training Level 3: ST3	7			
Plastic Surgery	SpR/Specialty Trainee Level 3+	15	1	1	1
Rehabilitation Medicine	SpR/Specialty Trainee Level 3+	1			
Renal Medicine	SpR/Specialty Trainee Level 3+	1			
Respiratory Medicine	Foundation Year 1	3			
	SpR/Specialty Trainee Level 3+	8	1	1	1
Rheumatology	SpR/Specialty Trainee Level 3+	3			
Stroke Medicine	Foundation Year 1	1			
Trauma and Orthopaedic Surgery	Foundation Year 1	3			
	Foundation Year 2	1			
	SpR/Specialty Trainee Level 3+	4	1	1	1
Urology	Foundation Year 1	4			
	SpR/Specialty Trainee Level 3+	4			

6.2 Wythenshawe Hospital site					
Specialty	Grade	Establishment	Vacancy against Establishment		
			Oct	Nov	Dec
Vascular Surgery	SpR/Specialty Trainee Level 3+	1			
Grand Total		358	14	17	17

Vacancy rates against establishment are currently:

- 3.2% for Oxford Road Campus, which has increased by 0.4% from the previous quarter (2.8%).
- 4.7% for Wythenshawe Hospital Site, which has increased by 1.6% from the previous quarter (3.1%).

7. Summary

7.1 Impact of Covid-19

During the height of the Covid-19 pandemic, there was a suspension of the Terms and Conditions of Service for NHS Doctors and Dentists in training which resulted in a nation-wide reduction in exception reports. This suspension was lifted in August and during this quarter the number of exception reports submitted (107) has now returned to pre-Covid-19 levels. The Guardians of Safe Working from other North West Trusts have also experienced a similar pattern in the number of exception reports received.

7.2 Comments on Exception Reports Submitted

During this quarter there have been no immediate safety concerns reported through the exception reporting system.

7.2.1 Wythenshawe, Trafford, Withington and Altrincham

Gastroenterology trainees submitted the highest number of exception reports (10 reports), however, the majority of these were in October and since then there have been fewer reports. The service has recently reconfigured and the clinical lead expects things to settle. The GoSW will continue to monitor this service.

Respiratory Medicine trainees submitted 7 exception reports, the reasons cited were primarily related to low staffing levels due to sickness absence and this particularly impacted upon the night on-call team.

Cardio-Thoracic Surgery trainees submitted 6 exception reports, again related to low staffing levels and on two occasions theatre lists overran.

7.2.2 Oxford Road Campus

Hepato-Pancreato-Biliary trainees submitted the equal highest number of exception reports (10 reports). Eight of these were in October and related to low staffing levels, however, this has now been addressed by recruiting additional staff and there has been a significant reduction in the number of exception reports seen in November and December.

Vascular Surgery trainees also submitted 10 exception reports, the primary reason cited was workload pressures resulting in the trainees working beyond their contracted hours.

7.2.3 The 125 exception reports noted in this quarter, were submitted by 37 doctors. This demonstrates that a very small proportion of junior doctors (3.9%) are actively using the exception reporting system to raise concerns. The primary reason (76%) for exception reporting related to trainees working above their contracted hours, due to high workload or low staffing levels. Higher Covid-19 related staff absence during this quarter, for self-isolation or sickness, has exacerbated this. In most cases payment for the additional hours worked has been agreed or, if feasible, time off in lieu has been taken.

7.2.4 In line with previous reports, the majority of exception reports (66%) were raised by foundation doctors. During this quarter there have been 15 exception reports raised by higher grade trainees ST3+, which is unusual, however, it should be noted that 11 of these exception reports were submitted by one trainee in

Paediatrics. By raising these concerns via exception reporting, the GoSW was able to escalate the issues to the relevant Medical Director, Director of Medical Education, HR Director and Educational Supervisor and this has enabled the Department to address the Doctor's concerns via due process.

7.3 Junior Doctors' Forum

Since moving the Junior Doctors' Forum to MS Teams in September, there has been a significant improvement in attendance by the Junior Leaders and trainee representatives from all hospitals. The meeting is now split into two halves, the first half is dedicated to covering the GoSW contractual elements, e.g. exception reporting, disbursement of fines and rota compliance, with the second half Chaired by the Associate Director of Medical Education (Trainee Support) covering rest facilities and any other trainee support concerns. A poster to advertise the Junior Doctors' Forum has been produced and will be displayed across all hospitals.

7.4 Locum/Agency Bookings

The total use of locums (as measured in hours) increased by 4% from 55,961 (Q2) to 58,550 (Q3). It was documented that 'vacancy' accounted for 52% of locum bookings, with 'additional activity' and 'Covid-19 pressures' both accounting for 19%.

7.5 Locally Employed Doctors

The Trust has agreed that, with effect from January 2021, all newly appointed Clinical Fellows working on-call will be engaged on the same terms and conditions as the junior doctors in training. Further to this, on a phased basis in line with governance processes, existing staff will be offered the opportunity to move to the new terms and conditions. This will be managed via the Medical Directors' Workforce Board.

Locally employed doctors (LEDs) on the new terms and conditions will be able to raise exception reports, where there are safety concerns (for the patient and/or themselves) or working hours are outside the 2016 rota rules. The next GoSW's quarterly report will incorporate any exception reports raised by LEDs.

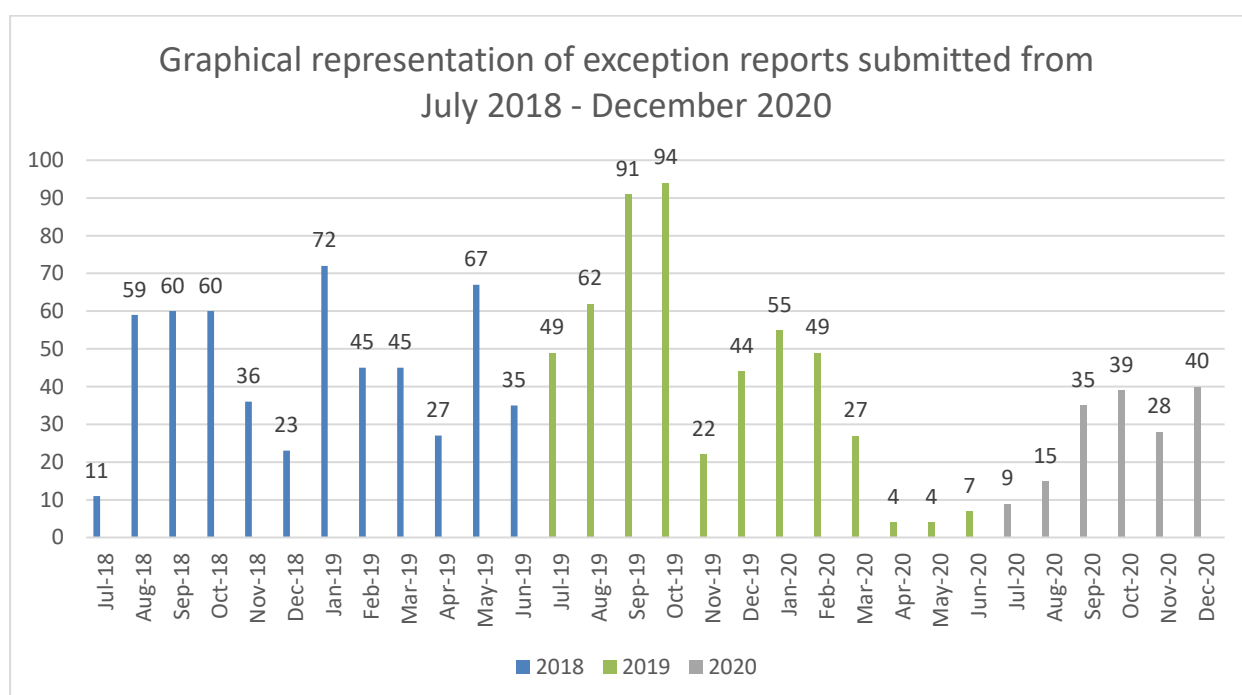
7.6 Exception Reporting Guide / Updated Intranet Information

The postgraduate medical education intranet pages have recently been updated to include an exception reporting guide which brings together all the information the trainee needs in relation to how to exception report and useful contacts.

APPENDIX 1

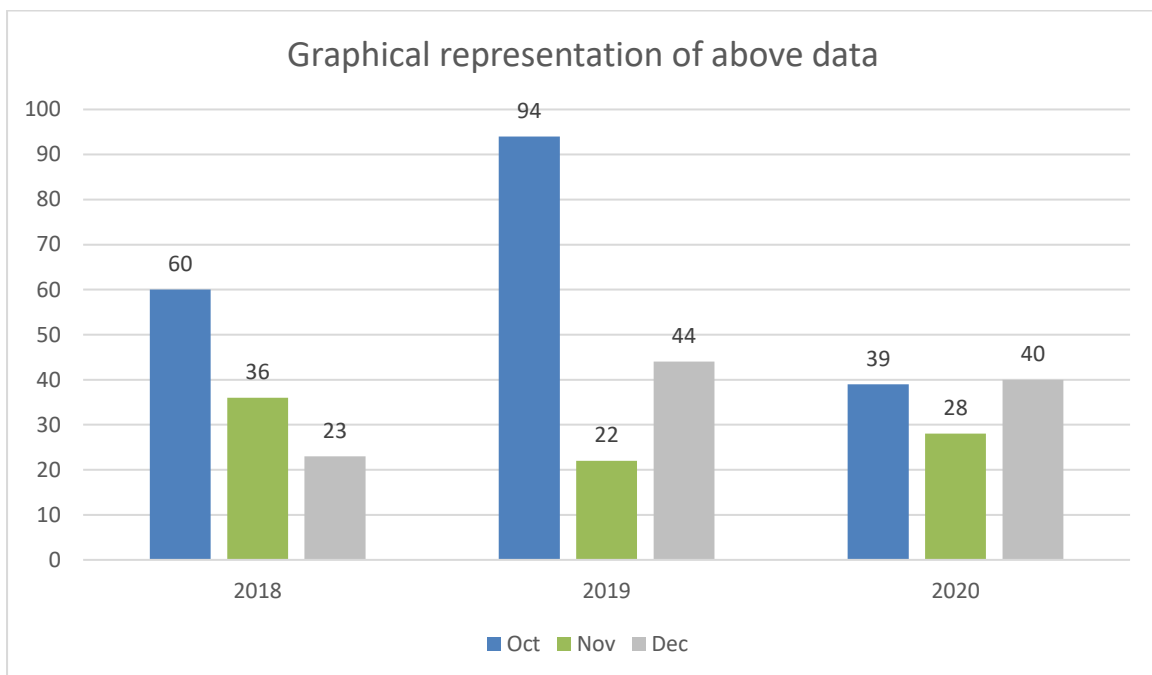
Total number of exception reports submitted each month and number closed at the end of the month (Period July 2018 – September 2020)

Month	Total number of exception reports raised	Total number of exception reports closed at time of report
July 2018	11	9
August 2018	59	48
September 2018	60	39
October 2018	60	49
November 2018	36	35
December 2018	23	17
January 2019	72	64
February 2019	45	36
March 2019	45	35
April 2019	27	17
May 2019	67	52
June 2019	35	31
July 2019	49	46
August 2019	62	45
September 2019	91	77
October 2019	94	93
November 2019	22	21
December 2019	44	41
January 2020	55	55
February 2020	49	48
March 2020	27	20
April 2020	4	4
May 2020	4	4
June 2020	7	5
July 2020	9	9
August 2020	15	15
September 2020	35	34
October 2020	39	25
November 2020	28	20
December 2020	40	10
Total	1,217	-

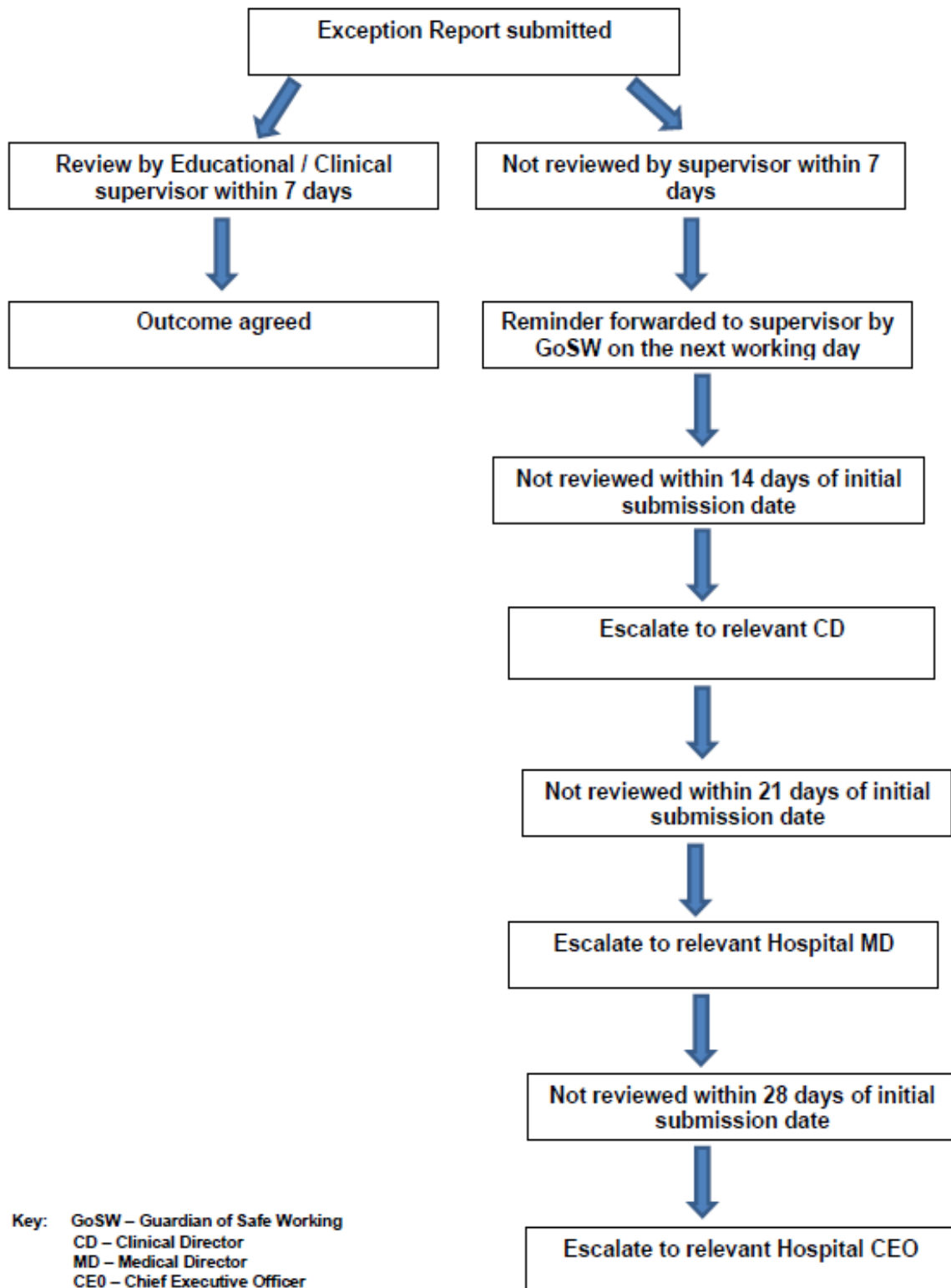


Comparison of number of exception reports submitted for October - December 2020 against the same period in 2018 and 2019.

Date	Oct 2018	Nov 2018	Dec 2018	Oct 2019	Nov 2019	Dec 2019	Oct 2020	Nov 2020	Dec 2020
Number of Exception Reports	60	36	23	94	22	44	39	28	40



Escalation Process for exception reports



Key: GoSW – Guardian of Safe Working
 CD – Clinical Director
 MD – Medical Director
 CEO – Chief Executive Officer