

Penalty Fine Money Expenditure for Doctors in Training East Sussex Healthcare NHS Trust

Principles of Fine Money Allocation & Application Form

The 2016 Terms and Condition of Service for NHS Doctors and Dentists in training includes the levying of fines by the Guardian(s) of Safe Working (GoSWH) where certain contractual working conditions have been breached. Within this document the term 'junior doctor' refers to all doctors training on the 2016 national terms and conditions of service contract.

Following consultation with the ESHT junior doctor body it has been agreed that the fine money will be allocated by the elected junior doctor representatives of the Junior Doctor Forum (JDF) in association with the GoSWH with reference to the following principles.

- I. All Junior Doctor trainee's that are representatives of the local faculty group (LFG) and LNC are expected to attend Guardian Junior Doctor Forum meetings.
- II. Votes will be decided by a simple majority with a quorum of a minimum of 3 junior doctor representatives, elected junior doctor LFG representatives may participate in the vote and contribute to the quorum.
- III. Applicants may be asked to present their application in person to the junior doctor representatives and GoSWH.
- IV. Fine money can be allocated for use that will solely benefit the junior doctor applying (i.e. to supplement their study budget) up to a limit of £150 per junior doctor. Only one individual application per trainee, if more than one application submitted this will be reviewed by the Guardians and a minimum of 3 representatives.
- V. Remote reviews and sanctioning of applications may occur on occasions where Junior Doctors could not attend the meeting.
- VI. Elected members will not be included in the discussion or voting process for any application that they have been involved with to prevent conflict of interest.
- VII. The money raised through fines must be used to benefit the education, training and working environment of trainees.
- VIII. The funds must not be used to supplement the facilities, study leave that can be supported by HEE, IT provision and other resources that are defined by HEE as fundamental requirements for doctors in training and which should be provided by the employer/host organisation as standard.
- IX. Junior doctors can apply for an allocation of fine money providing it fulfils the above criteria. Submissions should be submitted on the application form (Appendix A) and sent to the GoSWH for review. The Guardian group will aim to notify the applicant of the decision within 28 days.
- X. Successful applicants applying for an individual grant must provide receipts for the expenditure of fine money to the GoSWH and will then be reimbursed.
- XI. Applications benefiting more than one person (group) must provide receipts for the expenditure of fine money to the GoSWH and will then be reimbursed.
- XII. A report detailing fine money expenditure will be released by the GoSWH and the JDF every 6 months.
- XIII. These principles will be reviewed on a yearly basis and will not be altered without consultation with the ESHT junior doctor workforce.

ENDS

April 2019

Appendix A

**Penalty Fine Money Expenditure for Doctors in Training
East Sussex Healthcare NHS Trust
Application Form**

| | |
|---------------------------------|--|
| Name | |
| Date | |
| Grade | |
| Department currently working in | |
| Contact phone number | |
| Email | |
| Educational Supervisor | |

| | |
|---|---|
| Amount applied for | £ |
| Group or individual expenditure? | |
| Details of expenditure (please attach relevant quotations/receipts/other evidence): | |
| | |

I confirm my application complies with the ESHT Principles of Fine Money Allocation and I will use allocated money as detailed above.

Signed – applicant: _____

Signed – educational supervisor: _____