

8th November 2021

Dear Doctor in Training,

We are writing to you as senior colleagues within the Trust to raise your awareness about exception reporting and to encourage you to use the system which is currently available to you. We know that as doctors in training, you may have a high workload and that staying late, missing breaks and/or educational opportunities may sometimes happen.

You can submit a report for any variation from the planned working hours or training opportunities to your work schedule or for missed rest breaks. You should submit the exception report as soon as possible after the exception takes place. The outcome can be TOIL or pay and the report should be done within a maximum of 14 days (or 7 days when making a claim for payment). These reports provide essential data for the Trust which enables us to improve our service provision. This can be via changing rotas for the better, allocating more staff where needed, or identifying and making the case for more staff, thus improving departmental working conditions trust-wide as well as maintaining and improving patient safety.

You should exception report issues as they arise, which can include:

- differences in the total hours worked from what was set out in the work schedule, including the prospective estimate of hours worked while non-resident on-call
- being unable to take your contractual rest breaks which are:
 - at least one 30-minute paid break for a shift rostered to last more than five hours
 - a second 30-minute paid break for a shift rostered to last more than nine hours
 - and a third 30-minute break when working a night shift of 12 hours or longer
- educational or training opportunities missed
- levels of support available during service commitments

At ESHT we use DRS4, attached is guidance showing you how to use it, there is also a YouTube video <https://youtu.be/pBS6qzzWjD4> The link below from the BMA website contains more information and videos on how to submit an exception report using all the different systems which you will encounter as you move hospitals.

<https://www.bma.org.uk/pay-and-contracts/working-hours/work-schedule/exception-reporting-for-junior-doctors>

For any difficulties with your login or using the system, please contact Sam Denyer, Guardian of Safe Working Hours Administrator at samantha.denyer@nhs.net This communication is also being sent to all educational and clinical supervisors. We expect all your senior colleagues to be supportive of you in reporting and that there should not be any

barriers to exception reporting. Any problems can be raised with Dr Nadia Muhi-Iddin (Conquest Hospital) or Mr Waleed Yousef (Eastbourne DGH) as the Guardians of Safe Working Hours at esh-tr.goswh@nhs.net or via the Junior Doctors Forum.

Kind Regards,

David Walker

Medical Director

Mark Whitehead

Director of Medical Education

Nadia Muhi-Iddin & Waleed Yousef

Guardians of Safe Working Hours

Andrew Corner

Local Negotiating Committee Chair