

Terms & Conditions of Service for NHS Doctors and Dentists in Training (England) 2016

All trainees in hospital posts approved for postgraduate medical / dental education have now transitioned to the 2016 TCS. This includes GP's on the York and Scarborough GPVTS (including some York Moors and Coast placements) when they are in both General Practice placements and Hospital placements.

The full TCS can be found here:

<http://www.nhsemployers.org/your-workforce/pay-and-reward/medical-staff/doctors-and-dentists-in-training/terms-and-conditions-contracts>

Work schedule

You will receive a Generic Work Schedule before you begin your placement as part of your contract. Once in post, you will need to take this to your initial meeting with your Educational Supervisor and discuss any additional educational and training requirements (ideally this should take place within the first two weeks of your placement and in any event within a maximum of four weeks). This will then form your Personalised Work Schedule. Once this is agreed, a copy should be sent to Russell Helms, Junior Doctor Contract Coordinator, Postgraduate Centre, Scarborough Hospital, ext 771 2591 (russell.helms@york.nhs.uk).

Work schedule review

The purpose of a work schedule review is to ensure that your work schedule remains fit for purpose, in circumstances where earlier discussions have failed to resolve concerns. A work schedule review can be requested by you, your educational supervisor, a manager or the guardian of safe working hours. The full process is detailed in TCS Schedule 5 paragraphs 22-38.

Pay/Time Off In Lieu in exceptional circumstances to secure patient safety

If, in your professional judgement, you consider there to be a duty to work beyond the hours described in your work schedule in order to ensure patient safety (or your own), you should seek pre-authorisation from your Clinical Supervisor and Care Group / Deputy Care Group Manager before you undertake the additional hours.

A "pre-authorisation form" is available for this purpose and can be downloaded from the Trust website in the Rota /Medical Staffing Forms section: <https://www.yorkhospitals.nhs.uk/rotas/>

Once the pre-authorisation form has been signed by appropriate signatories (as detailed on the form) it should be submitted to the Junior Doctor Contract Coordinator, Postgraduate Centre, Scarborough Hospital, ext 771 2591 (russell.helms@york.nhs.uk).

If you are unable to obtain pre-authorisation you should submit an exception report.

Exception reporting

Exception reporting will allow you to quickly and easily flag up if your actual work has varied **significantly or regularly** with your work schedule. It also allows for you to receive time off in lieu, or pay if TOIL can't be taken, for extra hours of work you were required to do to **ensure patient safety**.

Log in details for the electronic exception reporting system are issued on (or before) the first day of your placement by email. If not received, please contact Russell Helms the Junior Doctor Contract Coordinator, Postgraduate Centre, Scarborough Hospital on 01723 342591 (or 771 2591 from an internal phone) or by email to (russell.helms@york.nhs.uk).

You can exception report anything that constitutes a variation to your work schedule and could include you having to work extra hours on the grounds of patient safety, you not meeting your training needs, not being able to take your breaks, etc. You can also report education and training issues such as not being able to attend teaching, inadequate supervision or cancelled teaching.

Not all exception reports for extra hours will result in pay – this mechanism is designed first and foremost to ensure trainees' safety. Therefore the preferred compensation will usually be time off in lieu to enable you to catch up on rest and ensure you are safe to work.

If you are exception reporting a variance to your work schedule that also constitutes a breach of the safe working limits (and/or most of the minimum rest requirements) then you can be paid an enhanced rate and a fine may be levied to the Trust for the breach.

Guardian of Safe Working

The Trust's Guardian of Safe Working Hours is Dr Ruwani Rupesinghe who can be contacted as follows: Ruwani.Rupesinghe@york.nhs.uk

Bank locum work

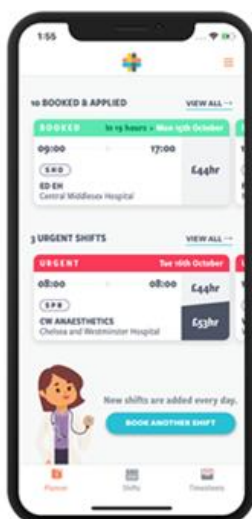
Enhanced rates (over and above the national locum rates) have been agreed locally for a fixed term and will be payable for any shifts undertaken via the Trust's internal locum bank. Further details can be provided by the Rota Co-ordination Team.

The new 2016 contract restricts the way trainees can do locum work.

If you intend to undertake hours of paid work as a locum, additional to the hours set out in your work schedule, you must initially offer such additional hours of work to the service of the NHS via an NHS staff bank of your choosing. You will be offered the opportunity to join the bank at induction.

All of the locum shifts for the trust are offered and booked through an app called 'Patchwork'. It can be downloaded from the App Store or Google play allowing you to join the bank and book shifts.

- 1 Download** the app from App Store/Google Play
- 2 Create an account** by filling in your details
- 3 Verify your email address** by clicking the link in the email
- 4 Select a Staff Bank,** and submit an activation request
- 5 Once activated,** start booking shifts



If you wish to offer hours of locum work to the York Trust locum bank you should email locum.inbox@york.nhs.uk

You must inform your employer of your intention to undertake additional hours of locum work if this is for an alternative employer, please e-mail locum.inbox@york.nhs.uk with the details of the dates/times/employer.

Please do not hesitate to contact a member of the Medical Staffing team if you have queries relating to the new contract at mso@york.nhs.uk

Last reviewed 29-03-2021