

NOTES ON COMPLETION OF DIARY SHEETS FOR MONITORING

For the purposes of validating and evidencing any additional hours you may work outside your rota hours, then please seek authorisation from your Consultant on a daily basis and record the Consultant's name on each day's diary sheet.

This recording of a named Consultant is also an audit requirement. If there is no named Consultant on your diary sheet, unfortunately, your diary sheet will be considered as invalid and it will be assumed you worked the paper rota.

May I remind you that it is a contractual obligation of the Trust to monitor your hours of work bi-annually and your contractual obligation to complete and return the monitoring form.

If you do not complete the forms and return them, it will be assumed that your working rota is compliant with the paper rota and you do no additional hours and achieve all rest breaks.

If you are unable to take a natural break, please indicate on that day's diary sheet why you were unable to organise a break (a natural break is half an hour after approx. 4 hours' worked).

If you are not working for any of the days of the monitoring period, please indicate if this is because:

- a) Day off (e.g. after a night shift)
- b) Sick leave
- c) Annual leave
- d) Study leave – please indicate start and finish times of study leave since Study leave is work time.

Please indicate if you have swapped any duties as this may inadvertently result in non-compliance.

On completion of this diary sheet, **please sign it on the front page and return it to your Lead Clinician, by Wednesday 28th January 2009**, who will forward it to Caroline Harburn, Medical Staffing & Project Manager, Human Resources Department, Maple Block, Chase Farm Hospital.

Memo.

From: Medical Director
To: All Junior Doctors
Subject: Diary Sheets for Auditing of 'On Call Duty Rotas'

The completion of diary sheets by all junior doctors twice each year is a contractual obligation.

The conduct of this twice-yearly audit of junior doctors hours is an obligation on the Trust. It is required by the SHA [NHS London].

This Trust has from the time of the introduction of this process used a standardised format. There has been no recent change to the format or the instructions for the use of these data collection diaries. It has proved acceptable to previous post holders at B&CFH.

The information is used to judge whether the published rotas provide an adequate number of hours for staff to carry out their duties. The outcome of such an audit is either to prove compliance or to demonstrate that changes need to be made.

We require that in any situation where an individual is recording that they worked hours in excess of their contract that the need for this 'overtime' is confirmed by their supervising consultant.

This is required for a number of reasons.

- To protect the individual who may feel under an obligation to stay in circumstances where the consultant would judge this is unnecessary.
- To ensure that the supervising consultant is aware when there are real and continuing pressures to stay 'overtime' so that they can take steps to consider how to mitigate this requirement.
- One of the possible outcomes of the diary exercise might be to re-visit rotas and therefore future remuneration associated with the post. In such a situation it is in the interest of both parties [employee and Trust] that the objective need for the 'overtime' is confirmed by the supervising consultant.

This aspect of the data collection should not be seen as other than a genuine wish to improve the quality and utility of the data set. Consultant approval does not need to be gained at the time but when the opportunity presents the diary sheet should be discussed with the consultant and a balanced judgement made as to whether the 'overtime' was unavoidable and therefore likely to require a review of the rota or individual workload.

Richard Harrison
Medical Director

MONITORING DETAILS

Name:

Grade:

Department:

Site:

I declare that the information given on this monitoring sheet is correct.

I understand that the details may be checked for their validity.

Signature:

Date:

Date: **Monday 12th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....(please print name of Consultant)

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....(please print name of Consultant)

Date: **Tuesday 13th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....*(please print name of Consultant)*

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....*(please print name of Consultant)*

Date: **Wednesday 14th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....(please print name of Consultant)

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....(please print name of Consultant)

Date: **Thursday 15th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....*(please print name of Consultant)*

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....*(please print name of Consultant)*

Date: **Friday 16th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....(please print name of Consultant)

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....(please print name of Consultant)

Date: **Sunday 18th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....(please print name of Consultant)

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....(please print name of Consultant)

Date: **Monday 19th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....*(please print name of Consultant)*

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....*(please print name of Consultant)*

Date: **Tuesday 20th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....(please print name of Consultant)

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....(please print name of Consultant)

Date: **Wednesday 21st January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....*(please print name of Consultant)*

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....*(please print name of Consultant)*

Date: **Thursday 22nd January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....*(please print name of Consultant)*

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....*(please print name of Consultant)*

Date: **Friday 23rd January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....(please print name of Consultant)

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....(please print name of Consultant)

Date: **Saturday 24th January 2009**

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....(please print name of Consultant)

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....(please print name of Consultant)

Date: Sunday 25th January 2009

Start Time of Shift:

Finish Time of Shift:

Not worked on this day due to:

Day Off Sick Leave

Annual Leave Study Leave*

**please still indicate start and finish times of study leave*

NATURAL BREAKS

Natural breaks taken: Yes/No

I was unable to take natural breaks today because:

SHIFT TIMES

I started my shift earlier than the designated time because:

Name of Consultant who required me to start shift early was:

.....(please print name of Consultant)

I did not leave the shift on time because:

Name of Consultant who gave me verbal permission to stay on beyond the shift finishing time was:

.....(please print name of Consultant)