Introduction

As a Local Education Training provider, Blackpool Teaching Hospitals NHS Foundation Trust has a statutory duty to ensure that you can work safely and effectively without excessive workloads that might compromise patient safety. This includes ensuring that your actual working hours comply with the New Deal (your employment contract which is negotiated on your behalf by the British Medical Association) and the European Working Time Directive (EWTD).

The hours you work – and the unsocial nature of a rota – determine your pay banding. Whilst this can be calculated from a template rota, the hours you actually work, and the true intensity of that work, can only be established through monitoring.

Monitoring therefore fulfils two purposes:

→ To ensure that you are on the correct banding allocation
→ To ensure that you are complying with the New Deal limits on contracted hours, hours worked, duty periods and rest requirements.

The monitoring of rotas enables the Trust to establish the actual number of hours worked by junior doctors including antisocial/unsociable hours worked (that is, between 7pm to 7am). The following document is designed to provide you with guidance in relation to the twice yearly rota monitoring exercises which are carried out by the Trainee Doctor Support Team.

Please be aware; partaking in monitoring exercises is a contractual obligation under the 2002 New Deal terms and conditions.

EWTD and the New Deal

In 2009 the EWTD introduced compulsory rest breaks for all doctors working in the UK. They are as follows:

→ The maximum working week must (on average) be less than 48 hours
→ In every 24 hours there must be 11 hours of continual rest
→ Breaks of 20 minutes should be taken for each 6 hours of duty
→ There must be 24 hours off in every 7 days, or 48 hours off every 14 days

In addition, the New Deal details working patterns and conditions for doctors in training and sets limits on hours and work intensity. In summary, it states that:

→ Natural breaks are to be taken (approximately 30 minutes rest after every 4 hours of continuous duty)
→ Junior doctors are contractually obliged to participate in monitoring exercises
→ Monitoring exercises require a 75% return rate in order to be successful
The Monitoring Process

Blackpool Teaching Hospitals NHS Foundation Trust uses the Allocate E-Moniting System to monitor Trust rota templates. The monitoring period will represent a minimum continuous 14-day period (excluding Bank Holidays). Your involvement in the monitoring process is as follows:

→ You will be issued with a username, password and link to the e-Monitoring system ahead of your diary card exercise
→ You will then be notified of when the monitoring exercise is taking place and will be requested to complete a diary card on a daily basis for a period of two to six weeks (dependent on the number of Junior Doctors working from the rota template being monitored). Please see the enclosed instructions for your information:

![e_Monitor Work
Diary Card Manual.pdf](image)

→ If your working hours differ from the rota template, please ensure you provide a narrative explaining the reasons why you have worked different hours. This will allow the monitoring team to ensure that your working hours are recorded accurately

→ Non-completion of diary card exercises will be escalated to the relevant Head of Department

→ Following the completion of the monitoring exercise you will receive a summary of the monitoring data.

→ Please be aware that a full copy of the monitoring data may be shared with the BMA on request. If you do not wish your data to be shared in this way, please notify the monitoring team prior to the start of your monitoring episode.

→ Finally, please note that doctors in training take full responsibility for the entry of their data into the e-Monitoring system; however, in exceptional circumstances data can be entered by the administration team.

Rota Issues

It is important not to avoid swaps during a monitoring period as this may mean the diary card exercise is not reflective of the working pattern and rota template. If you are due to attend teaching during the monitoring period, this should be attended as normal and your working hours recorded. If you are due to attend teaching on a lieu day; please speak to your rota coordinator.
Banding Payments

Banding payments are calculated by the number of hours worked per week over a 26 week reference period:

Band 1  40 to 48 hours  
Band 2  48 to 56 hours  
Band 3  Over 56 hours (but non-compliant as it breaks New Deal)

Band 1a  50% payment  
Band 1b  40% payment  
Band 1c  20% payment (only for doctors who are on call from home)

Band 2a  80% payment  
Band 2b  50% payment  
Band 3  100% payment (a non-compliant rota)

The Monitoring Team

The monitoring team are here to support and facilitate the monitoring process. If you have any suggestions or require any support then please let us know. The team are based within the Medical Education Centre and can be contacted on the Trainee Doctor Support line (01253 955028) or by email: TraineeDoctorSupportTeam@bfwhospitals.nhs.uk

A copy of the monitoring timetable is available from the Monitoring Team who will be happy to answer any questions or concerns you may have. They are available Monday to Friday 9am to 5pm. Please feel free to call in at your convenience.

Nicola Di-Vito; Monitoring Manager  
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Tracey Wilcock; Monitoring Administrator

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Nicola Di-Vito, Trainee Doctor Support Team Manager