

Doctors in training: New Deal hours compliance

Validation of junior doctor diary cards

Diary card

In order to counter fraud in the NHS in England, it is essential that proper processes are carried out to validate and certify the diary card returns from individual junior doctors. This is in keeping with requirements in place for all staff groups where the self reporting of work can be a determinant of that individual's pay. These cards form an important element of the pay process.

Whilst recognising that few doctors, if any, would knowingly submit false data, it is necessary to ask that all diary cards have the doctor's signature before submission, both to ensure accuracy and to remind doctors of their responsibilities. To deliberately misuse the system by submitting false data constitutes fraud and if detected would lead to disciplinary procedures. Similarly, to ask a junior doctor to falsify their monitoring data is a serious offence and must be reported to the senior management team (e.g. Medical Director or equivalent) and postgraduate dean.

An employer may change the content of a diary card if they have a legitimate reason e.g. incorrect data entry due to a keying error however employers must not make changes to diary cards without the express written agreement of the doctor concerned. There will be an audit trail and any changes made will be recorded.

Please remember that diary cards form a key part of the payroll system and will be retained in safe and secure storage as required by legislation. We are grateful for your support in this matter and ask you to sign the standard NHS fraud statement given below.

<p><u>Declaration</u></p> <p>I have checked the information on this form, and I hereby declare that the information it contains is correct and complete. I understand that, if it is not, action may be taken against me.</p> <p>To enable the NHS to check that this form has been completed appropriately and honestly, and in order to prevent, detect and investigate fraud and other irregularities, I consent to the disclosure of relevant information, including to and by NHS Counter Fraud Services.</p> <p>I allow dissemination of this data to accredited junior doctor representatives and the LNC, alongside any other doctors involved in the monitoring exercise.</p> <p>Signature:</p>
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