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**Checklist for guardians of safe working hours**

**On commencement in the role**

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| --- | --- |
| **Task** | **Done** |
| Ensure you can log in and use the electronic exception reporting systems available from Allocate and Skills for Health (or other electronic systems that may be in used in your trust). |  |
| Contact regional guardian representative and join the local network. |  |
| Contact the local negotiating committee (LNC) chair to introduce yourself. |  |
| Contact other colleagues in the organisation including the director of medical education (DME) and medical staffing. |  |
| Regularly review your exception reporting dashboard and pick up any issues going forward.  |  |

**Reminder – the guardian must have an annual appraisal in line with appraisal policy.**

**Junior doctor rotational dates**

|  |  |  |
| --- | --- | --- |
| **Date** | **Task** | **Done** |
| August-October  | Attend inductions to introduce yourself and your role. |  |
| By end November  | Attend first meeting of the junior doctor forum, as per Schedule 6 para 13. |  |
| December  | Foundation year 1 doctors and foundation year 2 doctors rotate.  |  |
| February  | Attend inductions to introduce yourself and your role. |  |
| April | Foundation year 1 doctors and foundation year 2 doctors rotate. |  |

**Note: Consider attending foundation year 1 doctors and foundation year 2 doctors teaching following on from the inductions.**

**Reports**

|  |  |  |
| --- | --- | --- |
| **Date** | **Task** | **Done** |
| [Insert date] | Guardian quarterly report to the board due and provided to the LNC (or equivalent).  |  |
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| [Insert date] | Guardian quarterly report due to the board and provided to the LNC (or equivalent). |  |
| April/May | The Guardian annual report to the board (provided to the LNC or equivalent) will be due in April/May. |  |

**Note: Where possible attend the trust board in person and consider sharing the quarterly data with the divisions. More information can be found on the** [**guardian of safe working hours web page**](https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/doctors-and-dentists-in-training/information-for-guardians)**.**