**ANNUAL REPORT ON ROTA GAPS AND VACANCIES: DOCTORS AND DENTISTS IN TRAINING (LEAD EMPLOYER SAMPLE TEMPLATE)**

**Executive summary**

*A few paragraphs on the key points of the paper that you want the board to note, including any areas of risk and any decisions that you would like the board to take.*

**Introduction**

*A short preamble to the main body of the paper, setting out the purpose of the report with reference to the requirements of the terms and conditions of service (TCS). Note that the annual data summaries of host organisations who have their own guardian are included as appendices and that the detailed data below relates only to doctors directly overseen by the LET guardian.*

**High level data**

Number of doctors / dentists in training (total): XXX

Number of doctors / dentists in training on 2016 TCS (total): XXX

Annual vacancy rate among this staff group: XX%

**Annual data summary**

*This section should list all vacancies among the medical training grades (including trust doctors) during the previous year. This is an annual aggregate of the relevant data from the previous four quarterly reports. These should be reported for each month separately, split by specialty / rota and grade.*

*The detailed month-by-month breakdown featured in the quarterly reports should be repeated at the end of this report as an appendix.*

**Trainees within the Trust**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Specialty | Grade | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total gaps (average WTE) | Number of shifts uncovered (over the year) | Average no. of shifts uncovered (per week) |
| A&E | CT2 | 1 | 1 | 1 | 2 | 1.25 | 330 | 6.6 |
| Clinical biochemistry | ST6 | 1 | 1 | 1 | 1 | 1 | 240 | 4.6 |
| Plastic surgery | ST5 | 0.33 | 0 | 0 | 0 | 0.08 | 17 | 0.3 |
| Orthopaedics | ST6 | 0 | 1 | 0.5 | 0 | 0.375 | 75 | 1.4 |
| Paediatrics | CT3 | 0 | 0 | 0 | 2 | 0.5 | 117 | 2.3 |
| Acute Medicine | CT2 | 0 | 0 | 0 | 1 | 0.25 | 57 | 1.1 |
| Vascular surgery | ST7 | 0 | 0 | 1 | 1 | 0.5 | 112 | 2.2 |
| **Total** |  | **2.33** | **3** | **3.5** | **7** | **3.955** | **948** | **18.2** |

**Trainees outside the Trust overseen by the LET guardian**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GP trainees | ST1 | 1 | 1 | 1 | 1 | 1 | 215 | 4.1 |
| Public health trainees | ST6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Issues arising**

*This section should be used to highlight any residual or recurrent issues or concerns suggested by the above data. Specifically it should include areas where rota gaps are persistent across more than one quarter. The narrative should cover, as a minimum, the following:*

* *the reason for the gap (eg Health Education England gap, trust doctor gap, visa restrictions)*
* *the obstacles to resolving any particular issues (internal, external systemic).*

**Actions taken to resolve issues**

*This section should identify and describe steps already taken by the employer to resolve the issue (number of recruitment episodes undertaken, outcome of these, rota redesign, service resdesign etc). It may be possible to draw in data on work schedule reviews to indicate concerns which have already been addressed, however, it may be that the guardian has to use this section to highlight departments which have not or cannot take appropriate steps to ensure safe staffing levels.*

**Key issues from host organisations and actions taken**

*This section should note any particularly persistent issues and concerns at the host trusts, and steps taken in resolving these issues, and refer the board to the appendices for more detailed information.*

**Summary**

*This section should be a short summation of the information above, and should be used by the guardian to make an overall statement about the staffing levels within the junior medical workforce across the organisation – specifically vacancy rates and the resultant rota gaps. The guardian may also wish to draw in concerns linked to workload. This is the key quality assurance statement for the board.*

**Questions for consideration**

*If the guardian is comfortable with the overall staffing level in the organisation, or feels that while there are issues these can be resolved, then this section may simply ask the board to note the report and to consider the assurances provided by the guardian.*

*If on the other hand the guardian feels that there are issues outlined in the report which are not being (or cannot be) tackled, then the guardian should use this section to ask the board to consider what escalation, internally or externally (or both) might be recommended in order to ensure that safe staffing levels would not be compromised in the future.*

**Appendices**

*As indicated in the text above.*