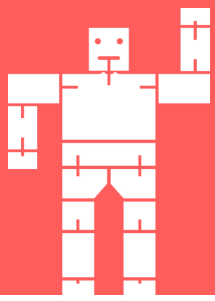
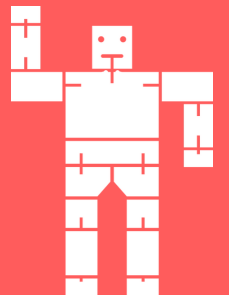


EXCEPTION REPORTING

FOR JUNIOR DOCTORS



GUIDE PROVIDED BY
DOCTORS' DIGITAL COLLECTIVE



WHAT IS EXCEPTION REPORTING?

A requirement to inform your employer when day-to-day work **varies significantly** and/or regularly from the **agreed work schedule**

So in other words, a difference in one or more of these things:



TOTAL HOURS OF WORK



PATTERN OF HOURS WORKED

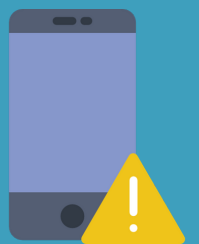


EDUCATIONAL OPPORTUNITIES



SUPPORT AVAILABLE DURING SERVICE COMMITMENTS

drfocused



drfocused is an app created by Doctors' Digital Collective members to help you log your hours and exception reports. The goal is to make exception reporting **easy** and **transparent** so you can claim any overtime pay back from the trust with as **little work** as possible.

[Find out more](#)

EXCEPTION REPORT JOURNEY



- 1 Doctor submits digital report
- 2 Educational Supervisor reviews report and determines an agreed outcome with doctor
- 3 —If about training issues, DME receives
—If about safe working practices, Guardian receives

New Position
GUARDIAN OF SAFE
WORKING HOURS




4a Director of Medical Education (DME) reviews outcome of report and decides if training experience must be improved



2a Guardian reviews exception report and identifies if breach has occurred that requires financial compensation



4b Guardian reviews outcome of report and decides if hours need to be changed



IMMEDIATE SAFETY CONCERNS



Immediate risk to patient or doctor must be raised at once (orally) with clinician responsible for service and reported within 24 hours online via exception report.

WHEN WORKING OVERTIME TO SECURE PATIENT SAFETY:

Where possible, the manager should authorise extra hours beforehand. If not, the doctor must submit an exception report which the manager must address within 7 days.



HOW DOES EXCEPTION REPORTING HELP ME?



Exception reports allow you to get **paid for your overtime work**, and get the **time off** that you need. The purpose is to resolve issues and promote action in order to **maintain safe working hours**.

[See the legislation here](#)

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