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MEMORANDUM

Medical Director

TO: All Doctors

CC: Sarah Atkin, Head of Medical Workforce & HR Operations
Howard Carney, Senior Facilities Manager
Sarah Yuill, Estates and Facilities Matron
Robyn Vale, Head of Facilities (Soft FM)
Dave Evans, Head of Technical Services
Adele Gatley, General Manager Planned Care

FROM: Dr John Hunter, Medical Director
Dr Natalia Apati, Specialty Doctor Cardiology and LNC Chair

DATE: 02 October 2024

RE: Short-term medical accommodation

Direct Line: 01625 661940
Email: john.hunter4@nhs.net

Dear Colleagues

The Estates team have recently consulted with the Local Negotiating Committee (LNC) about proposed changes to their Residential Accommodation Policy. The policy covers all aspects of residential accommodation, including long term leasing, however pertinently to many of you, it also covers the use of short-term accommodation, for example during periods of on-call or following busy shifts. This memo is intended to help you understand the key points of the policy in this respect, moving forwards.

The Trust currently has 7 on-call rooms – 5 standard and 2 for emergency use – although there is flexibility to cover accommodation needs on a given day. These rooms are available for use by medics who need accommodation for compensatory rest or for an individual who requires an overnight stay to meet the needs of the Trust.

The 5 standard rooms are managed by the Accommodation Team within the Estates department, for the **pre-booking** of rooms during e.g. periods of non-resident on-call:

- The team are available Monday to Friday from 8am-4pm and contactable on ext. 3776/1616 or by email ecn-tr.accom@nhs.net
- Rooms are available from 4pm (check in) to 9am (check out) across the dates booked.
- Any requests for early check in or late check out must be agreed with the Accommodation team at the point the booking is made.
- Bookings are managed on a first come first serve basis.

The 2 emergency on-call rooms are managed by the Site Team (Bed Managers) for **emergency/ short notice** use e.g. when a medic feels unsafe to drive home:

- Bookings are via the Site Team and based on availability.
- The team can be contacted on ext. 1799 and via email ecn-tr.bedmanagers@nhs.net
Keys for emergency rooms are then collected from switchboard.

- When collecting the key from switchboard, the doctor will be responsible for signing the key out and then signing the key back in, upon completion of the stay within the relevant apartment. If this process is breached a charge of £5 will be applied on each instance that a breach has occurred.
- Rooms are available until 2pm, at which point they should be vacated to allow for appropriate housekeeping.
- If a room is unavailable, and you are entitled to hotel accommodation in the entitlement table, you should seek to book this directly and then may claim back the cost up to a maximum of £70.

The below table below summarises entitlements and fees applicable to these 7 rooms:

Situation	Junior Doctors (F1-ST8)	SAS Doctors	Consultants	Agency Locums
A Doctor is rostered to work a resident night shift.	No accommodation can be booked during a resident shift	No accommodation can be booked during a resident shift	No accommodation can be booked during a resident shift	No accommodation can be booked during a resident shift
A doctor feels too tired to travel home following a night, long or late shift - the Trust will provide an appropriate rest facility where the doctor can sleep without charge, or if not available facilitate travel home.	No charge	No charge	No charge (Review in 12 mths)	£45 per night
A doctor works a non-resident on-call shift and is required to return to work during the night period, and the doctor considers it unsafe to undertake the return journey home due to tiredness - the Trust will provide an appropriate rest facility where the doctor can sleep without charge, or if not available facilitate travel home - <i>Only applicable to all on-call Consultants and on-call ST3+/SAS doctor in Orthopaedics and Surgery</i>	No charge	No charge	No charge	£45 per night
A doctor works a non-resident on-call shift and must be resident in order to maintain a safe response time for the management of time critical conditions and emergencies (i.e. they live more than 30 mins from site) - the Trust will provide the doctor with accommodation without charge - <i>Only applicable to all on-call Consultants and on-call ST3+/SAS doctor in Orthopaedics and Surgery</i>	No charge	No charge	No charge	£45 per night
A doctor works a non-resident on-call shift and the doctor elects voluntarily to be resident when they live inside a safe response time (within 30 minutes of site) - <i>Only applicable to all on-call Consultants and on-call ST3+/SAS doctor in Orthopaedics and Surgery</i>	£45 per night	£45 per night	£45 per night	£45 per night
ANY doctor who lives more than 1 hour away from site, and wishes to book on-site accommodation in order have rest time at the end of a stand alone shift/long day/night shift; on the assumption of tiredness.	£25 per night (As from Aug 2024)	£45 per night	£45 per night	£45 per night
ANY doctor who lives more than 1 hour away from site, and wishes to book on-site accommodation in order have increased rest time between several shifts in a row (long days/night shift) on the assumption of tiredness.	No charge	No charge	No charge	£45 per night
ANY doctor who has to be put up in local accommodation off site that is not one of the on-call rooms will be covered up to the cost of £70, they will be responsible for any differential cost.	Credit towards the room £70 per night	Credit towards the room £70 per night	Credit towards the room £70 per night	No credit awarded

Further changes to note following the recent LNC consultation include:

- There are no longer any dedicated rooms available for specific specialties to self-manage access. All rooms must now be booked in accordance with the guidance above, in order to ensure fire safety and appropriate housekeeping.

- Estates will be maintaining a database of all room bookings made, to support analysis, reporting and future management of the available space.
- New rates were negotiated, where a charge is applicable, as per the table above.

We would like to extend our thanks to those of you who were involved in the conversations and supporting a process which is clear for everyone moving forwards. If you have any questions regarding this memo, please address them to the accommodation team in the first instance on ecn-tr.accom@nhs.net

Kind regards



Dr John Hunter
Medical Director



Dr Natalia Apati
Specialty Doctor Cardiology and LNC Chair