

Date: 19/04/2024
Your Ref:
Our Ref: 8582

Enquiries to : Richard Mutch
Extension: 35687
Direct Line: 0131 465 5687
loth.freedomofinformation@nhs.scot
richard.mutch@nhs.scot

Dear

FREEDOM OF INFORMATION – ROTA COMPLIANCE

I write in response to your request for information in relation to the Rota Compliance Team.

Question:

- Please provide me, under FOI if necessary, with a copy of any correspondence between the Rota Compliance team and the following persons:
 - ~~~~~
 - ~~~~~
 - ~~~~~

This correspondence is in the public interest as it specifically refers to the process of requesting rota monitoring at NHS Lothian.

Please limit your search to the last four months as of today's date.

Answer:

Enclosed is the available correspondence. Please note there is only one email. Names and details of individuals have been redacted as NHS Lothian has a policy of not releasing the names and details of staff below a senior level. This information is considered exempt under Section 38(1)(b) of the Freedom of Information (Scotland) Act 2002 – personal information.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at www.itspublicknowledge.info/Appeal. If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the FOI Reviewer at the email address at the head of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI/Pages/default.aspx>

Yours sincerely

ALISON MACDONALD
Executive Director, Nursing, Midwifery and AHPs
Cc: Chief Executive
Enc.

From: [REDACTED]
To: [Compliance Team](#),
Subject: Re: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24
Date: 06 March 2024 11:50:50

Thanks [REDACTED]

If they could monitor with SR 0409 and CP 0102 in May that would be great. Is it helpful for you if we confirm now which dates in May we will monitor?

[REDACTED]
[REDACTED]
Colorectal & Urology Services
Western General Hospital
[REDACTED]
[REDACTED]

From: [REDACTED] <[REDACTED]> on behalf of ComplianceTeam,
<loth.complianceteam@nhs.scot>
Sent: Wednesday, March 6, 2024 11:17 AM
To: [REDACTED]
Subject: RE: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

It's your choice [REDACTED] so just let me know when the Service has made the decision.

BW,

[REDACTED]
[REDACTED]
Compliance Manager, New Deal and WTR
NHS Lothian, HR Specialist Services,
2nd Floor, Waverley Gate,
2-4 Waterloo Place,
Edinburgh. EH1 3EG
Currently working from home - [REDACTED]

For all HR enquiries, click - [HR Online \(scot.nhs.uk\)](https://scot.nhs.uk)

To access iMatter click - <https://nhsscotland-sep.webropol.com/Account/Login>

To access the electronic job planning site, click - <https://products.zircadian.com/Core/>

To access DRS electronic monitoring log in, click - <https://www.drusers.nhs.uk/Login.aspx>

From: [REDACTED]
Sent: Wednesday, March 6, 2024 10:32 AM
To: ComplianceTeam, <loth.complianceteam@nhs.scot>
Subject: Re: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

SR 0422 trainees are also on our middle grade rota, so I think would need to be monitored alongside SR 0409 and CP 01012 in May. Apologies if I am wrong.

Thanks,

[REDACTED]
[REDACTED]
Colorectal & Urology Services
Western General Hospital
[REDACTED]
[REDACTED]

From: [REDACTED] > on behalf of ComplianceTeam,
<loth.complianceteam@nhs.scot>
Sent: Wednesday, March 6, 2024 9:50 AM
To: [REDACTED]
Subject: RE: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

What about SR 0422?

[REDACTED]
Compliance Manager, New Deal and WTR
NHS Lothian, HR Specialist Services,
2nd Floor, Waverley Gate,
2-4 Waterloo Place,
Edinburgh. EH1 3EG
Currently working from home - [REDACTED]

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From: [REDACTED]

Sent: Wednesday, March 6, 2024 9:04 AM

To: ComplianceTeam, <loth.complianceteam@nhs.scot>

Cc: [REDACTED]

Subject: Re: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

Perfect, that works better for us anyway.

Can we confirm urology registrars (SR 0420) for 11th and colorectal registrars (SR 0414) for 18th

Thanks,

[REDACTED]
[REDACTED]
Colorectal & Urology Services
Western General Hospital
[REDACTED]
[REDACTED]

From: [REDACTED] on behalf of ComplianceTeam,
<loth.complianceteam@nhs.scot>

Sent: Wednesday, March 6, 2024 8:59 AM

To: [REDACTED] ComplianceTeam,
<loth.complianceteam@nhs.scot>

Cc: [REDACTED]

Subject: RE: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

Hi [REDACTED] – you won't be able to monitor any rotas with FY trainees in them until May as the FYs rotate at the beginning of April. SR 0414 can certainly monitor w/c 18 March, but SR 0409 and CP 0102 which need to monitor together can't.

BW,

[REDACTED]

[REDACTED]
Compliance Manager, New Deal and WTR
NHS Lothian, HR Specialist Services,
2nd Floor, Waverley Gate,
2-4 Waterloo Place,
Edinburgh. EH1 3EG
Currently working from home - Mob [REDACTED]

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From: [REDACTED]
Sent: Tuesday, March 5, 2024 5:31 PM
To: ComplianceTeam, <loth.complianceteam@nhs.scot>
Cc: [REDACTED]
Subject: Re: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

Thanks [REDACTED]

To allow us some time to meet with all cohorts in advance and to manage workload during monitoring, especially as [REDACTED] are we ok to monitor the surgical middle grades (SR 0409) and seniors (SR 0414) week commencing 18th March, so staggering colorectal and urology slightly?

We are looking at options for both FY1 cohorts and will get back to you about them asap.

Thanks,

[REDACTED]
Colorectal & Urology Services
Western General Hospital
[REDACTED]

From: [REDACTED] > on behalf of ComplianceTeam, <loth.complianceteam@nhs.scot>
Sent: Monday, March 4, 2024 11:27 AM
To: [REDACTED] ComplianceTeam, <loth.complianceteam@nhs.scot>; [REDACTED]
Cc: [REDACTED] >
Subject: RE: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

The new monitoring block started at the beginning of February so all your rotas need to monitor. If you give us your preferred dates, we shall set-up the studies for you.

BW,

■
■
Compliance Manager, New Deal and WTR
NHS Lothian, HR Specialist Services,
2nd Floor, Waverley Gate,
2-4 Waterloo Place,
Edinburgh. EH1 3EG
Currently working from home - ■

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From: ■
Sent: Monday, March 4, 2024 9:41 AM
To: ComplianceTeam, <loth.complianceteam@nhs.scot>; ■
■
Cc: ■ >
Subject: Re: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

Thanks ■

Yes, just the Urology seniors (SR 0420). The Urology FY1s (SR 0405) obviously failed again recently. ■ and I'll discuss next steps with her in that regard, as well as the Colorectal FY1s. Colorectal SpRs (SR 0414/ CP 0105) monitored in January and the Colorectal middle grades (SR 0409 / CP 0102) were done in November. Would they still need to be monitored in March too?

Thanks,

■
Colorectal & Urology Services
Western General Hospital
■

From: ■ on behalf of ComplianceTeam,

<loth.complianceteam@nhs.scot>

Sent: Friday, March 1, 2024 4:33 PM

To: [REDACTED]

Cc: ComplianceTeam, <loth.complianceteam@nhs.scot>; [REDACTED]

Subject: RE: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

Hi [REDACTED]

[REDACTED] but I can set this up for you. Is it just the senior Urology trainees that are to be monitoring from the 11th? Can you please give me the proposed dates for the others?

Many thanks,

[REDACTED]

[REDACTED]
Compliance Manager, New Deal and WTR
NHS Lothian, HR Specialist Services,
2nd Floor, Waverley Gate,
2-4 Waterloo Place,
Edinburgh. EH1 3EG
Currently working from home - [REDACTED]

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From: [REDACTED]

Sent: Thursday, February 29, 2024 3:31 PM

To: [REDACTED]

Subject: Re: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

Hi [REDACTED]

Please see attached template 2A for the next period of monitoring. As a service we are happy to go ahead with monitoring commencing 11th March if that still works at your end.

Thanks,

[REDACTED]
Colorectal & Urology Services
[REDACTED]

From: [REDACTED]
Sent: Tuesday, February 27, 2024 4:47 PM
To: [REDACTED]
[REDACTED]

Subject: WGH Directorate - Surgery - New Deal monitoring rota codes SR 0401, SR 0409, SR 0422, CP 102 and SR 0414/CP 0105 & SR 0420 - 11th March 24

Dear [REDACTED]

New Deal monitoring is scheduled across the RIE & WGH Directorates from 4th - 24th March 2024.

FOR ACTION:

- 1. The monitoring study will run for 14 days unless you advise otherwise.**
If this period is not representative for a specific rota in your area, or at least 75% of all shift types across a rota cannot be captured in this time frame, dates must be amended or the study period extended to 3 or 4 weeks. If this is the case let us know and advise when monitoring for this rota can be undertaken.
- 2. Please complete the attached template 2A with:**
 - **Monitoring date – 11th March tbc**
 - Service team and rota details for your area.
 - Trainees' names and addresses by rota code (so that we can create the online accounts for trainees and populate the monitoring studies). Please ensure that the e-mail addresses you provide are the trainees' preferred e-mails. N.B These do not have to be NHS Lothian addresses.
 - Date of pre-monitoring meeting.

**The completed document should be returned to - compliance@nhslothian.scot.nhs.uk
By Monday 4th March 2024**

FOR INFORMATION ONLY:

- Once the study is populated, we shall provide you with a standard email for you to send out to all those who will be involved in the monitoring period.

Attached to this will be the trainees' guidance document for completion of online diary cards and a copy of the rota shift codes.

- There is also a short video demonstration at the following link on the Medical Education website. [Rota Monitoring \(scot.nhs.uk\)](https://www.scot.nhs.uk/med-ed/rota-monitoring/)

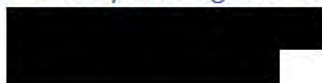
We would recommend all trainees and service contacts watch this video at the pre-monitoring meeting or prior to commencement of the monitoring period to ensure that the process for diary card completion is understood.

Thank you

Compliance Team

NHS Lothian, HR Specialist Services

Currently working from home



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