

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST  
JUNIOR DOCTORS BREACH OF WORKING PATTERN FORM**

Please complete this form if you are required to work outside your contracted working pattern, this includes any early starts or late finishes and/or if you are unable to take adequate rests/breaks. Please submit this form within 48 hours of the breach to your CMG Medical Staff Administrator.

<b>PLEASE COMPLETE ALL 3 SECTIONS OF THIS FORM</b>			
<b><u>Junior Doctor's Information</u></b>			
<b>SECTION 1</b>			
<b>Name</b>		<b>Specialty/Ward</b>	
<b>Email Address</b>		<b>Division</b>	
<b>Grade</b>		<b>Site</b>	
<b><u>Details of Breach (es)</u></b>			
<b>SECTION 2</b>			
<b><i>Date of Breach</i></b> .....		<b><i>Action taken by the service</i></b>	
<b>1. Early start and/or late finish:</b>  What should be your shift start/finish time for this shift?  What hours did you work?  <i>Please give detailed reason(s) for starting early and/or finishing late.</i>			
<b>2. Unable to take adequate break(s)/rest(s)</b>  Please list the times and durations of the breaks/rests during your shift  Please give detailed reason(s) why you were unable to take adequate break(s)/rest			
<b><u>Signature</u></b>			
<b>SECTION 3</b>			
Signed (Junior Doctor) .....		.....	

## **Guidance Information on Completion of the Breach Form and Junior Doctors Rota Regulations**

As part of the Junior Doctor's contract, Junior Doctors work patterns are produced using a rota template. These rota templates are New Deal and Working Time Directive Compliant. Rota templates are developed with the agreement of the Junior Doctors, the service, Training Programme Directors/College Tutor, Lead Clinicians, the Trust and the Postgraduate Dean's Office. The banding supplement payable to Junior Doctors will be in accordance with the rota template.

If you have not received a copy of your rota template and would like to see a copy, please ask your CMG Medical Staff Administrator.

### **What is the purpose of a Breach Form?**

It is important to ensure Junior Doctors are not required to work beyond their work pattern.

By completing a breach form Junior Doctors will provide details of when they are required to work beyond their work pattern, this will enable the service to rectify the problems to ensure normal working practices are applied.

### **When to complete the Breach Form?**

Junior Doctors should complete a breach form as and when the breach(s) occurs regardless as to whether they are in a monitoring period. The form is not designed to be completed exclusively during a monitoring exercise. Completed breach forms should be submitted to your MSA, as soon as possible after the breach has occurred.

### **Break/Rest Requirements.**

#### Full Shift/Normal Day Time Hours

30 minute break after approximately after every 4 hours of work

#### Partial Shift

One quarter of the out of hour's duty period, e.g.:

5pm-9am (Mon-Fri) = 4 hours

9am-9pm (Sat/Sun) = 3 hours

#### On-Call

One half of the out of hour's duty period, e.g.:

5pm-9am (Mon-Fri) – 16 hour on-call period = 8 hours rest

9am-9am (Sat & Sun) 24 hour on-call period = 12 hours rest

+ 5 hours of minimum continuous rest must be taken between 10 p.m. to 8 a.m.