

ORGANISATION RESPONSIBILITIES

FOCUS ON PATIENTS & STAFF



Promote and foster a safety culture, which includes promoting staff safety in addition to patient safety.

PRIORITISE WELLBEING



Ensure a physical and psychologically safe and healthy working environment for doctors in training to enable them to provide excellent care for patients.

EDUCATE



Provide time and opportunities for training and facilitate effective training supervision.

LISTEN & COMMUNICATE



Listen to concerns, feedback, and staff surveys. Offer opportunities for constructive dialogue. Share information and engage trainees regarding organisational priorities and business decisions.

DEMONSTRATE LEADERSHIP



Manage and lead the organisation with transparency, integrity and accountability.



Focus on patients & staff

- Promote and foster a just culture, which includes promoting respect and civility, a wider cross-sectional view of safety, and a 'learn, not blame' approach.
- Provide access, log ins and accounts to all IT + software systems required for the trainee's role in time for their start date.
- Provide training to all IT + software systems required for the trainee's role within 2 days of trainees starting their post



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Prioritise wellbeing

- Show that doctors in training are appreciated and valued members of the team
- Provide clear avenues for seeking help & support if doctors in training are in difficulty
- Provide an environment that does not tolerate discrimination, bullying or harassment
- Commit to rotas that are legally compliant with New Deal, and provide opportunity for high-quality training, which supports professional development, provision of effective patient care, and workplace wellbeing.
- Ensure a transparent, fair process for rota monitoring and acting on feedback
- Ensure that rotas are received 6 weeks prior to doctors in training starting their posts; where this is not possible, contact doctors in training with an explanation and proposed date of distribution.
- Ensure there is a fair process in place for safe cover in the event of unexpected absence
- Ensure processes to facilitate uninterrupted breaks for trainees
- Provide appropriate rest facilities for trainees who are unable to travel home due to fatigue after nightshift
- Provide changing and showering facilities, and secure storage for personal belongings and bicycles
- Facilitate 24/7 access to hot food and beverages
- Provide 24hr access to security services for support and reporting concerns
- Ensure transparent application processes for annual leave, sick leave and maternity, parental & adoption leave
- Work with trainees requiring adjustment to their training environment due to a disability or long-term health condition (including returning from absence) to ensure a fair and inclusive experience at work
- Aim to provide trainees with work contracts 4 weeks prior to start dates (provided NES uploads information in a timely manner, and trainees engage with required checks). With any salary discrepancies aiming to be rectified promptly after first pay month.



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Educate

- Provide comprehensive site and departmental induction programmes, with specific time allocated to complete these
- Provide training opportunities to allow the doctor to meet the expected outcomes to progress in their training programmes
- Provide time to attend departmental and specialty educational programmes and engage in quality improvement activity
- Ensure fair and transparent processes for applying for study leave
- Provide a named Clinical Supervisor and Educational Supervisor and provide appropriate training and support for clinicians in these named roles
- Work together with doctors to improve training opportunities in NHS Lothian for all trainee



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Listen and communicate

- Seek and respond to the views and experiences of doctors in training and strive to promote a supportive, engaging and meaningful workplace
- Provide a mechanism for trainees to raise concerns if they are worried about issues relating to clinical practice or interactions with members of staff and support them through this process
- Provide platforms for staff feedback and communicate responses and intended action from this
- Provide protected time for trainees to engage in departmental governance, and engage the trainee voice in improvement activity
- Share information regarding organisational vision, strategy, operations and reasoning behind decision-making and how doctors in training contribute to this
- Support and provide doctors in training with protected time, resources and tools to improve the delivery of services for patients in NHS Lothian



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Demonstrate leadership

- Welcome the challenge of continuous improvement, and support doctors in training in contributing to organisational learning and improvement
- Outline governance structures, with the aim of learning, improvement, and accountability, not blame
- Foster leadership in doctors in training and provide opportunities for doctors to develop these skills



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