Overtime Standard Operating Procedure for Medicine Division.

The operating procedure set out below must comply with the Data Quality Standards set out within Trust Data Quality Policy

1. Overview

The purpose of the sop is to introduce a clearer approach to the use of overtime within the division of medicine, to be applied in non-ward areas.

All in patient wards including AMU/MAU will aim to cease any overtime activity from 8/4/24.

The division has seen an increase in the use of overtime with no robust governance in place.

This sop describes the good practice which should be followed when applying overtime, when all other opportunities to maintain safe staffing ratios or additional activity have been explored.

2. SOP Governance

Department: Information	**No of pages**: 2	**Version & Date**: V1 March 2024
Author: Alison Wadlow	**Authorised by**:Workforce Planning	**Review date**: September 2024
Frequency and Time frame: *reviewed in 6 months*		

3. Key indicators, output, or purpose from this procedure

Managers must bear in mind the limits on working hours laid down in the Working Time Regulations, when asking staff to work overtime, especially the requirement not to exceed an average of 48 hours per week and the need for minimum daily rest periods. See Section 27: Working Time Regulations, in the NHS Terms and Conditions of Service Handbook and the Working Time Policy and Procedure for further guidance. *(Minimum of one day off a week and two consecutive days in a fortnight)*

Managers should plan to cover any known absence as far in advance as possible in order to minimise the need for overtime working.

Agreed overtime may also be worked if additional hours are required to complete urgent work or provide urgent service cover.

If staff are offered the opportunity to work overtime or extra shifts, they do have the option to turn this offer down without this having a negative impact on them.

Paid overtime should only be agreed when all other options have been considered and rejected.

All in patient wards including AMU/MAU will aim to cease any overtime activity from 8/4/24.

Criteria for overtime

- Applied no further than 24 hours in advance.
- All other avenues to cover have been exhausted.
- Review and consider paying to grade to bank if applicable to maintain safety in the clinical area requiring a specific skill set.

4. Data Source(s)

Describe and provide hyperlinks where appropriate to shared drive or internet/ intranet sites.

[NHS Terms and Conditions of Service Handbook | NHS Employers](#)

5. Process

	1.	Application of overtime is only applicable to non- inpatient ward areas excluding AMU/MAU.	☑
ⓘ	2.	In hours, any approval of overtime must be agreed via email with a staffing overview, and safe care live as applicable through to Deputy/Divisional Nurse Director (D/DND)	☑
	3.	Out of hours if additional hours and activity occurs past agreed closure time of area and meets the agreed overtime criteria, there is an assumption this will be added as overtime.	☑

	Once completed an overview of hours used will be fed back to D/DND.
4.	Out of hours if last minute specialty and skill set is required then this will be applied by the senior nurse from the area for the next day to maintain critical services and reviewed retrospectively informing D/DND.

6. Validation Checks

Overtime use should be discussed at roster and confirm meetings including the look back to challenge appropriate use.

7. Sign off (separation, supervision, authorisation)

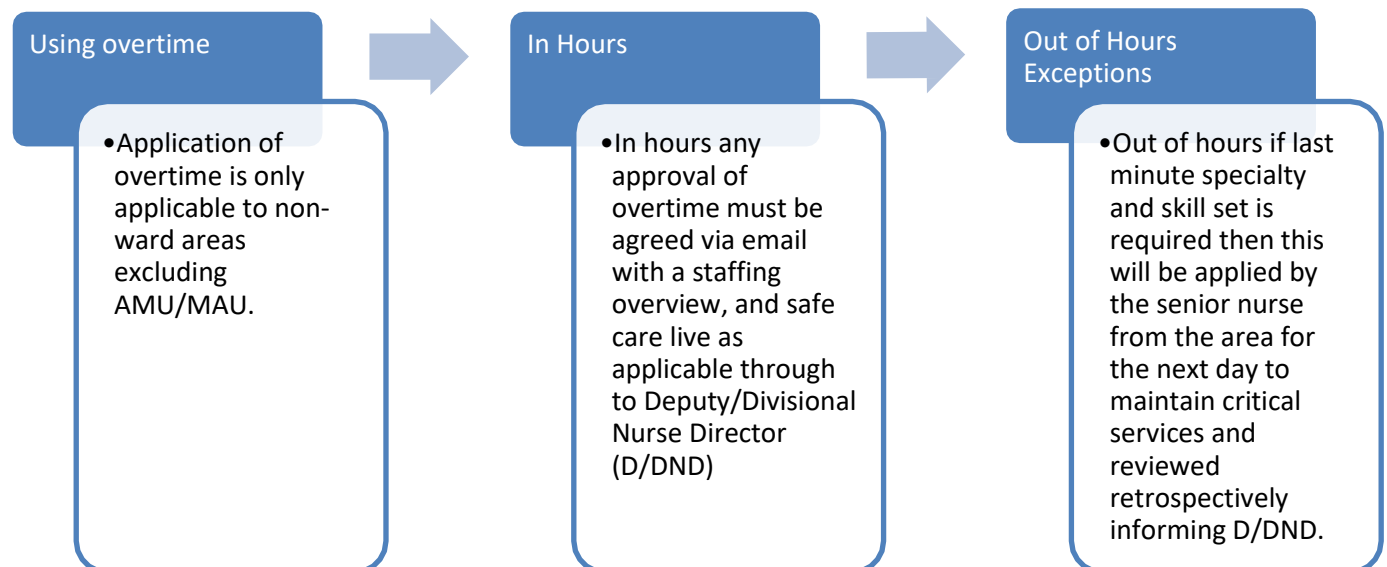| Stage/ purpose	Name and role	Date (how/ where evidenced)
Peer review:	XXX	XXX
Supervisor/ Lead review:	XXX	XXX
Information Asset Owner/ Trust Lead:	XXX	XXX

8. Information Governance

Clear email record of escalation and approval from D/DND.

9. Export/ use of data

Data to be reviewed in line with reflective confirm and support to validate activity.

10. Detailed Instructions

Process within medicine.

Using overtime

- Application of overtime is only applicable to non-ward areas excluding AMU/MAU.

In Hours

- In hours any approval of overtime must be agreed via email with a staffing overview, and safe care live as applicable through to Deputy/Divisional Nurse Director (D/DND)

Out of Hours Exceptions

- Out of hours if last minute specialty and skill set is required then this will be applied by the senior nurse from the area for the next day to maintain critical services and reviewed retrospectively informing D/DND.

SOP-NONCLIN/4346/24