



## Briefing Note: Out of Hours in Relation to the UK Working Time Regulations

**Military trainees are not required to fulfil local LETB/deanery contractual requirements but must demonstrate competence in delivering out of hours' care at the final ARCP.**

Access to OOH training must be in accordance with the UK Working Time Regulations, including access to breaks and maximum shift lengths. Out of hours' work must not result in the average weekly hours exceeding 48 hours and must remain compliant with the safe working safeguards:

- a maximum average of 48 hours working time each week, measured over a reference period of 26 weeks for doctors
- a minimum of 11 hours continuous rest in 24 hours
- a minimum of 24 hours continuous rest in 7 days (or 48 hrs in 14 days)
- a minimum of a 20 minute break in work periods of over 6 hours
- for night workers, an average of no more than 8 hours work in 24 over the reference period.

When out of hours' work is undertaken the equivalent number of hours will need to be deducted from *clinical* sessions in the same week (or following weeks) as agreed with the practice.

It is the responsibility of trainees to let their practices know if they need to adjust their daytime practice working hours to be compliant e.g. if finishing an OOH shift at 11pm, a trainee should not start work the following day until 10am.

### Best practice

Practices should be informed at the earliest opportunity of any planned or prospective OOH shifts in order to plan/re-organise surgeries. If this is not possible or trainees do not wish to organise a late start, then an evening OOH shift could be finished at 10pm as an alternative.

All OOH sessions must be recorded on the e-portfolio (and "shared" with the educational supervisor). In addition, a record of each OOH session must be documented using an OOH Record Template, which should be signed by both educational and clinical supervisors and uploaded onto the e-portfolio.

The LLE header should indicate a running total of hours worked in an OOH setting. This is to assist any review by ES/ARCP panel and external assessors.