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5<sup>th</sup> October 2020

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 200915.

You requested the following information, please also see our response below:

**I would like to request information relating to your rota patterns for front line staff.**

**In particular I would like to know what your policy is on shifts worked, how many shifts are staff allowed to work in a row? How many full rest days are compulsory after nights and runs of shifts? Do you have policy on shifts within a 7day period?**

**Is this the same for both relief staff and staff on a regular rotas?**

Please see below the relevant points taken from the Trust's Rota Parameters Procedure covering the questions posed. The parameters apply to both relief staff and those on regular rotas.

#### Rota Parameters

- It will not be possible to work more than 4 x 12 hour shifts; 4 x 10 hour shifts or 6 x 8 hour shifts consecutively on any rota submitted for consideration by the Rota Review Group. From a SECamb management perspective, we would not recommend or advocate more than two 12-hour night shifts being worked in a row. However, it is accepted that individual operational teams may elect to exceed this maximum, subject to a majority of the staff working this pattern being in agreement. (Consecutive shifts are defined as those which are of the same type e.g. maximum 4 x 12hr day shifts, 4x 12hr night shifts, 6x 8hr day shifts and 6x 8hr night shifts)
- A 48hrs maximum working week for planned hours must not be exceeded.
- A minimum rest period of 48 hours must be given following all night shifts.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust