

## Resident Doctor Industrial Action - Reporting Process Guide

Excel spreadsheet created by Workforce Analytics & Information Advisor including details for each junior doctor.

Information will be pre-entered:

- rota reference (Column A)
- junior doctor's name (Column B)
- post grade (Column C)
- registration number (Column D)
- payroll number (Column E)
- Clinical Service Manager (Column J)
- Sector (Column K)
- Post/ Speciality (Column L)
- Location (Column M)
- SSTS Roster (Column N)
- General Manager (Column O)
- Clinical Director (Column P)
- Director (Column Q)

Workforce Analytics & Information Team will split each spreadsheet by CSM.

Excel spreadsheet to be sent out to each Service by DDIT/ Clinical Fellow Lead via DDIT /Clinical Fellow absence mailbox, spreadsheet states all industrial action dates

Management are asked to populate columns G to J of the spreadsheet:

- Scheduled shifts: Tuesday 13<sup>th</sup> January (Column G)
- Scheduled shifts: Wednesday 14<sup>th</sup> January (Column H)
- Scheduled shifts: Thursday 15<sup>th</sup> January (Column I)
- Scheduled shifts: Friday 16th January (Column J)
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A drop down box requires to be selected for any Resident Doctor not at work under each of the 3 columns (G to J):

- 1-On strike
- 2-not scheduled to work
- 3-At work
- 4-Other leave

The completed spreadsheet requires to be returned by 10am, to confirm the same day's non-attendance, to [dditabsence@ggc.scot.nhs.uk](mailto:dditabsence@ggc.scot.nhs.uk)

For example, the spreadsheet for confirming any non-attendance on Tuesday 13<sup>th</sup> January 2026, should be returned to the above email address by 10am on Tuesday 13<sup>th</sup> January 2026.

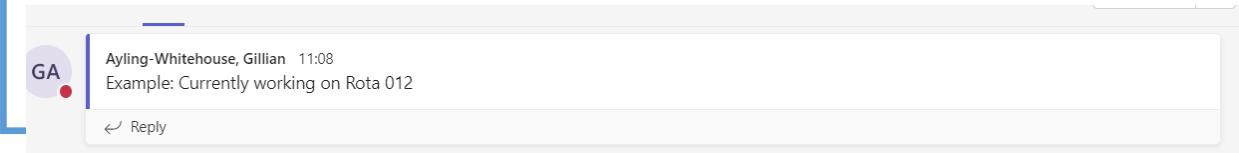
A member of DDiT team will check that Columns G to J have been completed. If not this should be returned to the sender asking for the information to be updated and returned ASAP

MS Teams Channel has been set up for all spreadsheets to be stored for HR access.

A member of DDiT team will save each returned spreadsheet in the files section of the [MS Teams Channel](#)

For recording, access Rota spreadsheet via the MS Teams Channel by clicking on 'Files' tab and select a rota to work on.

Please note in the chat which rota you are working on:



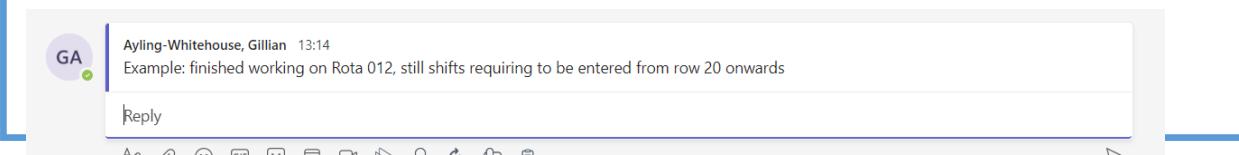
**Log on to SST (Temporary accounts can be opened with access to the rosters required)**

**SSTS Quick Guide link** – To be inserted

Highlight each row **grey** for details that have been inputted on SSTS

When all the shift details have been added in SSTS the spreadsheet can be moved in to the 'Completed' folder.

Please note in the chat when you have finished working on a rota if there is still remaining shifts to be inputted to SSTS:



DDIT Lead maintains master copies of data, to ensure rota's have been returned and updated appropriately.

Workforce and analytics team will provide BOXI reports, detailing number of participants in the strike for each day