



Employee Hub

Host Hub

Wellbeing Hub

[Policies](https://leademployer.merseywestlancs.nhs.uk/online-policies) (https://leademployer.merseywestlancs.nhs.uk/online-policies)

[Forms](https://leademployer.merseywestlancs.nhs.uk/online-forms) (https://leademployer.merseywestlancs.nhs.uk/online-forms)

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Resident Doctor Hub

Resident Doctor Pre-employment Hub

Resident Doctor Employee Hub

Absence Support

Annual Leave Calculator or

Becoming a Local Negotiating Committee Representative

Confirmation of Employment

Colleague-in-Training Self-Service on ESR

Disclosure &amp; Barring Service (DBS) Rechecks

End of Fixed Term Contract - Checklist

**Exception Reporting**

Expenses

Freedom to Speak Up

Guardians of Safe Working

Home Electronic Scheme

Industrial Action

## Exception Reporting



The 2016 contract gives the ability for colleagues-in-training to exception report.

Exception reporting provides colleagues-in-training with the opportunity to inform their employers when their day-to-day work varies significantly and/or regularly from their work schedules.

This may include:

- Differences in hours of work
- Differences in the pattern of hours worked
- Differences in the educational opportunities and support available (please note this will be dealt with by the Director of Medical Education and not the Guardian of Safe Working Hours. For GP colleagues and others, in the absence of a DME this role is fulfilled by the Head of School)
- Differences in the support available during service commitments

**All exception reports can be viewed by the Guardian of Safe working hours so that potential trends and patterns can be identified and investigated.**

- Colleagues-in-training and Supervisors within an Acute Host Trust (with 10 or more resident doctors) will use the exception reporting system implemented within that Trust. They should receive login details to the system directly from that Trust
- Colleagues-in-training and Supervisors in a GP practice, Public Health, Host Trust with less than 10 colleagues-in-training and Hospices will use Mersey and West Lancashire's Allocate system to exception report and will receive login details directly from the Allocate e-Rota system. If you require a login or a password reset please email: [le.enquiries@merseywestlancs.nhs.uk](mailto:le.enquiries@merseywestlancs.nhs.uk) (<mailto:le.enquiries@merseywestlancs.nhs.uk>)

Below, Dr Peter Arthur talks about his role as a Guardian of Safe Working and the importance of Exception Reporting:

Informati on Governan ce	( <a href="https://leademployer.merseywestlancs.nhs.uk/information-governance-">https://leademployer.merseywestlancs.nhs.uk/information-governance-</a> )
Internatio nal Colleague s	( <a href="https://leademployer.merseywestlancs.nhs.uk/international-colleagues">https://leademployer.merseywestlancs.nhs.uk/international-colleagues</a> )
Knowled ge Sessions	( <a href="https://leademployer.merseywestlancs.nhs.uk/knowledge-sessions">https://leademployer.merseywestlancs.nhs.uk/knowledge-sessions</a> )
Medical Indemnit y	( <a href="https://leademployer.merseywestlancs.nhs.uk/medical-indemnity">https://leademployer.merseywestlancs.nhs.uk/medical-indemnity</a> )
NHS Collaborati ve Bank - MWL	↙ ( <a href="https://leademployer.merseywestlancs.nhs.uk/nhs-collaborative-bank-mwl">https://leademployer.merseywestlancs.nhs.uk/nhs-collaborative-bank-mwl</a> )
Our Values and Behaviour s	( <a href="https://leademployer.merseywestlancs.nhs.uk/our-values-and-behaviours">https://leademployer.merseywestlancs.nhs.uk/our-values-and-behaviours</a> )
Overpayme nts and Underpaym ents	( <a href="https://leademployer.merseywestlancs.nhs.uk/overpayments-and-underpayments">https://leademployer.merseywestlancs.nhs.uk/overpayments-and-underpayments</a> )
Pay Dates and Submission Deadlines	( <a href="https://leademployer.merseywestlancs.nhs.uk/pay-dates-and-deadlines">https://leademployer.merseywestlancs.nhs.uk/pay-dates-and-deadlines</a> )
Payslip and Payroll FAQs	( <a href="https://leademployer.merseywestlancs.nhs.uk/payroll-faqs">https://leademployer.merseywestlancs.nhs.uk/payroll-faqs</a> )
Pens ions	( <a href="https://leademployer.merseywestlancs.nhs.uk/your-rewards">https://leademployer.merseywestlancs.nhs.uk/your-rewards</a> )
Resident Doctor Forums	( <a href="https://leademployer.merseywestlancs.nhs.uk/resident-doctor-forums">https://leademployer.merseywestlancs.nhs.uk/resident-doctor-forums</a> )
Salary Sacrifice Scheme	( <a href="https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice-scheme-1-2">https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice-scheme-1-2</a> )
Supported Return to Training	( <a href="https://leademployer.merseywestlancs.nhs.uk/supported-return-to-training">https://leademployer.merseywestlancs.nhs.uk/supported-return-to-training</a> )
Tax and HMRC	( <a href="https://leademployer.merseywestlancs.nhs.uk/tax-hmrc">https://leademployer.merseywestlancs.nhs.uk/tax-hmrc</a> )
Terms and Conditio ns	( <a href="https://leademployer.merseywestlancs.nhs.uk/terms-and-conditions-of-service">https://leademployer.merseywestlancs.nhs.uk/terms-and-conditions-of-service</a> )
The British Medical Association	( <a href="https://leademployer.merseywestlancs.nhs.uk/the-british-medical-association-">https://leademployer.merseywestlancs.nhs.uk/the-british-medical-association-</a> )
Total Reward Statement	( <a href="https://leademployer.merseywestlancs.nhs.uk/total-reward-statement">https://leademployer.merseywestlancs.nhs.uk/total-reward-statement</a> )
Useful Contacts and Links	( <a href="https://leademployer.merseywestlancs.nhs.uk/useful-external-contacts-and-links">https://leademployer.merseywestlancs.nhs.uk/useful-external-contacts-and-links</a> )
Work Schedul es	( <a href="https://leademployer.merseywestlancs.nhs.uk/work-schedules">https://leademployer.merseywestlancs.nhs.uk/work-schedules</a> )
Dental Hub	↙ ( <a href="https://leademployer.merseywestlancs.nhs.uk/dental-hub">https://leademployer.merseywestlancs.nhs.uk/dental-hub</a> )
Public Health Hub	↙ ( <a href="https://leademployer.merseywestlancs.nhs.uk/public-health-hub">https://leademployer.merseywestlancs.nhs.uk/public-health-hub</a> )

Dr Peter Arthur - Guardian of Safe Working Introduction



\*Reference to Health Education England (HEE) in the video above is now referred to as NHS England (NHSE)

## Exception Reporting Support

Please email [lead.employer@merseywestlancs.nhs.uk](mailto:lead.employer@merseywestlancs.nhs.uk) if you have any issues logging on to [Allocate](https://www.healthmedics.allocatehealthsuite.com/core?utm_medium=email&utm_name=&utm_source=govdelivery) ([https://www.healthmedics.allocatehealthsuite.com/core?utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery](https://www.healthmedics.allocatehealthsuite.com/core?utm_medium=email&utm_name=&utm_source=govdelivery)) to exception report. The HR Governance team will be able to ensure your account is active and your contact details are correct.

You can also access different guides for further support below:

- [Colleagues-in-training - Allocate Exception Reporting System Guidance](/media/Documents/Payroll/Junior-Doctor-exception-reporting-system-guidance.pdf) (</media/Documents/Payroll/Junior-Doctor-exception-reporting-system-guidance.pdf>)
- [Supervisor - Allocate Exception Reporting System Guidance](/media/Documents/Payroll/Supervisor-exception-reporting-system-guidance.pdf) (</media/Documents/Payroll/Supervisor-exception-reporting-system-guidance.pdf>)
- [2016 Terms and Conditions of Service](https://www.nhsemployers.org/publications/doctors-and-dentists-training-terms-and-conditions-england-2016) (<https://www.nhsemployers.org/publications/doctors-and-dentists-training-terms-and-conditions-england-2016>)

## News & Events

(<https://leademployer.merseywestlancs.nhs.uk/news>)

## Contact & Enquiries

To see a full list of contacts for **Our Lead Employer Services** including e-mail and telephone details for the team, please [click](#)

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[Follow us on X](#)

([https://twitter.com/MWL\\_LE](https://twitter.com/MWL_LE))

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(<https://www.linkedin.com/company/the-lead-employer>)

**Shining a light on Paediatric and  
Perinatal Pathology: A conversation  
with Dr Francesca McDowell.**

(</news/article/255>)

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