

ST GEORGE'S UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

JUNIOR DOCTORS FORUM

TERMS OF REFERENCE

1. Formation of this committee

The Guardian of Safe Working and Director of Medical Education have established a committee, known as the Junior Doctors Forum reporting to the Board (via the Local Negotiating Committee), in accordance with the Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016

The Committee shall have terms of reference and powers and be subject to conditions such as reporting back to the Board as the Board shall decide and shall act in accordance with any legislation, regulation or direction issued by the regulator.

2. Role

The Forum is responsible for assuring the Board on the management of all junior doctor issues raised by the 2016 junior doctor contract.

The specific responsibilities are to:

- 2.1 Provide junior doctor input to the Guardian of Safe Working Hours and the Director of Medical Education about issues raised by the junior doctor contract.
- 2.2 Advise the Guardian of Safe Working Hours about appropriate allocation of funds raised through fines when there has been a breach of safe working.
- 2.3 Contribute to the performance assessment of the Guardian of Safe Working

3. Membership of the Forum

The Forum shall comprise:

Chair

Deputy Chair

Guardian of Safe Working

Director of Medical Education or Deputy

Local Negotiating Committee Representative

BMA Industrial Relations Officer

Junior Doctor Representatives (four, one from each division)

GP trainee representatives (two, one each from SE and SW)

Foundation Programme representative

LTFT representative

Mess President

GP LEO representative

Specialty Training Lead for General Practice (or nominated deputy)

Medical Staffing Representative (or nominated deputy)

This means that the core membership will consist of 18 persons: 11 trainees (staff-side representatives), 4 Trust-side representatives (DME, GP Lead, Med staffing and GP LEO) and 3 representatives without any other management responsibilities with the Trust or employing organisation (Guardian, BMA and LNC)

It is expected that all members will attend at least 8 out of 12 committee meetings per year. If Members are unable to attend a meeting they will send a deputy who is authorised to act on their behalf or their direct reports.

An attendance record will be recorded with the Committee agenda for information and action at each meeting.

The Committee will ensure that the Forum membership is refreshed and that undue reliance is not placed on particular individuals when undertaking the responsibilities of the committee.

5. Quorum

The Forum will be quorate if 6 persons are in attendance: 3 trainee, 2 Trust and 1 non-management representative. In this situation, meetings may still proceed, however for purposes of decision making (voting for JDF officers or deciding on disbursement of fines) a minimum of 11 persons (inclusive of the 6 required for quoracy) must be present.

6. Meetings

The Forum shall meet every month with dates and times circulated at least 14 days in advance. Dates and times may vary to accommodate different shift patterns and patterns of working. Venues will be advised in advance of JDF meetings. The Chair may at any time convene additional meetings of the Forum to consider business that requires urgent attention.

7. Attendance at meetings

Other senior employees may be invited to attend by the Chair, particularly when the Forum is discussing an issue that is the responsibility of that employee. The forum is open to all doctors in training employed by St. George's University Hospital NHSFT, including all GP trainees across South London. The forum is also open to all non-consultant grade doctors not in recognised training programmes (i.e. clinical and research fellows).

8. Nomination of Chair/Deputy Chair

- A Chair and Deputy Chair will be elected at the September annual meeting. The tenure for each Chair and Deputy Chair will be for one year (September – August). If

a Chair or Deputy Chair demits office within their one-year tenure, then expressions of interest for the post will be sent out. The call for expressions of interest will close 4 weeks later and a trainee will be elected at the next JDF meeting.

- In applying for the post of Chair or Deputy Chair the candidate must provide a short summary of career to date, their experience representing others and what they wish to achieve during their tenure (max 250 words).
 - Candidate manifestos will be distributed 2 weeks prior to the JDF meeting.
 - The results of the vote will be published on-line and announced at the JDF meeting.
 - In the absence of a Chair or Deputy Chair, The Guardian of Safe Working or Director of Medical Education will act as Interim Chair.

9. Agenda and action points

The agenda and action points of all meetings of the Forum shall be produced in the standard agreed format of the Trust and kept by the Medical Staffing Representative.

10. Reporting arrangements

The proceedings of each meeting of the Forum shall be reported to the next meeting of the LNC /Staff-side Partnership Forum following production of the minutes. The Chair of the meeting shall draw the attention of the Board (via the LNC) any issues that require disclosure or require executive action. The Chair is required to inform the Board on any exceptions to the annual work plan or strategy.

11. Duties and Responsibilities of the Committee

The Committee is required to fulfil the following responsibilities:

- 11.1 Meet the annual objectives of the Committee as agreed with the Chairman of the Board / Chief Medical Officer.
- 11.2 Produce an annual work plan in the agreed Trust format, in line with the objectives set, for approval by the Board.
- 11.3 Identify and assess any risks that may prevent the achievement of the work plan and enter onto the Trust's Risk Register, monitoring delivery of the action plan.
- 11.4 Report to the Board/and the Quality Governance & Assurance Committee (via the Board Assurance Framework or Risk Reports) any exceptions to the achievement of the annual work plan and resulting risks
- 11.5 Produce an annual report (using the Trust's template) setting out the achievements of the Committee and any gaps in control
- 11.6 Communicate and consult with the Divisions of the Trust in achieving the objectives of the annual work plan, policy or strategy.
- 11.7 To ensure that due consideration is given to all aspects of sustainability, seeking advice if needed.

11.8 Monitor, review and recommend any changes to the terms of reference annually to the Board

12. Authority

The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek the information it requires from any employee, and all employees are directed to co-operate with any request made by the Committee.

13. Relationships with other committees

The Forum reports to the LNC and hence to the board via the staff-side partnership forum.

14. Administration

The Forum shall be supported administratively by a member of medical staffing (or a member of the education team on occasion) who will agree the agenda with the Chairman, collate all necessary papers, attend meetings to take minutes, keep a record of matters arising and issues to be carried forward.

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