

St George's Junior Doctors Forum

Tuesday 21 March 2017

Room 4.31, Hunter Wing, St George's Hospital

Minutes of meeting

In attendance:

Dagan Lonsdale, SpR Clinical Pharmacology & Therapeutics  
Dr Rob Seal, GPST2, Deputy-Chair (RS)  
Dr Sunil Dasan, The Guardian of Safe Working (SD)  
Mrs Emma Barrett, Medical Workforce Analyst/GPST Lead (EB)  
Mrs Claire Low, Medical HR Manager (CL)  
Ellie Mortimer Roome – F1 Liaison Psychiatry  
Genevieve Shouls – CT2

Apologies:  
Shaine Mehta

Introduction:

DL welcomed everyone to the meeting and all those in attendance introduced themselves.

There was one change to the minutes of the previous meeting –

- The first quarter Guardian report submitted covered the period October 2016 – January 2017
- There were 115 exception episodes during this period

All other points of the minutes were agreed

From the Chair:

- DL went to speak with the F1s
  - There is a slight despondence from the F1s with the concept of TOIL
  - The F1s have said that it's next to impossible for them to take TOIL
  - DL advised them that they should actively set a time for TOIL to be taken
  - There have been several rota changes in response to F1 exception reports
- There have been 2 LTFT Champion volunteers
  - Katie Burlington & Charlotte O'Kane – both GPST2s
  - Will still try to see if there is anyone on site, but there were no objections to the two names above taking over the role

Report from the Guardian of Safe Working (SD)

- The Guardian newsletter – looking at new ways of arranging rotas
- TOIL – how much is actually being taken? – quick poll showed that most are able to take their TOIL / SD is not aware of any situations where not being able to take TOIL is causing immediate safety concerns
- SD is liaising with the DDOs to confirm if we can pay instead of TOIL if any trainee is unable to take their TOIL prior to rotating to their next post

**ACTION: SD to update at next meeting**

- Plan for overdue exception reports:
  - If after a specific time period the exception report has not been completed or no outcome decided then hours will be paid as additional payments
  - The supervisors have a duty to respond within 7 days
  - Cut off is likely to be 30 days
  - SD has asked Allocate to send out reminders
  - DL it is appreciated that this is still a new system that people are getting used to
  - Over the next six months we should set targets
- Proper admin support for the GSW is required
- SD concerned that the number of exception reports has tailed off considerably – this is the only evidence of what happens on the ground
- People must exception report for any changes to be made
- Informal concerns should be raised at the forum

Medical Staffing Update:

- GP Template work schedules have been published on NHS Employers – these will be sent out to all practices to include hours / available training information
  - VTS training dates – CL/EB are scheduled to attend some in May / June
  - CL is meeting with HESL w/c 27/03 to discuss additional resources for the GP Team
  - 1 Medical Staffing post is currently going through the vacancy control process to enable us to recruit additional support for the guardian and to ensure diary card monitoring for those on the old contract continues
  - We are on track to send all work schedules out to the trainees transferring in April – although have missed the deadline for 8 weeks notice
  - We anticipate that with additional support we will be able to meet the deadlines for August. However, this does require engagement from the departments in producing and supplying the rotas to be analysed in good time.
- ACTION: CL to update re vacancy / additional resources for GP Team**
- Contracts are being sent with the work schedule / offer letters

Junior Doctor Update:

- Group whats app now set up and live
- Discussion regarding how the fine money is to be spent – first we need to figure out how we get access to it – there is £138 in pot at the moment.
- Suggestion that the money be used for a webcam to live stream the forum meetings
- Some posters could be made up to go in the junior doctor's mess to explain the importance of exception reporting
- Agreed that the forum dates for the each would be published well in advance
- Once a quarter the forum will be held at another time (other than at lunchtime) to accommodate some of the GP trainees / others who might otherwise not be able to attend at lunchtime

GP Update:

- GP work schedule templates have been published by NHS Employers
  - Medical staffing will send out communication to the Practice trainers to explain what needs to be done
- ACTION: EB to circulate work schedule templates and guidance to trainers**
- CL has agreed to provide some training sessions with SD for trainers

Next meeting: 1230, Tuesday 18th April, Lecture Theatre B, St George's Hospital