

**St George's Junior Doctors Forum**  
**Thursday 21<sup>st</sup> September 2017 1600-17:40**  
**Venue: GV2.019, SGH**

Present	Sunil Dasan (SD)	Guardian of Safe Working
	Claire Low (CL)	Medical Staffing
	Emma Barrett (EB)	Medical Staffing
	Robert Bramwell (RB)	Medical Staffing
	Hannah Barham-Brown (HBB)	Deputy JDF Chair
	Robin Raphael Cohen	GP trainee
	Rishni Patel (RP)	GP trainee
	Alex Lai (AL)	GP trainee
	Sabina Pawar (SP)	GP trainee
	Laxmi Anand (LA)	GP trainee
	Aimee Field (AF)	GP trainee
	Jennifer Williams (JW)	GP trainee
	Aya Ayoub (AA)	GP trainee
	Jamie Preston (JP)	GP trainee
	Oluwatosin Familusi (OF)	GP trainee
	Kathy Duong (KD)	LTFT Rep
	Daniel Pan (DP)	JDF Chair
	Jonathan Round (JR)	DME
	Farida Ali (FA)	LNC chair
Apologies	Ami Stokes	BMA Rep
	Rebecca Torry	GP Lead
	Judy Roberts	GP Lead

Log No	Item	Action & Lead	Due Date
<b>1</b>	<b>Welcome &amp; introductions &amp; Apologies - SD</b>		
	SD welcomed those present and read apologies to the group.		
<b>2</b>	<b>Minutes from last meeting and matters arising/actions</b>		
	<p><u>Trainee names to be added to August minutes</u>  <u>Term 'Exceptional reports' to be changed to Exception reports</u>            MAST and e-learning cannot be done offsite as systems are incompatible. JR suggested that trainees complete e-learning when on site and Exception Report to get the time back in lieu.</p> <p><b>ToR:</b>            JDFs meeting to be held monthly  <u>Meeting minutes to be agreed by Chair within 2 weeks and sent out with agenda 2 weeks in advance of next meeting with a 2 week notice period given</u>  <u>Foundation Year rep and Mess President to be added to ToR. Arrangements for South London GP trainee representation yet to be finalised. Y and GP rep to be nominated</u></p> <p>JDF chair (DP) responsible for setting meeting dates for the next year</p>	<p>Hannah Barham-Brown to discuss the current access issues with Mairead Heslin in the T&amp;D team and feedback at the next meeting</p> <p><u>SD to add to ToR</u></p>	<p>24<sup>th</sup> October 2017</p> <p><u>24<sup>th</sup> October 2017</u></p>
<b>3</b>	<b>GP trainee update</b>		
	<p>GPs concerned about incorrect pay and not receiving an EOD login:</p> <ul style="list-style-type: none"> <li>EB confirmed that the EOD team has a list of the trainees to be added to EOD and hopefully this should be done shortly.</li> <li>GP pay concerns should be referred to Medical Staffing in the first instance by emailing the GPST central inbox <a href="mailto:gpst@stgeotges.nhs.uk">gpst@stgeotges.nhs.uk</a> or ringing 0208 725 1126. For GP expenses please email <a href="mailto:gpst.expenses@stgeorges.nhs.uk">gpst.expenses@stgeorges.nhs.uk</a>. Scanned receipts for all expenses are accepted to the expenses inbox. The car user status form cannot be scanned as the original needs to be submitted to Medical Staffing in person or by post (2<sup>nd</sup> Floor Grosvenor Wing, room 2.069, St Georges Hospital).</li> <li>If trainee is with MPS, a reimbursement letter also needs to be submitted</li> <li>An auto reply in the form of an out of office is to be added to the GP expenses inbox to confirm receipt of expenses submitted.</li> <li>Indemnity will not be taxed</li> </ul>	<p>Emma Barrett to add auto reply to GP expenses inbox</p> <p>Emma Barrett to</p>	<p>ASAP</p> <p>ASAP</p>

	<ul style="list-style-type: none"> <li>• There is an FAQ document on the GP website produced by Yorkshire &amp; Humber with some useful information</li> <li>• GP contract to be sent out by the end of next week</li> <li>• A number of work schedules for GPs in Practice have not been received by the Medical Staffing. The team is still chasing for these Ws.</li> <li>• No clear guidance on out of hours shifts for GPs. It has been confirmed that anything worked in excess of 40 hours should be given back as TOIL</li> <li>• Trainees can do a single Exception Report with multiple occurrences. No need for daily reports.</li> <li>• <del>Sunil is willing to be</del> <u>Currently there is flexibility around the flexible with the</u> 7 day rule on Exception Reporting until <del>everyone</del> <u>trainees</u> gets accustomed to the system.</li> </ul>	<p>send something in writing to GPs confirming that indemnity will not be taxed</p> <p>Emma Barrett to send out remaining GP contracts</p>	<p>End of w.c. 25<sup>th</sup> September</p>
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**4 Report form Guardian of Safe Working (SD)**

	<p>148 exception episodes were reported in the period 18 May 2017 – 21 September 2017</p> <p>143 exceptions related to working hours</p> <ul style="list-style-type: none"> <li>○ 127 of these were where trainees worked in excess of their hours and</li> <li>○ 16 exceptions where trainees had missed breaks</li> </ul> <p>Five related to missed training opportunities due to service pressures</p> <table border="1" data-bbox="208 930 1440 1353"> <thead> <tr> <th>Division</th> <th>Number of exceptions</th> <th>Breakdown</th> </tr> </thead> <tbody> <tr> <td><a href="#">Medicine and Cardiovascular</a></td> <td>91</td> <td>40 Gastro 21 Acute Medicine 12 Senior Health 11 Oncology 4 Endocrine 3 Respiratory</td> </tr> <tr> <td><a href="#">Surgery, Theatres, Neurosciences and Cancer</a></td> <td>53</td> <td>40 in General Surgery 9 in ENT 2 in Neurosurgery 2 in T&amp;O</td> </tr> <tr> <td><a href="#">Community Services</a></td> <td>4</td> <td>4 Elderly Rehabilitation</td> </tr> <tr> <td><a href="#">Children and Women Diagnostics, Therapeutics and Critical Care</a></td> <td>0</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• There were x2 <u>immediate</u> safety concerns in Elderly Rehab (transfer of patients) and Neurosurgery (staff shortages)</li> <li>• Work schedule reviews for ENT and Gastro – ENT produced a new rota. Gastro meetings are ongoing</li> </ul>	Division	Number of exceptions	Breakdown	<a href="#">Medicine and Cardiovascular</a>	91	40 Gastro 21 Acute Medicine 12 Senior Health 11 Oncology 4 Endocrine 3 Respiratory	<a href="#">Surgery, Theatres, Neurosciences and Cancer</a>	53	40 in General Surgery 9 in ENT 2 in Neurosurgery 2 in T&O	<a href="#">Community Services</a>	4	4 Elderly Rehabilitation	<a href="#">Children and Women Diagnostics, Therapeutics and Critical Care</a>	0	0		
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	<ul style="list-style-type: none"> <li>• Surgery F1 – had 40 Exception Reports in a single report. There is a likely fine for General Surgery. The service will discuss giving TOIL.</li> <li>• Urology rota is non-compliant for October. Sunil will intervene when trainees start to ER</li> <li>• <u>SD reported concern around work schedule accuracy. Trainees were encouraged to 'own' their work schedules and check them. CL had indicated that an audit of work schedules could be carried out</u></li> <li>• <u>SD reported that his next report to the Board was due in October. He had not met with the LNC as their last meeting had been postponed</u></li> <li>• <u>SD highlighted the power of exception reporting by noting the board report from Derriford Hospital which had been reported in the national press</u></li> <li>• <u>SD reported that there had been a query regarding zero days on public holidays and whether these required a day off in lieu – SD confirmed this was correct.</u></li> <li>• <u>SD reported the anonymous survey by the GMC regional advisor with the SGH FY1s that reported 36% feeling pressure not to exception report</u></li> </ul>	<u>SD and CL to meet separately to discuss</u>	<u>24<sup>th</sup> October 2017</u>
<b>5 Report from DME</b>			
	<ul style="list-style-type: none"> <li>• Five Education Exception Reports from F1s in Medicine</li> <li>• SGH did well overall in GMC results. Renal and Microbiology need some improvement. ED, Radiology and O&amp;G did well.</li> <li>• Excellence in Education event hosted by the Education department will be held on 7<sup>th</sup> March 2018. All are encouraged to attend. This will be a showcase of Projects and QIs and honouring outstanding education supervisors and trainers nominated by trainees and colleagues. Free buffet available.</li> </ul>		
<b>6 Report from Medical Staffing (CL)</b>			
	<ul style="list-style-type: none"> <li>• Staff survey will not be sent to emails outside of the Trust. Trainees encouraged to get an NHS.Net account</li> <li>• Work Schedules for October starters are currently being sent out</li> <li>• Balance of contracts for August starters will be sent out the end of next week.</li> </ul>		
<b>7 LNC/BMA Update (FA)</b>			
	<ul style="list-style-type: none"> <li>• No meeting for a while but meetings will resume shortly</li> <li>• Plans in place for a portal to be set up on the Intranet/Internet</li> <li>• Next BMA meeting on Sat 23<sup>rd</sup> Sept (HBB)</li> <li>• Clinical Fellow<u>s</u> have been put on odd/random duties to ensure trainee rota is compliant.</li> </ul>	Farida Ali to discuss Clinical Fellow rota issues at the next LNC and feedback at the next JDF	24 <sup>th</sup> October
<b>8 AOB</b>			
	<ul style="list-style-type: none"> <li>• Survey will be sent out to the new trainees regarding the new contract</li> <li>• <u>Employee service portal at Hull and East Yorkshire cited as a good way of storing JDF minutes and for this being a resource portal for trainees. FA indicated that some preliminary work was being done on an intranet portal at SGH</u></li> <li>• Hannah Barham-Brown doing a piece of work on rest and transport facilities for trainees working at night</li> <li>• Medi Rota to come on stream soon</li> <li>• Sunil will be writing to departments to request that representatives attend the JDF</li> <li>• <u>Medical staffing will send LTFT list to KD</u></li> <li>• The CEO has been invited to attend the next JDF from 1pm</li> </ul>	Claire Low will give an update on the progress of Medi-Rota at the next JDF  <u>ED to send LTFT list to KD</u>	24 <sup>th</sup> October  <u>24<sup>th</sup> October</u>

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	<ul style="list-style-type: none"><li>• <b>Next Meeting: 24<sup>th</sup> October 2017, 12:45</b></li></ul>		<u>2017</u>