



Log No	Item	Action & Lead	Due Date
1	<b>Welcome &amp; Apologies (DP/SD)</b>		
	<ul style="list-style-type: none"> <li>• JD welcomed those present and read apologies to the group.</li> </ul>		
2 & 3	<b>Minutes of last meeting. Actions &amp; Matters arising</b>		
	<ul style="list-style-type: none"> <li>• Minutes agreed as correct record from November forum.</li> <li>• LTFT Rep appointed to 2 Doctors – Samira Bawany and Lucy Flanders</li> <li>• Agreed to re advertise the Consultant Champion post to see if any interest.</li> </ul>	CL to assist with advert	
4	<b>Fatigue Charter Update</b>		
	<ul style="list-style-type: none"> <li>• The trust has signed in principle to participate in the Fatigue Charter. There are number of sections to be reviewed including rota design, work and life balance</li> <li>• Need to ensure that the charter is accessible to all.</li> <li>• This will become a rolling item agenda at the JD Forum moving forwards.</li> </ul>	To be added to future agendas	
5	<b>Report from Guardian of Safe Working (SH)</b>		
	<ul style="list-style-type: none"> <li>• Has reviewed the exception reports and has identified some hot spots. E.g Cardiology.</li> <li>• Aware that Cardiology are suffering from the knock on from the Cardiac Surgery issues. Discussions are taking place with the GoSW and the Dept to resolve.</li> <li>• Aware that the ST3+ are not wanting to exception report, as feel it will upset their training etc.. not the case. Been advised to speak with the GoSW.</li> <li>• Advised to raise any safety concerns directly with the GoSW</li> <li>• Wanting to invite Richard Jennings (Chief Medical Officer) to future JDF's to give understanding of purpose of Forum and he is keen to be involved and wanting to hear Doctors views and opinions.</li> <li>• Highlighted the awareness of Gender Pay differences, looking into this further as awareness that males are paid at higher percentage than females.</li> <li>• Also BAME trainees looking into to increase numbers.</li> <li>• No Fines as yet, no need for. Trainees are encouraged to take TOIL as first option, although sometimes payment is the only option due to shortage of staff and Doctors therefore being unable to take TOIL.</li> <li>• St Georges have been known previously to be big on Fines. Looking to reduce number of fines.</li> <li>• Resilience Rep has now moved on from the trust, looking to appoint a new rep to assist with Resilience training.</li> </ul>	<p>Invite to Forum</p> <p>To advertise post</p>	

<b>6</b>	<b>Report from DME</b>		
	<ul style="list-style-type: none"> <li>• Been a number of visits from HEE due to numerous issues including within Anaesthetics, Microbiology, Haematology and Renal. Various discussions being made where there have been issues in all areas and improvements needed regarding consultant activities, change management, rotas etc.</li> <li>• Issues within Cardiac Surgery, no trainees currently and these are due to return in October 19.</li> <li>• Cardiology having a knock on affect from Cardiac Surgery too many patients, no time and lack of staff.</li> <li>• Yee- Ean Ong is stepping down from her role as Deputy DME , being replaced with Atefa Hossain</li> <li>• Jonathan Round also stepping down as DME at the end of March, post is to be advertised. JR moving to Head of Paediatrics from 1<sup>st</sup> April 19.</li> </ul>		
<b>7</b>	<b>Speciality Lead for GP (NP)</b>		
	<ul style="list-style-type: none"> <li>• Rebecca Torry is no longer in post and is being replaced by Sarah Delarle</li> <li>• Nothing else to report this month.</li> <li>•</li> </ul>		
<b>8</b>	<b>Medical Staffing &amp; GP Leo</b>		
	<ul style="list-style-type: none"> <li>• All work schedules and offers are completed for the March and April rotations approx. x 50 per month.</li> <li>• GP's x approx. 170 Doctors rotating / transferring in April, all documentation has been sent.</li> <li>• Highlighted that there is an issue with when the Doctors are receiving their rota, as trust not meeting the 6 week deadline from department. Medical Staffing responsible for issues work schedules and offers within 8 weeks.</li> <li>• F2 Rep will look into the forthcoming rotation and report back. They have been keeping a log of when they are receiving their documentation. This information is to be shared at next forum.</li> </ul>	F2 Update re rota received	next forum
<b>9</b>	<b>Speciality Trainee Feedback</b>		
	<ul style="list-style-type: none"> <li>• No concerns to be raised from any speciality.</li> </ul>		
<b>10</b>	<b>GP Trainee Feedback</b>		
	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>	Next forum	

<b>11 LTFT Trainee Feedback</b>			
	<ul style="list-style-type: none"> <li>No update not present</li> </ul>	Next Forum	
<b>12 LNC / BMA Update</b>			
	<ul style="list-style-type: none"> <li>Apologies from Ami Stokes will update at next forum</li> </ul>	Update next forum	
<b>13 AOB</b>			
<ul style="list-style-type: none"> <li>Invite to the Excellence in Education Event on the 13<sup>th</sup> March at 17:15, all are welcome.</li> <li>Fine money, results from survey the majority voted to use it towards UpTo Date. It was agreed that £5,000 will be put towards UpTo Date, £1,000 for an Act of Kindness where you put forward a colleague to The Guardian once a month who has shown an Act of Kindness and is rewarded with a voucher for their Kind Act.</li> <li>Discussion around the fair distribution of food and drink for the on-call doctors, and how to use the fine money for this.</li> <li>Also suggested relocating the JD Forum to the Doctors Mess as this may encourage more trainees to attend, as feel that 2<sup>nd</sup> Floor Grosvenor is not the ideal location, plus provide food as a further incentive. CH to propose to the Mess Rep about the relocation.</li> </ul>		GoSW to begin to distribute fine money.	CH to speak to Mess Rep re relocation.
<b>Next Forum: Thursday 21<sup>st</sup> March 13:15-14:30, The Doctors Mess, 1<sup>st</sup> Floor. Lanesborough Wing.</b>			