

**St George's Junior Doctors Forum Minutes**  
**Thursday 21<sup>st</sup> March 13:15 – 14:30**  
**Venue: The Doctors Mess, 1st Floor Lanesborough Wing**

<b>Present</b>	Serena Haywood (SH)	Guardian of Safe Working from 01/12
	Claire Houghton (CH)	Medical Staffing
	Jonathan Dick	JDF Chair – SPR Medicine
	Robert Bramwell (RB)	Medical Staffing
	Emma Barrett	Medical Staffing
	Emily Beales	Mess Rep
	Samira Bawany	LTFT Rep
	Claire Low	Medical Staffing Manager
	Kate Stoddart	GP ST3
	Jonathan Round	DME
	Sam Marsden	Orthopaedics Research Fellow
	Davey Thaxter	Paediatric ST2
	Anna Parcey	Plastics CT2
	John Meenan	AMU SHO
	Alexander Biggs	Deputy Chair
	Ami Stokes	BMA Representative
	Lucy Crossman	F2 Rep
	Joseph Pavett-Downer	PGME Manager

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 February forum.</li> <li>• Completed survey at the last Induction, around 15 -20 responses (Apple phones only) but helped to give a good overview of the questionnaire</li> <li>• Welcome to Samira LTFT Representative</li> <li>• Recruiting to the Consultant LTFT Post, awaiting update.</li> </ul>	CL to assist with advert, update next forum	
4	<b>Fatigue Charter Update</b>		
	<ul style="list-style-type: none"> <li>• BMA document sets areas where trusts can support medical workforce. 1<sup>st</sup> element a review of the rotas before rolled out to medical e-rostering system in line with the good rostering guide, work with the JD's to make it a better rota if necessary.</li> <li>• Work on rota gaps, and look at alternatives, MedCard divisions are looking at areas of concern, looking at different workforce to help supplement the department e.g PA's. To roll out to other divisions too.</li> <li>• Look at hot food at night, rest facilities. Sending out a questionnaire, to get opinions to see what the JD have and to Estates and what they think they have. Good to get feedback before moving forward with a plan.</li> <li>• EB – suggested auditing areas for facilities to get a good assessment of areas.</li> </ul>	<p>Update further at next forum.</p> <p>EB to meet with CL to discuss further Mess facilities.</p>	
5	<b>Report from Guardian of Safe Working (SH)</b>		
	<ul style="list-style-type: none"> <li>• Exception reports which include: x 6 General Medicine, 1 x Plastics, 9 x Neonates, 6 x Respiratory, x 1 Neurology.</li> <li>• Issues with Outliers in Paediatrics and Neonates, and trust wide at this time of year. If looking at outliers get stranded. Did an evaluation in Cardiology to look at flexibly and work allocation throughout day, including with Outliers. Suggest to check in with middle grade Doctor during the day if concerns with this, and look to reallocate work load where possible.</li> <li>• Trying to get to meeting to discuss further with consultants as an approach for Outliers</li> <li>• Cardiology is improving. Rota gaps are now being resolved.</li> <li>• Anaesthetics, received email re exception reports, not had any exception reports which is not true to the work they are doing. Encouraged them to exception report as a way of monitoring their work load.</li> <li>• Received an exception report from GP, re overtime on Seldoc. Awaiting rota to review.</li> <li>• GUM – HEE did an urgent review as not receiving proper training or Inductions</li> </ul>		

	<ul style="list-style-type: none"> <li>• Fine Money allocation - £5k Up to Date, £1,000 Food On calls, Money towards fatigue and where people are sleeping before spending the money.</li> <li>• Launch an award “Guardian Angel’s” Award. Peer to Peer nomination, for an Act of Kindness to each other. Rewards will be Activity Award, Waterstones or Pret Voucher. Rewarding small things, its important.</li> <li>• Keep talking if any issues.</li> <li>•</li> </ul>	To advertise post	
<b>6 Report from DME</b>			
	<ul style="list-style-type: none"> <li>• Steady in Post Grad at the moment, preparing to do new GMC survey.</li> <li>• Up to date now on a trial run, can access for a limited period. Fine tuning way to access it. Very helpful resource, JR used himself on a complicated patient; promote its service to all. Once agreed paid for by Trust.</li> <li>• Excellence in Education, good turn out from all. Good involvement from all areas. CEO also present.</li> <li>• Training everywhere available, delays with Cardiac Surgery.</li> <li>• Rohana Ikbball the F2 Programme Director is leaving role and being replaced by Yael Gelfor</li> <li>• Final JDF for Jonathan Round stepping down from post. Job being advertised is closing tomorrow.</li> </ul>	Promote Up To Date for all to use.	
<b>7 Speciality Lead for GP (NP)</b>			
	<ul style="list-style-type: none"> <li>• No issues to raise or concerns</li> </ul>		
<b>8 Medical Staffing &amp; GP Leo</b>			
	<ul style="list-style-type: none"> <li>• All work schedules and offers are completed for April, now waiting date for August. Once received start focusing on getting all the information out before the deadlines. GP team going to training committee meeting to answer more queries.</li> <li>• Other specialities again all work schedules and offers sent for April, starting to prepare for August. Aim to meet deadlines by June. Induction clinics will run again, including Saturdays</li> <li>• Query when on Nights on Induction, not possible to know unless told. Talk to dept to organise and plan rota accordingly. Hard in August. Send an email, to check shifts to make arrangements. Send in offer letter a note if concerned about rota highlight to department asap, so can plan.</li> <li>• E-Rostering due to come in to place, better way to manage the rotas moving forward, take a look at rota, see better ways to improve this and review rota before it goes live. Ensure involved Medical Staffing in process, s involved already in rotas.</li> </ul>	Add in to offer letter	May 2019
<b>9 Speciality Trainee Feedback</b>			

	<ul style="list-style-type: none"> <li>Concerns in Paediatrics and the sub specialities, in particular Paediatric Surgery, issues with time for training as rotas are slightly different, the opportunities are not the same. Raised with surgeons complicated to arrange, currently a disadvantage to those not in Paeds surgery. SH – got to find a compromise, make for allowances e.g lunchtime training. Will address again with surgeons and report back.</li> </ul>	SH to update at next forum.	
<b>10</b>	<b>GP Trainee Feedback</b>		
	<ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>	Next forum	
<b>11</b>	<b>LTFT Trainee Feedback</b>		
	<ul style="list-style-type: none"> <li>No update not present</li> </ul>	Next Forum	
<b>12</b>	<b>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</b>	<b>AOB</b>		
	<ul style="list-style-type: none"> <li>T&amp;O issues with nowhere to use computer, no rooms available. Seminar room always in use. Trust wide issues with limited space for all. – Suggested using consultant room when not in. Laptops. Representative of issues elsewhere affects well-being of the Doctors’ especially as only there for 6 -12 months. Nothing ever gets resolved.</li> <li>Mess Issues in general, x 2 computers broken, toilet blocked. All neglected. Security issues re access to Mess for JD’s . Discussion re access for Members only.</li> <li>Happy with the Mess for Forum, agreed to relocate there again next month.</li> <li>Issues of not getting lieu time back from zero days or bank holidays. Managers saying not possible to get back, but are entitled to it. Mandatory training, entitled to get back. Its highlighted in T&amp;C’s to confirm this.</li> <li>Bring together a list of Well Being, bring together to advertise to Doctors, cycle to work being an issue, but HEE won’t support this, have to do through trust.</li> </ul>	<p>CL to contact dept raise concerns re laptops, space to work in.</p> <p>Med Staffing to address with department.</p>	
<b>Next Forum: Monday 22<sup>nd</sup> April 12:45 – 14:00, The Doctors Mess, 1<sup>st</sup> Floor. Lanesborough Wing.</b>			