

**St George's Junior Doctors Forum Minutes**  
**Thursday 25<sup>th</sup> April 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
	Francesca Collier-Lawler	Medical Staffing
	Emma Barrett	Medical Staffing
	Emily Beales	Mess Rep & F1
	Toby Mitchell-Lanes	MaxFax ST1/2
	David McGinn	FY1
	Harriet Davidson	Gastro CT3
	Lucy Studd	FY1 Paeds
	Ami Stokes	BMA Representative
	Yanushi Wijeyeratne	Cardiology
<b>Apologies</b>		
	Claire Low	Medical Staffing Manager
	Lucy Crossman	F2 Rep
	Joseph Pavett-Downer	PGME Manager
	Samira Bawany	LTFT Rep

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 March forum.</li> </ul>		
4	<b>Fatigue Charter Update</b>		
	<ul style="list-style-type: none"> <li>Fatigue and Facilities, apologies from CL.</li> </ul>	CL will update further at next forum.	
5	<b>Report from Guardian of Safe Working (SH)</b>		
	<ul style="list-style-type: none"> <li>Quiet over the last period, please do continue to exception report, as this helps for us to see where the problems may lie.</li> <li>No update from Cardiology, but we have appointed to all posts, and therefore should reduce the number of exception reports.</li> <li>GP exception reports, we are responsible for these. Maybe will be more coming through shortly. Need to know where to send them. We have been receiving some via other trusts. EB suggested to send out communications to all as a reminder as where to send exception reports for GP's.</li> <li>EB said if not received for any one else then to email HR Medical Recruitment and we can resolve for them. Email from Allocate directly.</li> <li>To check that there is guidance to Exception Reporting accessible to all on the Intranet and website, will also be sent within offer letters too.</li> <li>Issue around breaks, entitled to take breaks by law. Others don't want to be seen to be taking breaks. Ensure allocated at handover so all know of each other's working pattern for the shift.</li> </ul>	<p>EB to send out comms to GP's re exception reports</p> <p>CH to review and update.</p>	Next Forum.

	<ul style="list-style-type: none"> <li>• Try to allocate a small rest space within the wards and departments to help ensure that people are taking their breaks. E.g in Neonates there's a room where people go together for a break.</li> <li>• A reminder to exception report and not be scared to do so, as doctors don't want to damage career by doing so. Or go to Guardian as she is there to support you, and will take this on if feel intimidated at any point.</li> </ul>		
<b>6</b>	<b>Report from DME</b>		
	<ul style="list-style-type: none"> <li>• JR no longer in post, interviews held. Awaiting outcome. No other representative present.</li> </ul>	Update at next forum.	
<b>7</b>	<b>Speciality Lead for GP (NP)</b>		
	<ul style="list-style-type: none"> <li>• No issues to raise or concerns, nothing to report.</li> <li>• GOSW overtime on SELDOC and worked into work schedule for these hours. Half an hour a week.</li> </ul>		
<b>8</b>	<b>Medical Staffing &amp; GP Leo</b>		
	<ul style="list-style-type: none"> <li>• Starting to prepare for August and should be receiving the information from HEE on 1<sup>st</sup> week of May, and where we will then begin to issue offer letters and work schedules. These are expected to be out by the deadline of the 12<sup>th</sup> June.</li> <li>• No other updates, attending GP committee meeting to answer GP specific queries.</li> <li>• Encourage others to chase up rotas if not received within 6 weeks, come directly from department. Can chase us in MS if needed. Rota co-ordinator name on work schedule as the point of contact to chase for rota.</li> <li>• Reviewing of rotas for most specialities for August, so these may change. Just to be aware of the possible changes.</li> <li>• E-Rostering being rolled out to all Medics to help in terms of identifying where the rota gaps are will be easier to see where the gaps are and picked shifts to help out. Whose working, whose off and available.</li> </ul>		
<b>9</b>	<b>Speciality Trainee Feedback</b>		
	<p>Acute Medicine: The takes really busy, 4 long days in a row feel that it's a lot.</p> <ul style="list-style-type: none"> <li>• Large number of rota gaps, x 2 clinicians short at night along with night nurse practioners very thin on the ground. Where these should be exception reported, but saying they don't have access. Partly due to new manager coming in.</li> <li>• Not receiving emails about asking to cover the gaps. Then becomes too short notice. No communications pre warning of any gaps</li> <li>• GoSW going to speak with the department regarding these issues.</li> <li>• Reviewing this rota anyway from August, rolling out E-rostering soon will then be able to see and manage better.</li> </ul>	SH to update at next forum.	Speak to department re setting up an F1

	<ul style="list-style-type: none"> <li>• FY1 Surgeon wanting to work in medicine over weekend (previous rotation) but not had any communications from the department. Look to create an F1 email list to contact for cover.</li> <li>• Outliers service is unbalanced with who covering who. Not enough staff covering these, Docs in the wrong places, too heavy in one place too thin in others. If can rearrange will make a difference to bring better balance across the wards.</li> </ul> <p>Cardiology: No rest facilities in Atkinson Morley Wing, only have offices available to rest in, eating at desks. Difficult to get to the Mess for rest, due to location etc..</p>	email list for comms re rota gaps.	
<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>• A referendum will be imposed continuing on from the industrial action on accepting improvements to 2016 T&amp;C's contract. Vote for BMA members accepting improvements to the contract in June 2019, if a yes vote the contract will be accepted and no longer be imposed and the dispute will end.</li> <li>• Roadshows around the country for this to of what the improvements are, exact details of what it means.</li> <li>• More details and dates to follow and a webinar to watch or download too. Important to vote and what it means to casting the vote.</li> <li>•</li> </ul>	Update with dates of roadshow at next forum.	
<b>13</b>	<b>AOB</b>		
	<ul style="list-style-type: none"> <li>• Facilities charter, no formal announcement yet due to political issues/ elections, money promised as a gift by government to aid with the facilities charter. We need to work out gaps in hospital and where best to spend this, while waiting for the money to come through.</li> <li>• Try and work out facilities issues at trust, Mess Rep to meet with CL.</li> <li>• Immediate improvements, need to find out what's needed where first, complete the surveys to find out JD's concerns.</li> <li>• Toilets / showers paid for by the trust, need refurbing. Other facilities e.g fridge paid for by Mess.</li> <li>• Been receiving quotes for carpet etc.. been told limited funds available / been in contact with Charity for support.</li> <li>•</li> </ul>	CL to meet with Mess Rep to discuss further.	

<ul style="list-style-type: none"> <li>•</li> <li>• Fatigue to get the money, St Georges have formally signed the F&amp;F charter.</li> <li>• Expecting action plan from CL of the areas which need improving , prioritising where needed.</li> <li>• Possible hospital reconfiguration which may result in the relocation of the mess. Current on-going discussions with the board. Decision will be made from the Executive Board.</li> <li>• Survey to be created to find out where the problem areas are within the hospital for Doctors rest facilities.</li> </ul>	<p>CL to update at next forum.</p>
<p><b>Next Forum: Thursday 23<sup>rd</sup> May <u>13:15 – 14:30</u>, The Doctors Mess, 1<sup>st</sup> Floor. Lanesborough Wing.</b></p>	