

Minutes of the 2019 Junior Doctor Forum Meeting  
held on Thursday 19<sup>th</sup> December 2019 12.30 pm – 14.10 pm  
In the Education Centre

Members Present:	<b>Dr. Andy Ng</b>	<b>Guardian of Safe Working (Chair)</b>
	<b>Michael Farrell</b>	<b>Education Quality Manager</b>
	<b>Dr Kate Goldberg</b>	<b>ADME</b>
	<b>Prof Anoop Chauhan</b>	<b>Cardiology Consultant</b>
	<b>Dr Linda Hacking</b>	<b>DME</b>
	<b>Laura Orwin</b>	<b>Graduate Education Manager</b>
	<b>Gill Evans</b>	<b>Medical Deployment Manager</b>
	<b>Dr Andrew Linton</b>	<b>Junior Doctor Rep - General Surgery FY1</b>
	<b>Dr Mark Boyle</b>	<b>Junior Doctor Rep – Psychiatry FY2</b>
	<b>Dr Miranda Holliday</b>	<b>Junior Doctor Rep – Cardiology FY2</b>
	<b>Dr Molly Bryden</b>	<b>Junior Doctor Rep – COOP FY1</b>
	<b>Dr Sheryl Lim</b>	<b>Junior Doctor Rep – FY1</b>
	<b>Debbie Croft</b>	<b>GOSW Administrator</b>

### **1. Apologies**

Apologies were received from Paul Atkinson, Nicola Di-Vito, Kate Stannard, Dr Khine Thu, Dr Sukanya Gosh & Dr Laura Blood.

### **2. Minutes of Previous Meeting**

The minutes of the previous meeting held on the 26<sup>th</sup> September 2019 were discussed briefly. Andy will re-present at next meeting with updates.

### **3. Matters Arising**

Action Matrix has been updated, additional actions below:

Gaps – Andy will re-present at the next Quarterly Meeting. 1.7% gaps are down to sickness. Andy has been in contact with Dr Goldberg & Dr Hayes. Worries on increased workloads for Junior Doctors. Unforeseen gaps on evening & weekends. Ensure all Junior Doctors have had Flu Jabs through Occupational Health.

**Action: Dr Andy Ng**

Lancashire Care - Placements in Psychiatry, the rotas do not have Foundation Teaching dates. Foundation weekly rotas have been resolved.

HEE visit highlighted patient safety as an issue. To be raised outside of this forum and escalated at Board Level.

**Action: Dr Kate Goldberg**

Foundation Training Day Entitlement: There is no entitlement at FY1 level. Trainees need to contact Dr Linda Hacking or their Educational Supervisor regarding this. Study Leave/Tasters have to go through the Foundation programme Director. Funding is available for Discretionary Grants.

**Action: Dr Linda Hacking**

Rota review ties in with e-rostering. All Trainees have access – Live & Running.

Debbie confirmed that 'How to raise an Exception' information has been sent to all trainees. We are still awaiting IT to action the 'link' on the Tutorial/Induction Day on the Intranet with up to date information regarding JDF. Nicola Di-Vito is chasing up IT.

**Action: Nicola Di-Vito**

#### **4. Performance Board Dashboard**

The Performance Board is updated by Michael Farrell for Educational Issues and Nicola Di-Vito for Working Hours issues. Bank Holiday issues – Junior Doctors need to be informed of process.

#### **5. Quarterly Report**

The December report will be re-presented at the next meeting.

The Annual report is due to be completed.

#### **6. Exception Reports Received + Fines Levied**

Engagement with Exception reporting at the Trust is at its highest level, currently around the 40 mark. We still need to encourage doctors to feedback to GOSW. It is a good thing to raise exceptions, so we can raise this to the highest level at the Trust. No levied fines have taken place since the last committee.

#### **7. Monitoring Outcomes**

Andy emailed trainees regarding 'Diary Cards'. Debbie will contact trainees regarding feedback. This will be reviewed at the next meeting after feedback has been compiled.

**Action: Debbie Croft**

#### **8. Trainee Feedback and Engagement**

Nothing raised that has not been recorded elsewhere within this document.

#### **9. Work Schedule Reviews and Outcomes**

No current Work Schedule Reviews.

#### **10. Funds and Disbursement of Funds**

£72 funds to be put towards the Junior Doctor's Mess improvements. No further action has taken place regarding these funds.

#### **11. Trainee Computer Room**

Trainees need to use the Computer Room otherwise they could lose it. Suggestion of a signing in sheet to log whom is using the room. Trainees do not seem to know the code to enter the room; this can be accessed by contacting Medical Education.

#### **12. Future times of JDF meetings**

It was agreed to keep the JDF meetings at the same time of 12.30pm – 1.30pm.

#### **13. AOB**

No other business.

#### **14. Declaration of Confidentiality**

It was agreed that all items discussed at the Forum will be held as confidential.

#### **Future JDF dates for 2020 are as follows:**

- Thursday, 19<sup>th</sup> March 2020 at 12:30 - 13:30 in Room 2, Simulation & Skills, 1<sup>st</sup> floor
- Thursday, 11<sup>th</sup> June 2020 at 12:30 – 13:30 in Room 6,, Education Centre
- Thursday, 1<sup>st</sup> October 2020 at 12:30 – 13:30 in Room 2, Simulation & Skills, 1<sup>st</sup> floor
- Thursday, 10<sup>th</sup> December 2020 at 12:30 – 13:30 in Room 7, Simulation & Skills, 1<sup>st</sup> floor

**LUNCH WILL BE PROVIDED**