

Minutes of the 2019 Junior Doctor Forum Meeting  
Held on Thursday 26<sup>th</sup> September 2019 12.30 pm – 14.00 pm  
In the Education Centre

Members Present:	<b>Dr. Andy Ng</b>	<b>Guardian of Safe Working (Chair)</b>
	<b>Nicola Di-Vito</b>	<b>Medical Workforce/GOSW Manager</b>
	<b>Dr Simon Mung</b>	<b>Junior Doctor Rep – Endo &amp; Diabetes ST4</b>
	<b>Kate Stannard</b>	<b>Head of Clinical Education</b>
	<b>Michael Farrell</b>	<b>Education Quality Manager</b>
	<b>Dr Kate Goldberg</b>	<b>ADME</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 Khine Thu</b>	<b>Junior Doctor Rep - A&amp;E FY1</b>
	<b>Dr Sukanya Ghosh</b>	<b>Junior Doctor Rep – Cardiology IM1</b>
	<b>Debbie Croft</b>	<b>GOSW Administrator</b>

### 1. Apologies

Apologies were received from Laura Orwin, Prof Chauhan, Dr Hacking and Paul Atkinson.

### 2. Minutes of Previous Meeting

The minutes of the previous meeting held on the 6<sup>th</sup> June 2019 were agreed as an accurate record.

Dr Andy Ng discussed changing times of future Junior Doctor Forum meetings for 2020 and Michael Farrell informed stated that Informal Junior Doctor Forum may resume next month (October).

### 3. Matters Arising

Action Matrix has been updated, additional actions below:

Gaps - Exception Reports should be raised to expose gaps. To be discussed further with trainees via focus groups and other forums

**Action: Michael Farrell**

Appropriate training time is to be rostered in Psychology – Lancashire Care to be contacted.

**Action: Michael Farrell**

Poor communication around unfilled slots and this issue was discussed, for example; around handover and 997 bleep (Medical Registrar). The complexity of the medical rota was highlighted and contingency plans for gaps were raised.

**Action: Dr A Ng**

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

**Action: Dr Kate Goldberg**

Issues with CMT training dates which clashed with Foundation date were highlighted. Trainees were encouraged to exception report Educational issues such as missed teaching. It was raised that FY1

trainees are entitled to 20 days training but have received 18 days; this issue will be discussed at Foundation Board.

**Action: Dr Kate Goldberg**

Kate Stannard met with Peter Hayes regarding rotas to be reviewed in Unscheduled Care; a timescale for this review was requested

**Action: Kate Stannard**

Concerns regarding inaccurate Exception Reports being raised was highlighted and 'How to raise an Exception' is to be sent to all trainees and a suggestion of a 'link' on the Tutorial/Induction Day

**Action: Debbie Croft/Michael Farrell**

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

The Performance Board is updated by Michael Farrell for Educational Issues and Nicola Di-Vito for Working Hours issues. A formal Deanery visit has taken place on 4<sup>th</sup> July 2019 and this data is being reviewed. Bank Holiday issues – Junior Doctors need to be informed of process.

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

The report was provided with papers for review and discussion. The main issues from the report were: Bench shifts; unfilled shifts; availability of reports on-line.

The Annual report is due to be completed.

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

Engagement with Exception reporting has increased and encouragement for higher grades to report continues. No levied fines have taken place since the last committee. Discussion around how exceptions are recorded took place; common mistakes persist despite support from the Guardian Office.

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

No monitoring update to report.

#### **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, however two rota's are due to be reviewed and payment will be backdated if required.

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

£72 funds to be put towards the Junior Doctor's Mess improvements.

#### **11. All Other Business**

**CQC visit** – GOSW reflected in the report, due next month. Thanks to Dr Simon Mung for his involvement and support, with best wishes for his future.

## **12. Declaration of Confidentiality**

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

**Date of the Next Meeting:** Thursday, 19<sup>th</sup> December, 2019 at 12:30 - 13:30 in Room 6, Education Centre