

Appendix 3:

Roles and responsibilities of the Junior Doctors in the Junior Doctor's Forum

President

The role of the President of the junior doctors forum is to oversee and organise the work of the J-JDF, and provide leadership for the J-JDF's work. The President is responsible for representing the J- JDF to external bodies within the Trust, and for advocating for the interests of junior doctors, and therefore needs to maintain relationships and partnerships with other bodies across the Trust. It shall be a requirement of their membership of the committee that the elected president is currently working as a junior doctor at the Trust. They will also facilitate the 'task-finish' groups to undertake the general work of the committee.

Specific responsibilities include:

- Chair meetings of the J-JDF
- Attend the GMSC to represent the JDF
- Ensure all action items are allocated on J-JDF minutes, and identify task-finish groups to carry out work on behalf of the JDF
- Recruit doctors to fill positions on the JDF committee and departmental representative roles
- Take forward concerns raised by doctors via the forum to the appropriate member of staff (e.g. Medical director, Director of Medical Education, Guardian of Safe Working etc)
- Work with the PGME office manager and treasurer to ensure the mess finances are kept in good order
- Serve as a spokesperson for the Junior Doctors Forum where required
- Work with estates and facilities to ensure that the doctors mess is maintained to a reasonable standard, is cleaned frequently, and is kept stocked with basic food and beverage items
- Review and maintain doctors mess facilities
- Providing certificates of thanks for service for members of the committee

Where the president is unable to undertake the above duties, they may delegate responsibility to another committee member to represent the president.

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

Secretary

The role of the secretary of the JDF is to assist in the organisation and running of the business of the J-JDF, and to ensure there is effective and timely communication both within the JDF and to all junior doctors across the trust. It shall be a requirement of their membership of the committee that they are currently working as a junior doctor at the Trust. They will also facilitate the 'task-finish' groups to undertake the general work of the committee.

Specific responsibilities include:

- Put together the agenda for each of the J-JDF meetings in consultation with other JDF members, and to distribute the agenda to J-JDF members. Meetings shall occur twice per calendar month.
 - The first meeting of each calendar month shall include a 30 minute 'junior-junior' meeting where new issues can be raised related to junior doctors in the Trust and reports from speciality representatives, and the work of the committee since previous meetings can be fed back. Following this there will be a 'junior-senior' meeting, the agenda items of which shall be proposed by the secretary to the Guardian of Safe Working, who is responsible for the formal S-JDF agenda and minutes. It is expected that new issues raised at the preceding J-JDF in addition to current and rolling items will be discussed in the S-JDF portion of the meeting.

- The second meeting of each month shall be 60 minutes and will include committee business e.g. social planning, Doctors Mess issues etc. It is anticipated that this meeting may also host an invited guest to address issues raised by the committee.
- The secretary shall be responsible for identifying appropriate speakers/departments to attend the meeting
- Minutes will normally be taken by a member of PGME staff, however the secretary is responsible for ensuring accuracy of the J-JDF minutes prior to distribution, and ensuring these minutes are distributed to the whole junior doctors forum including departmental representatives. This will ordinarily be done within one week of any meeting.
- Deputise for the President of the JDF where they are unable to Chair or represent the committee at a meeting.
- Manage the general correspondence of the J-JDF except for such correspondence assigned to others
- Help and lead the J-JDF in providing systematic communication from the JDF to relevant stakeholders
- Together with administrative support from the PGME department, maintain records of attendance from members of the JDF to be used for the purpose of auditing attendance for the purposes of determining eligibility for study leave uplift.
- Where it is noted that attendance of members of the committee is unacceptably low, they shall bring this to the attention of the president and together they shall bring a request the member to step down and allow a new representative to take the place of that member. Where this is not in agreement with the member of the committee the secretary shall arrange at the next available JDF meeting for records of attendance for the member to be made available to the JDF and for a vote of no-confidence in the member to be put to the JDF. Where greater than 50% of the JDF agree with the vote of no-confidence, the member of the committee will be removed from their position.

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

Social Secretary

The role of the social secretary is, together with the committee as a whole, to organise social events for junior doctors across the Trust. It shall be a requirement of their membership of the committee that they are currently working as a junior doctor at the Trust. They will also help undertake work as part of 'task-finish' groups to undertake the general work of the committee.

Specific responsibilities include

- To organise a summer party for junior doctors in the early summer
 - The summer party shall be open to all junior doctors at the Trust, with non-junior doctors invited at the discretion of the social secretary in consultation with the committee
 - The summer party will be held off-site at a venue able to accommodate an appropriate size venue, and should include food and options for drink
 - The social secretary should work with the treasurer and PGME manager to identify an appropriate budget for the event
 - The summer party preparation will begin at least 3 months in advance of the event, with advertising and ticket sales beginning at least 2 months in advance of the event
 - Where reasonable external sponsorship of the event may be sought
- To organise the winter GOSH awards ball
 - The winter GOSH awards ball shall be open to all staff across the trust, being specifically targetted at medical staff of all levels in particular
 - The winter GOSH awards ball shall be a formal event held at an appropriate venue including a sit-down dinner and drinks
 - The social secretary should work with the treasurer and PGME manager to identify an appropriate budget for the event
 - The social secretary shall arrange for a nomination and voting process jfor junior doctors to win awards as 'best junior doctor' from each departmental group across the trust. They shall also arrange for the CSPs to select nominees and a winner for the CSP award. This should happen in the 2 months prior to the event.

- Preparations for the summer party should begin 4-5 months in advance of the event (potentially with scoping for possible venues undertaken in advance) and advertising and ticket sales occurring 2 months in advance of the event.
- To arrange ad-hoc social events across the trust
- To advertise events across the trust, and arrange, where applicable, ticketing of events with administrative support from the PGME team
- To help the IMG representative to run social events specifically arranged for IMG doctors e.g. first Thursday pizza nights

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

This role may be split between more than one individual, with the uplift in study leave budget for attending >60% of meetings being split equally between the doctors splitting the role, and being dependent on >60% attendance by any one doctor in the role across all JDF meetings.

Treasurer

The role of the treasurer of the JDF is to work with the PGME manager to ensure that the finances of the J-JDF are kept in good order, that there is a clear auditable trail for the money being raised from doctors mess fees and monies being spent and necessary expenses of the committee, and to ensure the finances of the committee are kept in good order. As the signatories of the mess finances, it is expected the treasurer will work very closely with the PGME manager and director of medical education. They are NOT responsible for any money relating to exception reporting which is exclusively the domain of the Guardian of Safe Working, and that money will be administered entirely outwith the J-JDF, and should not be used for ordinary JDF business or expenses, but to improve the working conditions for doctors in the Trust. It shall be a requirement of their membership of the JDF that they are currently working as a junior doctor at the Trust. They will also help undertake work as part of task-finish groups to undertake the general work of the committee.

Specific duties include:

- Provide an overview of the financial position of the doctors mess funds to the J-JDF at their request
- Administer all financial affairs of the J-JDF together with the PGME manager
- Identify appropriate budgets for social events and provide these figures to the social secretary
- Ensure there is always a reasonable surplus in the mess accounts
- Annually review the outgoings of the committee and social events and review income to determine any required increase in doctors mess fees
- Ensure the J-JDF is run in accordance with any necessary external financial rules and regulations
- Support any required financial auditing processes
- Ensure the maintenance of accurate records of all income and expenditure together with the PGME manager

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

International Medical Graduate Representative

The role of the international medical graduate representative of the JDF is to represent the interests of international medical graduates, and to lead on task-finish projects which relate specifically to international medical graduates. They should also encourage the integration and welfare of international medical graduates across the organisation, including the organisation of regular social events for international medical graduates. It shall be a requirement of their membership of the committee that they are both a junior doctor and an international medical graduate themselves. They will also help undertake work as part of task-finish groups to undertake the general work of the committee.

Specific responsibilities include:

- Organise and provide a forum to meet international medical graduates on a regular basis, at least monthly, to bring up concerns relating to working as an international medical graduate at the trust
- Bring concerns relating to international medical graduates to the junior doctors forum and to lead on projects to address and improve these areas
- To assist the PGME fellow in running the monthly international medical graduate induction, and to assist in the iterative improvement of this induction via feedback given from inductees
- Advise and assist the PGME fellow in ensuring any specific educational needs related to IMG doctors are addressed
- Maintain communication groups e.g. e-mail and 'WhatsApp' groups with international medical graduates to facilitate ease of communication with the IMG representative
- To arrange regular social events for international medical graduates e.g. first Thursday pizza evenings, museum trips

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

This role may be split between more than one individual, with the uplift in study leave budget for attending >60% of meetings being split equally between the doctors splitting the role, and being dependent on >60% attendance by any one doctor in the role across all JDF meetings.

Less than Full Time Trainee Representative

The role of the less-than-full-time trainee representative of the JDF is to represent the interests of less-than-full-time trainees to the committee, and to lead on task-finish projects which relate specifically to less-than-full-time working. It shall be a requirement of their membership of the committee that they are both a junior doctor and a less-than-full-time trainee themselves (or have been a less-than-full-time trainee in the preceding 2 years). They will also help undertake work as part of task-finish groups to undertake the general work of the committee.

Specific responsibilities include:

- Organise and provide a forum to meet less-than-full-time trainees on a regular basis, at least monthly, to bring up concerns relating to working as a less-than-full-time trainee at the trust
- Bring concerns relating to less-than-full-time trainees to the junior doctors forum and to lead on projects to address and improve these areas
- Maintain communication groups e.g. e-mail and 'WhatsApp' groups with less-than-full-time trainees to facilitate ease of communication with the LTFT representative

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

This role may be split between more than one individual, with the uplift in study leave budget for attending >60% of meetings being split equally between the doctors splitting the role, and being dependent on >60% attendance by any one doctor in the role across all JDF meetings.

Academic Representative

The role of the less-than-full-time trainee representative of the JDF is to represent the interests of academic trainees to the committee, and to lead on task-finish projects which relate specifically to academic training at the trust. It shall be a requirement of their membership of the committee that they are both a junior doctor and an academic trainee themselves (or have been a less-than-full-time trainee in the preceding 2 years). They will also help undertake work as part of task-finish groups to undertake the general work of the committee.

Specific responsibilities include:

- Organise and provide a forum to meet academic trainees on a regular basis, at least monthly, to bring up concerns relating to working as an academic trainee at the trust
- Bring concerns relating to academic trainees to the junior doctors forum and to lead on projects to address and improve these areas
- Advise and assist the PGME fellow in ensuring any specific educational needs related to being an academic trainee are addressed
- Meet with the BRF reps at the Institute of Child Health regularly to identify areas for joint working
- Maintain communication groups e.g. e-mail and 'WhatsApp' groups with academic trainees to facilitate ease of communication with the academic representative

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

This role may be split between more than one individual, with the uplift in study leave budget for attending >60% of meetings being split equally between the doctors splitting the role, and being dependent on >60% attendance by any one doctor in the role across all JDF meetings.

BMA/LNC Representative

The role of the BMA/LNC representative of the JDF is to serve as a link between the JDF and the LNC committee and the wider BMA. They should identify matters raised in the LNC where should be shared with the JDF and which may require work by the JDF and bring these to the committee. Similarly they should take matters arising within the JDF which are within the purview of the LNC back to that committee for work. It shall be a requirement of their membership of the committee that they are both a junior doctor and serve on the LNC. They will also help undertake work as part of task-finish groups to undertake the general work of the committee.

Specific responsibilities include:

- Attend LNC meetings on behalf of the JDF
- Report on a monthly basis to the JDF on issues raised and work undertaken by the LNC which relate to junior doctors
- Take forward issues which have a contractual basis for **ALL** junior doctors to the LNC and report back on the actions undertaken by this
- Work with the BMA IRO to help refer junior doctors concerns

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

London School of Paediatrics Representative

The role of the London school of paediatrics representative of the JDF is serve as a link between the JDF and the London school of paediatrics trainee committee. They should identify matters raised in the London school of paediatrics trainee committee which are relevant to trainees at Great Ormond Street Hospital and should be shared with the JDF. Similarly they should report back to the London school of paediatrics trainee committee on the work of the JDF. It shall be a requirement of their membership of the committee that they are both a junior doctor and serve on the LSP trainee committee. They will also help undertake work as part of task-finish groups to undertake the general work of the committee.

Specific responsibilities include:

- Attend London school of paediatrics trainee committee meetings on behalf of the JDF
- Table a report to the JDF on issues raised and work undertaken by the London school of paediatrics trainee committee

- Work with the PGME fellow to ensure that the educational provisions at Great Ormond Street are in line with the expectations of the London School of Paediatrics

This role will attract an uplift in study leave budget provided running attendance of >60% of meetings has been maintained.

Departmental Representatives

The role of the departmental representatives of the JDF is to serve as a link between the JDF and junior doctors working in individual departments of the hospital. They should aim to seek the views of their departmental colleagues frequently, and make themselves known to them so that they can act as a point of contact. They should aim to represent their junior doctor colleagues within their department at senior level and facilitate communication regarding issues raised by their peers with the support of the head of department. It shall be a requirement of their membership of the committee that they are a junior doctor currently working in the department they represent. They will also help undertake work as part of task-finish groups to undertake the general work of the committee.

Specific responsibilities include:

- Make themselves known to the head of department and education leads in order to secure arrangements to be freed to attend JDF meetings as often as possible. This is a statutory requirement.
- Ensure they are known as the representative within their department in order to facilitate communication and representation of the junior doctors in their department
- Arrange to meet at least monthly with the other junior doctors in their department to seek the views of their junior doctor colleagues and bring forward concerns and ideas from the department to the JDF.
- Report issues to the JDF, and lead task-finish groups with other representatives under the guidance of the JDF in order to solve problems or concerns
- Represent the views of their departmental junior doctor colleagues at JDF meetings
- Where requested of the JDF to seek the views of the junior doctors in their department and produce a report back to the JDF president
- Report concerns around safety, including issues regarding exception reporting in individual departments to the Guardian of Safe Working