

Great Ormond Street Hospital Junior Doctors' Forum

Terms of Reference

Authority and Scope of JDF:

The Great Ormond Street Hospital Junior Doctor Forum (GOSH JDF) is the official committee representing the interest of the Junior Doctors working at Great Ormond Street Hospital.

Junior Doctors (JDs) at Great Ormond Street Hospital (GOSH) are a vital part of the workforce. They are directly involved in the delivery of patient care and Trust strategy and have the potential to contribute to Trust-wide policy and improvement. While in the Trust Junior Doctors require representation. GOSH has a unique Junior Doctor workforce with around half of all JDs being out-of-training. GOSH also has a higher than average proportion of JDs who are International Medical Graduates (IMGs).

In April 2018 the original JDF established in December 2016 as per the terms and conditions of the New Junior Doctors' Contract and the existing Doctor's Representative Committee (DocsReps) merged to form one body (see Appendix 1) in order to:

- Facilitate an effective voice for junior doctors at GOSH
- Ensure representation of Junior Doctors in an efficient way with best use of time and resource
- Guarantee that issues raised by junior doctors have a constructive and supportive senior forum that can assist in problem solving and project development.
- Enable GOSH to meet the terms and conditions of the 2016 Junior Doctor's Contract

Purpose:

The JDF addresses issues relating to all aspects of the working life of junior doctors including working conditions, education and training and social functions within the guise of the doctor's mess. The JDF has a broad remit and is specifically split into two sections (the Junior-Junior Doctor's Forum J-JDF and the Senior-Junior Doctor's Forum S-JDF- see Meetings) to enable these requirements to be facilitated through one effective committee.

Aims and Objectives of the JDF:

- To represent all the junior doctors in GOSH, including those in training positions and trust-appointed posts.
- To work alongside the Guardian of safe working (GSW), Director of Medical Education (DME), Medical Director (MD), and wider executive and PGME Operational team on all issues relating to junior doctors.
- To provides a forum for the Trust to engage with and harness the energy and vision of junior doctors in developing and improving its services, working conditions, education and training.

Specific to the Senior-Junior Doctor's Forum (S-JDF)

- The forum advises the Guardian of Safe Working ('the Guardian' in the rest of this document), who oversees the working environment for Junior Doctors including being responsible for the processes developed in the 2016 contract, designed to protect junior doctors from excessive working hours.

- The Junior Doctors Forum supports the work of the Guardian to ensure that the junior doctors' working hours and conditions are effectively monitored and their contractual rights upheld
- Specific obligations regarding the 2016 Junior Doctor's Contract are detailed in Appendix 2.

Specific to the Junior-Junior Doctor's Forum (J-JDF)

- To represent junior doctors at Trust meetings including Postgraduate Training Committee (PGTC), and General Medical Staff Committee (GMSC).
- To represent the interests of junior doctors at the Local Negotiating Committee (LNC) meeting between the Trust and the BMA (BMA Rep).
- To Represent Trainees from the Trust at the School of Paediatrics meetings (Trust Reps and Fellow in Medical Education).
- To organise social events for staff.
- To organise the nominations and voting for the annual Junior Doctors Awards Ceremony.
- To facilitate the running of the Doctors' Mess.

Membership

Junior membership (see Appendix 3 for details of roles and responsibilities):

- *Chair J-JDF: President of Doctor's Mess*
 - *Secretary*
 - *Treasurer*
 - *Social Secretary*
 - *International Medical Graduate Representative/s*
 - *Junior doctor BMA LNC representatives*
 - Academic Representative
 - Junior doctor representative for LTFT
 - London School of Paediatrics Representatives
 - Junior doctor representative of each rota (or rota group) within GOSH or their nominated deputy
- (Italics denominates the executive J-JDF)*

Representatives should be selected following agreement amongst their peers on the same rota (or rota groups) for the period of their rotation. Replacements must be nominated for any vacancies. Maximum term of duty for each Representative role is 2 years.

Senior Membership

- Chair S-JDF: Guardian of Safe Working
- Director of Medical Education or nominated deputy
- Director of HR / OD or nominated deputy
- LNC Chair or deputy
- Head of Medical HR or nominated deputy
- PGME Services Operational Manager
- Rota Compliance Lead
- BMA Industrial Relations Officer

The Guardian and Director of Medical Education shall make appropriate arrangements to enable the elected representatives time off for their activities and duties in connection with their role.

Quorum

Quorum is required for any business which significantly alters or amends the structure or function of the committee, requires a significant financial outlay, or is deemed by the chair to be of sufficient importance to require quorum.

S-JDF Quorum will include:

- Either Guardian or DME must be present
- President Doctor's Mess or deputy

- JD LNC member or deputy must be present
- Medical HR or deputy must be present
- JD representatives - a minimum of 5 junior doctors (including LNC representatives and president) must be present

Meetings

There will be two JDF meetings per month

- First 90 minute meeting to enable:
 - Junior Doctors only as a forum to raise issues and concerns (J-JDF 30 minutes) chaired by Mess President
 - Junior and Senior Doctors (S-JDF 60 minutes) chaired by Guardian
- Second 60 minute meeting to enable:
 - Junior doctor focused (J-JDF) to address social events, working projects and Mess issues

Time at either meeting may be used for themed discussions around topics or the invitation of external speakers.

The meeting agenda should be circulated to members 4 working days before each meeting.

S-JDF Agenda items should include (not limited to):

- Minutes of last meeting
- Report from J-JDF (relevant items raised in the previous meeting of the J-JDF should be included for discussion with seniors)
- Feedback from JD representatives
- Report from the Guardian
- Date of next meeting

In addition, members/representatives of JDF will attend other meetings where the above are discussed and their input is needed.

Sub committees:

- Subcommittees can be formed to lead on specific tasks/ projects as identified from the work of the committee.
- These would be led by a representative and expected to feedback on a regular basis to the committee members.
- At handovers a written report should be given to the allocated successor (if identified) and the Chair.

Administrative support for all meetings will be provided by the PGME.

Leadership and Development Opportunities

Leadership opportunities will be made available to representatives and committee members including shadowing experience, leadership and management mentoring and feedback for portfolio requirements

Reporting and Monitoring

The JDF representatives will provide reports to the Postgraduate Training Committee (PGTC), General Medical Staff Committee (GMSC), and Local Negotiating Committee (LNC) at their respective meetings.

The PGME Operational Team actively supports the JDF including managing the Doctors Fund bank account, attending meetings, managing administrative duties and supporting social activities.

J-JDF

- The Mess President is responsible for implementation of any decisions or actions of the J-JDF, supported by the PGME Operational Team and Director of Medical Education. The J-JDF is accountable to the DME.
- The J-JDF will be accountable to the DME and compliance with the Terms of Reference will be monitored by DME.

S-JDF

- The Guardian is responsible for the implementation of any decisions and actions of the S-JDF, working closely with the Mess President, the DME and Medical Director to do so.
- The Guardian will report issues relating to S-JDF to the Trust Board on a quarterly basis.
- The Guardian role is for three years with an annual review of performance. The JDF has a mandatory role in contributing to the Guardian annual performance review.

Finance

- J-JDF and S-JDF will have separate finance structures for the funds from Doctors' Mess contributions and fines from exception reports respectively.
- J-JDF Funds shall be raised from contributions, hereby known as 'Doctors' Mess funds', and shall be levied automatically by payroll directly from junior doctors pay except where they have expressly in writing informed HR that they do not wish to contribute to the doctors mess funds.
- For continuity the doctors mess funds will be held in a private business account for which the PGME manager and Director of Medical Education shall be signatories

- Doctors mess funds shall be used for the purposes of the upkeep and necessary maintenance and upgrading to the doctors mess; for provision of basic food and beverages via GOSH facilities; and for subsidy of social activities organised by the social secretary and committee. Additional use of mess funds may be determined by committee vote on an ad-hoc basis, but should advance the purposes of the Junior doctors forum as set out above.
- Monies raised by the exception reporting process shall be under the discretion of the Guardian of Safe Working and shall not be held by the Junior Doctors Forum. Their use is at the discretion of the Guardian of Safe Working entirely, but the Junior Doctors Forum's views may be sought for appropriation where the Guardian of Safe Working deems this appropriate (See Appendix 2).

Review of Terms of reference

Whilst the JDF establishes itself, these Terms of Reference will be reviewed on an annual basis initially and then every 3 years thereafter.

Review must be carried out by and agreed by the LNC Junior Doctors' representatives.