

# Terms of reference template

## Junior Doctors Forum

**Title:** Terms of reference : 25<sup>th</sup> November 2016

(revision date) 4<sup>th</sup> April 2017

### **Purpose / role of the group:**

- The Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016 require the establishment of a junior doctors forum, chaired by the Guardian of Safe Working.
- The purpose of the group as set out in the terms and conditions is;
  - To scrutinise the income drawn from fines
  - To collaborate with the Guardian of Safe Working on the dispersement of fines resulting from exception reports, to benefit the education, training and working environment of trainees
  - To act as a direct line of communication between doctors in training and the Director of Medical Education and the Guardian of Safe Working for broad issues pertaining to their areas of responsibility

**Membership:** All members must work for GSTT directly or have arrangements in place for GSTT to provide their GOS.

- Guardian of Safe Working (chair)
- Director of Medical Education
- Head of Medical Workforce
- Educational Finance Representative
- Non Executive director (TBC)
- Chair Local Negotiating Committee (LNC)
- 2 Junior doctor representatives of LNC
- 2 LTFT trainee representative
- 2 Palliative Care trainees
- 2 Academic trainees
- 1 Dentist in training
- 2 Trust doctors participating in junior doctor rotas
- 4 Foundation trainee representatives
- Junior doctors representatives from each department
  - One membership place per 40 trainees in each department with a minimum of one place for smaller departments
  - Where departments have more than 1 member the broad range of training grades should be represented

- Trainee representatives should be elected by all junior doctors working in departments
- Only doctors in training at GSTT would be eligible to be departmental representatives
- Trainees must be working within GSTT for the next scheduled Forum meeting date to be eligible to be elected

**Accountability:**

- The Junior doctors forum is an advisory group for the GOS and DME
- Quorum is set at 4 members of the forum including the GOS

**Review:** Annual review of TOR

**Meetings:**

- Meetings will be held quarterly in March, June, September, December.
- Dates will be circulated a minimum of 6 weeks in advance by the GOS
- Meetings will be held within working hours
- Where available meetings will be held in venues that permit virtual attendance, or video conferencing
- Trainee representatives should have this responsibility included in their personalised work schedules to enable attendance at meetings.
- The Guardian of Safe Working will chair the meetings
- Minutes will be taken by the GOS administration support, distributed to membership within 2 weeks of each meeting, and may be included in the GOS report to the trust.
- Agendas will be circulated at least 1 week in advance
- The Agenda will include;
  - Minutes of previous meetings
  - Report from GOS including;
    - Exception reporting: volume, process and outcome
    - Fines levied, resulting funds and disbursement
    - Outgoing accounts
  - Junior doctors reports
  - Specific matters for forum consideration
  - AOB
  - Date of next meeting