

## Junior Doctor Representatives

The Junior Doctor Trust Representatives (rep) perform a key role in ensuring the quality of patient care and training across GSTT. They are the voice of trainees and are a vital link between local trainees, the departments the medical director and other members of the Trust executive.

Each specialty at Guy's and St Thomas' NHS Foundation Trust must have at least one doctor in training rep. Under the new junior doctor contract it is essential that the rep is appropriately elected into the position.

### *Guidance on election of reps*

The recruitment of a Junior Doctor departmental representative is the responsibility of the faculty lead/college tutor.

There should be at least one rep for every approximately 20 trainees. Larger specialties may wish to separate reps according to the grades of the doctors to ensure broad representation across grades.

Only doctors in training (doctors who have an NTN) can become a rep for the specialty. All doctors in training, employed at the time of the election, must be invited to submit an expression of interest.

Medical Education will coordinate a central ballot for the following groups:

- Foundation doctors
- Trust recruited doctors
- Less Than Full Time doctors
- Academic doctors

The election must be a fair and equal process.

At least once a year, usually in the month where the majority of the specialty doctors rotate, the specialty must hold an election for the specialty rep(s). It is expected that reps will be confirmed within 4 weeks of the specialty's main rotation date.

Reps will usually be in post for one year, unless they are based at the Trust for a shorter period. If the rep is in a shorter placement, or decides to step down mid placement, the department should follow the guidance to re-elect a rep.

Specialities are responsible for ensuring the ballot is conducted in a professional and confidential way.

Good practice tips:

- Doctors to submit an expression of interest including a maximum of 200 words to a nominated administrator (i.e. junior doctor administrator/service manager) to coordinate responses.
- The nominated administrator should collate all expressions of interests and circulate to all doctors in training and Trust doctors with a clear process on how to vote and the deadline.
  - o Medical Education can support departments having an electronic ballot via survey monkey. Please contact [nicholas.szulc@gstt.nhs.uk](mailto:nicholas.szulc@gstt.nhs.uk) to arrange this.
  - o If the department wish to not have an electronic ballot system to ensure a fair and confidential vote the administrator should have a ballot box which is made available to the junior doctors to post their vote. When a vote is made the administrator should mark off that the doctor has voted. The ballot box should be kept secure.

If a rep stands down mid placement the department should follow the guidance to re-elect a rep.

No doctor should be forced to become a rep. They should volunteer and be willing to take on the responsibility and commitment the role involves.

### Election Timescales

Task	Deadlines	Example
Inform all junior doctors of the application process, inviting interested doctors in training to nominate themselves.	Expression of interest open for <b>8 working days</b> .	Email sent on 5/10/16. Expression of interest to be returned by 9am 17/10/16
Department to prepare the ballot information for circulating to all of the junior doctors in the department.	Within <b>2 working days</b> of closing date of expression of interest	email sent to all junior doctors in specialty on 19/10/16
Email communication from the department confirming the names of those who wish to be considered for rep and detailing how to vote	Vote to be open for <b>8 working days</b>	Opens on 19/10/16 and closes on 28/10/16
Reps announced to all junior doctors in the department	<b>1 working day</b> after vote closed	31/10/16
Specialty to ensure Medical Education and Guardian of Safe Working are informed of the names of the confirmed reps <a href="mailto:MedicalEducation@gstt.nhs.uk">MedicalEducation@gstt.nhs.uk</a> <a href="mailto:GuardianofSafeWorking@gstt.nhs.uk">GuardianofSafeWorking@gstt.nhs.uk</a>	<b>1 working day</b> after vote closed	31/10/16

### Rep responsibilities

The rep(s) should have their rep commitment built into their personalised work schedule. The department must ensure that the doctor is released to attend the junior doctor forum and local faculty group meetings.

Each specialty must ensure one of the reps attend the quarterly junior doctor forum. **Only one rep per 40 trainees can attend the forum**. If the specialty has more than one rep the reps should agree who will be attending each meeting.

The rep must attend the specialty local faculty group (LFG). The dates of these meetings will be circulated by the specialty.

At the junior doctor forum and the LFG the rep is responsible for:

- reporting feedback from their junior doctor colleagues
- contributing to discussions from the perspective of the junior doctor cohort
- Informing their junior doctor colleagues of updates from the meetings they attend.

#### 1. Engagement at pan-GSTT level:

a. They should attend the Junior Doctor Forum. If the agreed rep cannot attend, they should nominate another trainee to represent their department.

b. They should ensure that they receive email updates from Medical Education, Junior Doctor Forum, the department and the Guardian of safe working.

#### 2. Liaison:

The trust reps act as a means of facilitating effective multi-directional communication with their trainee colleagues, the college tutor, PGME, TPD or STC and Guardian of safe working. They also act as a means of disseminating information from the PG centre and medical directors office.

### **3. Shares information and ideas:**

The trust reps are in a unique position to share information from the trainee meetings and suggest ideas from other departments and trusts to enable new ways of working or training.

### **4. Involved in assuring the quality of training in trusts:**

a. To be part of a Local Education Faculty Group and attend all the faculty group meetings which should be held at least quarterly. Trust reps, however, are not expected to be involved in the consultant discussions regarding specific trainees.

b. The trust reps should arrange monthly meetings between juniors as a local forum to discuss issues regarding training. They may use the proforma attached to structure their meetings and should keep minutes of all meetings.

c. Work closely with the College Tutor to support them in their role, to feedback concerns from monthly junior meetings and to promote ideas from the trainees

d. Promote the trainee voice and to represent their colleagues at the Trust and pan-London meetings.

e. Involved in both formal (regular short reports at least one every 6 months) and informal communication with the Trainees Committee. Reports will be kept by the College Tutors PGME.

f. Involved in formal and informal communication with the Trust Junior Doctors Forum to ensure the Guardian of Safe Working is provided with information and advice on trainees working patterns. Reports will be kept by the GOS.

### **5. Acts as a signpost for solutions to problems:**

The trust reps may be able to suggest solutions to recurring problems, or may be able to direct colleagues to someone who can provide that help. They may engage with the College Tutor, Trainees' Committee or STC for assistance in solving problems. In the first instance solutions to problems should always be sought locally.

### **6. Inspires colleagues and tries to boost morale:**

The trust reps should act as role models in their approach to problem solving within the trust.

### **7. Takes an active role in curriculum delivery in the local trust:**

The trust reps are interested in improving the local teaching and education programme, and should encourage other trainees to be actively involved in curriculum delivery locally.

### **8. Succession Planning:**

The trust reps should plan for handover when changing posts or stepping down as a trust representative. They should provide clear direction and an outline of the work they have done for the next trainee representatives. This should be done in conjunction with the college tutor. We recommend keeping a record of all activity in one place.

### ***Dates of Junior Doctor Forum 2016-17***

All meetings, except where stated, will be held in:

- South Wing Lecture Theatre, Ground Floor South Wing, St Thomas' Hospital
- Sherman Education Centre, 4<sup>th</sup> Floor Southwark Wing, Guy's Hospital via videolink

12<sup>th</sup> December 2016 (no videolink to Guy's)

13<sup>th</sup> March 2017

12<sup>th</sup> June 2017

25<sup>th</sup> September 2017

4<sup>th</sup> December 2017