Minutes for Foundation Forum meeting 24/2/15

Representing FY doctors/pizza lunch

Room outside the lecture theatre was a nice, informal location to hold the lunch – will use this area for future meetings.

Will need to check that the area is free as it may be booked for other events.

Points raised:

1. Medical proforma – several people felt that the proforma involved repeating the clerking performed by the A&E doctors.

**Outcome:** members who have taken part in medical takes felt that there was value in doing this clerking as the A&E doctors clerk with a different purpose (more brief – assessing whether needs admission or not etc.) and therefore are not necessarily as thorough/do not have all investigation results documented.

Also it means that all the information is easy to find when on the post-take ward round.

1. O&G – reports that the job can sometimes be a little unexciting from a training perspective – feeling that the junior doctors are supernumerary.

**Outcome:** O&G doctors commented that this wasn’t a significant issue and didn’t require change.

1. The mess is not active enough – doctors would like more social occasions and events.

**Outcome:** Forum to feed this back to the mess committee.

1. There remains an issue where trainees are repeatedly raising that they do not want to report bullying issues because they feel it will cause problems and they will get into trouble.

**Outcome:** use the forum website to outline how to raise concerns in the right way – via protocol. Trainees can raise issues with FPDs, ES, CS, outside phone lines, educational concerns to go to Jenny Kinch, there is a whistle-blowing/patient safety phone line. Also to upload the trust whistle-blowing policy to the website. Datixes and departmental M&Ms another arena to raise concerns.

Logistics of lunch

2 forum members present for the pizza lunch, around 10 people present in total.

 4 large pizzas ordered – the right quantity for 10 people – cost £35.

 Concern that if more people come then there will not be enough pizza

**Outcome:** To continue ordering 4 Dominoes pizzas using the 2for1 offer and if numbers increase then will need to rethink re quantities. Could get members to buy food from Asda instead – snacks etc. and maintain a casual “drop in session” atmosphere.

**Outcome:** One person to summarise the outcomes of the pizza meets, for those outcomes to be discussed at forum and then circulate an email to all FY1 and FY2s with that information. (Rhiannon to do it this week)

Website

Should be finished by the end of this weekend.

MD said ok to go ahead with paid hosting.

Links to put on website: Oxford PSU, NHS med careers, support networks, organisational links, tutemate, conferences/courses, Green Templeton management course, deanery, minutes to these meetings, prospectus.

To contact Helena Wood re providing an intranet link when the website it launched.

Guideline App

Hospital in Hand app – 2023 Challenge success by Oxford Foundation School doctors.

Rory not present for meeting but has been speaking to doctors who have successfully created the Hospital in Hand app – conclusion unknown.

The App will have numbers and bleeps and also guidelines.

Some technical issues as to who to create the app etc.

**Outcome:** Rory to report back on progress and for forum to get data to put into app.

QI Conference

Not great success from sponsors currently – some interest from Janus

We could get in contact with manufacturers such as epilon/portex/vigon as well as usual – Wesleyan/MDU/MPS/BMA etc.

Some ideas for speakers – MSF doctor returned from Sierra Leone.

Need to ensure we don’t forgot details such as blutack/tape for posters etc.

Need proforma for judging so consistent.

Prizes – amazon vouchers?

Banner available to hang outside PGEC.

Need to ensure attendees get feedback on the day as otherwise momentum is lost and conference attendees will want quick feedback.

How best to split numbers into posters/oral presentations and when they will take place throughout the day.

Thinking of judges to judge the posters/presentations – executive and non-executive members of the hospital board, consultants.

**Outcome:** Foundation forum to meet in near future to check on progress and to ensure we are on track for June.

Mentoring

Aim to provide careers mentoring – “meet your future” and point of contact

Mira has been heading this up with the other foundation forums within the Oxford FS.

She has been finding it difficult to target the groups of doctors e.g. anaesthetists.

Did a survey to find out what potential mentors would want to achieve/get out of the mentoring programme. They said they would want some training.

**Outcome:** Leadership academy in a couple of weeks – potential trainees will sign up to this.

Will ask the mentors if we can post their names and contact emails on the website so that trainees not in the mentoring programme can easily access a contact to ask about certain career choices.

Mira to contact Barbara Wallace about ideas for the mentoring programme.

General

No ES/CS issues.

Rotas:

1. Issues with some specialties e.g Trauma and Orthopaedics not providing rotas in advance. Also arranging annual and study leave takes too long and it is inconsistent whether these dates are remembered/accounted for by the time it gets to the dates of the annual/study leave.
2. Cardiology Rota: previous rota though compliant on paper led to long working hours for FYs; current rota not compliant on paper, but has better work balance;

Outcome:Hussam to review rota and come up with a compliant Rota to suggest to the Rota Co-ordinator.

1. Surgery has two SHOs working on nights from February onwards; Difficulties with cross coverage of third firm on nights;

Outcome: The SHOs to formalize between themselves on how to effectively cover the three firms and suggest to the surgical leads

Bullying:

No bullying issues raised

 Representing Bucks on Deanery Forum:

Meeting minute will be released once available; Four members from bucks attended;

Issues raised:

1. Possible oxford led website with online webinars and minutes
2. Foundation Curriculum: Ann Heath agreed to send out a list of curriculum items which each health care trust works to cover for FY1s; No mandatory teaching set by deanery as such;

Management Training:

All present agreed that management training was very helpful and recommended this for future years.

**NEXT MEETING: May 5th 2015**