



Pastoral Steering Group

Tuesday 30th January 2018,

2.00 - 3.30pm, Seminar Room 3, Education Centre, EDGH

Chair: Christina Morphew, Deputy Medical Education Manager

NOTES

		Action
1.	<p>Welcome and Apologies CM thanked all for attending and introductions were made. Apologies received from Mike Birkett, Ben Hardy, Kim Boorman, Sue Allen, Adeel Khan, Hiten Patel, Sharon Gardner-Blatch, Lorraine Mason</p> <p>Attendees: Christina Morphew – Deputy Medical Education Manager (chair) Anita Todd / Harriet Catt – FP Administrators and Pastoral Admin Support (minutes) Todd Leckie – ‘Take 5’ Pastoral Lead EDGH / Junior Doctor Graham Atfield – Chaplain Conquest Jenny Turner – Head of Library Services ESHT and Conquest Education Centre Manager Jeanette Williams – Staff Engagement Manager Debbie Langridge – Cultural Support Facilitator Jo Shawcross – Lay Member John Caroe - Volunteer Chaplain and Chairman of Trustees PRIME John Geater - International Director with PRIME Partnerships in International Medical Education</p>	
2.	<p>Draft Terms of Reference No items were raised. CM invited the Group to scrutinise draft ToR and to feedback before next meeting.</p> <p>Minutes of Previous Meeting were reviewed and covered as below:</p>	Group → CM
Training for Trainees / Trainers – Identifying Opportunities		
3.	<p>1.Sussex Partnership</p> <ul style="list-style-type: none"> a. Balint Group – CM has been in contact with Mike Birkett at Sussex Partnership and has received contact details for colleagues responsible for Balint Group. Awaiting advice as to eligibility to join and process to attend. CM to feed back to Group once further details received. b. Resilience Journal Club – CM has been in contact with Mike Birkett at Sussex Partnership and has received contact details for colleague responsible for Resilience Journal Club. Awaiting advice as to eligibility to join and process to attend. CM to feed back to Group once further details received. c. Acute pathway progress – CM aware Mike Birkett is following up directly at SPFT and will feedback progress in due course. <p>2.Staff Engagement & Health & Wellbeing Grand round sessions: Compassion without Burnout delivered by PRIME a non- profit charitable organisation for medical staff held in October and November 2017 which were well evaluated. Evaluations to be shared with the Group in due course.</p>	<p>CM</p> <p>CM</p> <p>MB</p> <p>JW</p>

	<p>Plans are underway to deliver Pilot workshops funded by Medical Education and Staff engagement. 2 will be targeted only at junior doctors and a further 2 will be focussed on both clinical and non-clinical audiences. Sessions will be evaluated and feedback used to build into future sessions to support Medical staff.</p> <p>Health and Wellbeing offer a range of support for all ESHT staff and we have clarified the current range of support offered on attached Flyer for current menu to be revised April 2018.</p> <p>H&W team currently offering practical support for staff including Medical colleagues during black status, healthy snacks for staff will be delivered to all wards during the next 2 weeks.</p> <p>H&W drop in sessions- Plans are in place to host 2 H&W ½ days at both staff restaurant's in March, these will be drop in sessions form 2.30 pm – 6pm for all staff with access to (Time to Talk, Head and Neck massage, and other actives to support both physical and psychological wellbeing) Funding will be from MECCA and Staff Engagement & Wellbeing teams. Advert flyer will be out soon.</p> <p>ESHT Health and Wellbeing strategy which will set out the framework for supporting all ESHT staff at work is currently being drafted. A first phase stakeholder event was held in October 2017 (This brought together departments that were responsible for measuring the impact of Health & wellbeing across ESHT i.e. OH, Health Safety and Medical Education team). A draft will be circulated to this group by end of February for comment.</p> <p>Staff survey 2017: Results will be shared in March regarding staff feedback.</p> <p>JC advised the Group that he attended a day at the Royal College of Psychiatrists last year on the subject of anticipating burnout – most of the participants had been through it and wished to share anything that might have made a difference. JC shared the list (as also attached to e-mail distribution with Agenda for this meeting) of suggestions for 'Caring for Each Other'.</p> <p>JC advised the Group that he has friends in Crowhurst who run a wonderful, peaceful respite centre and as a gift this year they are offering anyone in the NHS in a state of burnout, 3 free nights during 2018. 30 rooms are available. JC described Crowhurst as a remarkably mature place with no fuss whatsoever, very peaceful and kind. JC advised that the deputy at Crowhurst was a senior nurse for 13 years so is very familiar with stress in this profession.</p> <p>CM asked JC to clarify the process for application, eligibility and contact details.</p> <p>JG & JC advised that members of PRIME were very pleased to be able to lead the Grand rounds in each hospital on the subject of "Compassion without Burnout". There were around 40-50 doctors each time including consultants. The response was very warm and positive – JW has collated the feedback. Many asked for more such sessions, and departments that had been unable to attend indicated they would like to have their own session. This is a significant milestone in that perhaps for the first time at such high academic level the essential core of medical care was openly emphasised as the foundation of our work. Both patient and carer are being openly recognised as demanding high esteem. Follow up is essential. The initiative is in the hands of both the education team and also the consultants, and this opportunity will not be lost. It is worth noting the message of support from our CEO and also the fact that the sessions were reported in the new ESHT-wide medical bulletin. Dr Shakil Malik, Consultant Psychiatrist, is currently exploring with Brighton University the idea of doing formal research into the effect of such sessions on the morale and standards of care of the NHS staff and CM offered support when required.</p>	<p>JW</p> <p>JC</p>
4.	<p>Feedback on 'Take 5' junior doctor peer to peer group</p> <p>TL shared with the group how successful the 'Take 5' group has been. Although strictly confidential, TL/ BH have been able to raise concerns (with Junior Doctor's permission)</p>	

to CM, which have then been escalated to our Director of Medical Education. Approximately 10-20 Junior Doctors are currently attending the Conquest 'Take 5' meetings regularly. EDGH is less successful in terms of numbers; however the meeting day/ time is now being changed (moved to Friday lunch time), in case the poor attendance was due to evening meetings. The group advised TL that it was not a case of numbers, but more a case of the quality of the group and the opportunity for other junior doctors to attend.

TL advised that from 7th February, he will be based in Hastings for six months; therefore a new Junior Doctor Lead will be required to continue the 'Take 5' group and TL is looking at succession planning. BH will be in post for a further year – so Conquest should not be problematic to continue.

CM asked TL to confirm all meeting dates for EDGH to Med Ed, so that the team can promote and share with all Junior Doctors regularly, to help increase uptake.

JW requested an opportunity to meet with TL/ BH in order to share all of the initiatives and support available to JDs from Health & Wellbeing.

TL/ BH

JW

5. **Safety Huddle Update**

Sue Allen's report was shared with the group:

Progress last quarter

There was a slight increase in MDT huddle involvement and additional clinical areas are now undertaking Safety Huddles twice daily. Good examples of additional safety huddles undertaken when clinical areas acutely busy to identify risks and implement plans appropriately.

Although there was a slight increase in MDT engagement it still remains low at 22.5%. Nursing staff report low attendance and engagement from medical staff.

Concern

The reduction in compliance coincides with an acutely busy period and clinical areas reports due to this Safety Huddles have been omitted. Further education and support is ongoing to ensure that the huddles continue to support effective communication and identification of safety concerns and plans to mitigate the risks throughout times of continued pressures on the system.

Planned next quarter

Discussions and work with Medical teams to increase MDT engagement and additional support to be given to areas that have not embedded twice daily Safety Huddles.

No	KPI	Target	Q1	Q2	Q3	Q4
1	% Wards undertaking a safety huddle daily	Quarterly Improvement	94%	100 %	87.1	
2	% of Wards undertaking twice daily	Quarterly Improvement	29%	85 %	77.4	
3	% of wards with MDT involvement in huddle	Quarterly Improvement	26%	18 %	22.5	

ESHT Policy / Guideline Development

6. **Update on ESHT Policy development – How to manage communications and support of team following the death of a colleague'**

TL shared with the Group a draft Bereavement Policy, which he has produced. The Group discussed the need for a clear understanding of a process in the event of the death of a colleague. Who finds out, who cascades the information, what immediate support is in place (HR/ Occupational Health/ Chaplaincy)

	<p>CM will put TL in touch with Jo Gahan (HR) to share the draft Bereavement Policy. CM reiterated support available to TL in this regard for other elements.</p> <p>JW to send TL guidance</p> <p>GA happy to respond and feedback to CM & TL</p>	<p>CM JW GA</p>
Resource / Publications - Pastoral Interest Sept –Jan18		
7.	<p>Junior Doctor Welfare Audit</p> <p>CM advised the Group that a Junior Doctor ‘Welfare on the Wards’ audit was released to JDs on 9th January, to be completed over two weeks (15-28th January 2018). Currently chasing responses and will report back to Group in due course.</p> <p>Pastoral Webpages</p> <p>CM and a colleague from the ME Team attended external Word Press training on 29.01.18 – CM has requested additional permission/ access from ESHT Communications Department, in order to update and format web pages. HC has designed a ‘Wordle’ graphic for the Pastoral Group branding, which you will notice on the web pages and Group literature.</p> <p>CM thanked members of the Group for sending their own, or team, photos to be made available on the Pastoral Steering Group web page, along with contact information and a description of their area of work.</p>	<p>CM</p>
8.	<p>Cultural Support ‘Welcome to the UK’</p> <p>CM and the Group thanked DL for producing an outstanding 4-page document to support International students. DL described the workshops she runs with International Students and advised that she hopes to produce further supporting literature for the three stages of support/ workshops which she runs, which have proved invaluable to colleagues joining our Trust from abroad. DL may look to produce a book in due course and with support from ME, could be a good USP for the trust, as it is clear other trusts are not currently in a position to provide this type of support. CM raised concerns that Junior Doctors are not receiving details of cultural support on Induction to ESHT or the links to the speciality induction videos, via HR when appointed, although this had been flagged as a good first resource. JW suggested this be flagged to David Walker.</p>	<p>CM</p>
9.	<ul style="list-style-type: none"> • ‘Your Life in my Hands’ by Rachel Clarke added to library stock <p>JT advised the Group that this publication is now available in the Library stock, following useful feedback at the last meeting.</p> <p>DL asked if it would be possible to order ‘easy to read’ books for International students. JT pleased to investigate this idea and DL gave some ideas for suitable authors.</p>	<p>JT</p>
10.	<ul style="list-style-type: none"> • Any Other Business <p>TABLED April: SAS Doctor mentoring scheme for LAS doctors – <i>progress report not received</i></p> <p>TABLED April: Registrar Pastoral Champions Pilot –Medicine EDGH update – <i>progress report not received.</i></p>	<p>Adeel Khan</p> <p>Hiten Patel</p>

DATE OF NEXT MEETINGS:

Mon 30th April, 2.00-3.30pm - Medical Education Centre, Conquest, Hastings – Room 4
Tues 17th July, 2.00-3.30pm - Medical Education Centre, Eastbourne DGH – Seminar Room 3
Mon 29th Oct, 2.00-3.30pm - Medical Education Centre, Conquest, Hastings – Room 4