

Freedom of Information Act 2000 disclosure log entry

Reference

22-23252

Date response sent

14/12/22

Subject

HEE Funding for Rest Facilities for Junior Doctors

Details of enquiry

1. Please detail how this money was spent on improving rest facilities for junior doctors.
2. Please provide me with any documentation that the Trust holds (e.g. board papers, business plans, emails) that documents the allocation of this funding and the justification for its use.
3. Please provide me with any documentation that the trust holds (e.g. board papers, business plans, emails) that documents how the Director of Medical Education and Junior Doctors' Forum in your Trust determined, signed off and monitored the allocation of this funding.
4. If your answers to questions 1-3 above do not account for the full amount of the funding in question, with which your Trust was provided, please detail what happened to the remainder.

Response sent

1. Please detail how this money was spent on improving rest facilities for junior doctors.

| | |
|---|---|
| RADA Workshops x2 (Leadership for Psychiatry Registrars) | £17,430.00 |
| 10 Ergonomic Chairs = | £3,380.40 |
| Yoga Workshops = | £2,000.00 |
| Coffee Machines X3 = | £525.00 |
| Brush Party Painting Workshop = | £414.90 |
| Books X3= | £189.94 |
| | £273.00 |
| | £161.00 |
| Fridge | £118.21 |
| TOTAL | £24,492.45 (prices inclusive of VAT) |
| TOTAL | £24,492.45 (prices inclusive of VAT) |

2. Please provide me with any documentation that the Trust holds (e.g. board papers, business plans, emails) that documents the allocation of this funding and the justification for its use.

Please find attached 3 sets of notes from meetings where the allocation of funds was discussed and agreed.

- Adult Trainee Meeting 12 December 2019
- Medical Education Board 08 August 2019
- Medical Education Board 12 March 2020.

These attached notes of meetings have been redacted to remove the names of staff below Director level, as this is our policy and is explained further within our FOI procedure which is publicly available at [Freedom of information procedure](#) . We have also removed details of specific individuals and line management issues which do not relate in any way to the subject matter of this request for spend of funding provided by the HEE.

3. Please provide me with any documentation that the trust holds (e.g. board papers, business plans, emails) that documents how the Director of Medical Education and Junior Doctors' Forum in your Trust determined, signed off and monitored the allocation of this funding.
We confirm that we do not hold any additional documentation. Discussions were held and decisions made at the meetings cited in point 2 above, and then purchases were subsequently made.
4. If your answers to questions 1-3 above do not account for the full amount of the funding in question, with which your Trust was provided, please detail what happened to the remainder.

The Trust did not claim the full amount available, and submitted a claim for £24,492.45, comprising the items listed in our response to Q1 above.

Medical Education Board
Monday 8 August 2019
Minutes of Meeting

Present:

██████████, Joint Adult Trainee Rep; Myooran Canagaratnam, TPD for CAP and Undergraduate & Foundation Doctor Lead; ██████████, Joint CAP Trainee Rep; ██████████, HR Team Leader; ██████████, TPD for Adult Trainees; ██████████, HR Development Manager

Apologies:

██████████, Joint Adult Trainee Rep; ██████████, Head of Library, ██████████, Tutor for Core Trainees; ██████████, Guardian of Safe Working Hours; ██████████, Consultant Psychiatrist

Chair:

Jessica Yakeley, Director of the Portman Clinic

Minutes:

██████████, Medical Education Manager

| AP | Summary of Action Points | Who |
|----|---|-------------------------|
| 1 | ██████████ to liaise with other TPDs in London to discuss the partial reimbursement of ██████████ for CAP trainees. | ██████████ |
| 2 | ██████████ organise 6 laptops designated for trainees in the Adult Department | ██████████ |
| 3 | ██████████ and ██████████ to contact ██████████ to discuss a larger room for the trainees | ██████████ / ██████████ |
| 4 | ██████████ to liaise with Dinesh Sinha over a larger room | ██████████ |
| 5 | ██████████ to find out if Learning Objectives forms have been returned | ██████████ |
| 6 | Educational Supervisors to ensure that learning objective forms are submitted on time | Educational Supervisors |
| 7 | ██████████ to find out when the Action Plan is to be returned to HEE | ██████████ |
| 8 | ██████████ to send a Job Description for Educational Supervisors (ES) | ██████████ |
| 9 | MC to email consultants to find out if they wish to take on the role of ES | ██████████ |
| 10 | ██████████ to set up LFG meeting shortly | ██████████ |
| 11 | ██████████ to look into developing PGME's presence on the Trust website | ██████████ |

1. Minutes of last meeting

- [REDACTED] is to action Point 1 from the previous MEB meeting on the 18 March.
- In terms of which form to use, [REDACTED] suggested following the format of the RCPsych ARCP form.
- [REDACTED] confirmed that [REDACTED] met with trainees in both the Adult Department and in the Child and Family Department to discuss the disbursement of funds given by HEE

AP: [REDACTED] to liaise with other TPDs in London to discuss the partial reimbursement of [REDACTED] [REDACTED] for CAP trainees

1. Report from the Director of Medical Education

In [REDACTED] report, [REDACTED] highlighted the following...

- Education Supervisors (ES) are expected to attend an ARCP panel at least once in every 3 years.
- Trust Programme Directors (TPDs) should have a separate appraisal every 3 years with the Head of School at HEE or her delegate instead of the DME or delegate in their trust.
- HEE has given every Trust – irrespective of the size of the Trust - £30,000 to increase the wellbeing of trainees within that particular Trust.

We discussed ways in which to spend the £30,000 monies from HEE...

- [REDACTED] suggested either a wellbeing event for trainees and possibly consultants or an experiential event similar to the Group Relations course. [REDACTED] added that the latter should be an applied experiential event looking at the role of the psychiatrist within the Trust.
- [REDACTED] would be happy to lead an experiential event, possibly with the support of [REDACTED] [REDACTED]
- [REDACTED] made the suggestion of a training day for all trainees, both Child and Adolescent and Adult trainees
- Yoga classes and mindfulness classes were also put forward as an idea.
- Another thought was a trainee designated room to be used by both trainees in the Adult Department as well as those in the Child and Family Department.
- The use of a fridge in the trainee's room was also suggested
- [REDACTED] wants the adult trainees, particularly those based at the Tavistock, to have use of a laptop.
- The final suggestion for the use of the funds was an Away Day
- The deadline for the use of the £30,000 is the end of this financial year.

However, it was stressed that...

- The money cannot be used for trainee's Personal Therapy

AP: [REDACTED] to organise 6 laptops designated for trainees in the Adult Department

AP: [REDACTED] and [REDACTED] to contact [REDACTED] about a larger room for all trainees

AP: [REDACTED] to liaise with Dinesh Sinha over a larger room

2. The Role of the Education Supervisor (ES)

- The recent GMC survey flagged up concerns from both [REDACTED] and [REDACTED] trainees around Educational Supervisors, in spite of a simulation course last year on Educational Supervision
- MC pointed out that trainees have not received helpful feedback from [REDACTED]. He emphasised that ES should [REDACTED].
- [REDACTED] highlighted that most feedback comes from the trainee's clinical supervisor usually on a regular weekly basis. [REDACTED] went on to add that ES should meet with trainees to discuss their developmental trajectory.

AP: [REDACTED] to find out if the Learning Objective forms have been returned

AP: Educational Supervisors to ensure that Learning Objective forms are submitted

AP: [REDACTED] to check when the Action Plan is to be returned to HEE

AP: [REDACTED] to send out a Job Description for Educational Supervisors

AP: [REDACTED] to email consultants asking if they would take on the role of ES.

3. Report from TPDs, Higher Trainee Reps and Undergraduate Rep

TPD

- [REDACTED] reported that there is a new trainee – [REDACTED] – who has just started his 18 month placement in Adult Complex Needs

AP: [REDACTED] to set up LFG shortly

Trainee Reps

- [REDACTED] said that the teaching this year was very good and that the trainees were happy with the Management and Leadership seminars which will take place next term.
- However, [REDACTED] felt disappointed that the Psychopharmacology seminar will be taking place in the autumn on a Wednesday at [REDACTED].
- MF reported that on-call is still very busy, particularly in July.
- MC asked if trainees should routinely have a day off following their on call. He added that [REDACTED] [REDACTED].
- MC suggested that if trainees are called out after 2am then perhaps they could take the next day off. MC stressed that [REDACTED].
- In response UM said that feedback that she had received [REDACTED] [REDACTED] [REDACTED].
- MF suggested that *Dragon* software should be added to the laptops.
- MF thinks that it would be useful to have a confidential, shared space for both adult and child and family trainees to bond.

Undergraduate Teaching

- [REDACTED] reported a good year with [REDACTED] students and elective students visiting the Trust.
- MC wondered, however, if PGME should limit elective students to UK only [REDACTED].
- [REDACTED] mentioned that [REDACTED] may be taking over activities that [REDACTED] had done with students in the past.

4. PGME Website

- [REDACTED] wants to raise the profile for PGME and suggested that we have a presence on the website.
- [REDACTED] suggested that a booklet of possible JDs should also be included on the website.

AP: [REDACTED] to look into developing PGME's presence on the Trust website

5. M14 Course Fees

- JY stated that Child and Adolescent trainees definitely cannot claim psychotherapy analytic fees from the study leave budget.
- MC, however, said that M14 could be made an optional course to mitigate the fees. They will discuss this with [REDACTED].

AP: MC to contact [REDACTED] re M14

**Date of next meeting
Thursday 14 November
12.00 – 1.30**

Medical Education Board
Thursday 12 March 2020
Minutes of Meeting

Present:

██████████, Joint CAP Trainee Rep; Myooran Canagaratnam, TPD for CAP and Undergraduate & Foundation Doctor Lead; ██████████, Head of Library; ██████████, HR Team Leader; ██████████, Joint CAP Trainee Rep; ██████████, TPD for Medical Psychotherapy;

Apologies:

██████████, HR Development Manager

Chair:

Jessica Yakeley, Director of the Portman Clinic

Minutes:

██████████, Medical Education Manager

| | | Who |
|-----|--|------------|
| 1. | ██████████ to ensure that the Learning Objective's Form is returned | ██████████ |
| 2. | ██████████ to send the Learning Objective's Form to ██████████ | ██████████ |
| 3. | ██████████ to email ██████████ about the installation of a fridge and coffee machine in 116 | ██████████ |
| 4. | ██████████ to contact ██████████ about a chair for her office in the Portman Clinic | ██████████ |
| 5. | ██████████ to liaise with Tim Kent about the lack of rooms for trainee doctors in the Adult Department | ██████████ |
| 6. | ██████████ to email ██████████ and ██████████ about the fines money being allocated for books | ██████████ |
| 7. | ██████████ to contact ██████████ about the wellbeing money being used to renovate the common room on the 5 th floor | ██████████ |
| 8. | ██████████ to confirm the cost of the Medicolegal Day on the 1 April 2020 with ██████████ | ██████████ |
| 9. | MC to contact the Medical Protection Society to find out their process for foreign students | MC |
| 10. | ██████████ to contact ██████████ at ██████████ to discuss the revenue from the ██████████ students | ██████████ |
| 11. | ██████████ to provide date for the next adult LFG shortly | ██████████ |
| 12. | ██████████ to liaise with Louise Lyon to discuss the idea of Psychiatry being part of the Centenary Celebrations | ██████████ |
| 13. | ██████████ to contact ██████████ at HEE to find out if the SRTT Champion role is paid | ██████████ |

Minutes of Last Meeting

■ read through the action points of the previous meeting held on the 14 November 2019 and two action points were confirmed.

- ■ had emailed the trainee doctors about sick leave.
- MC had liaised with ■, management accountant, regarding the external placement fees for trainee doctors and is currently liaising with Terry Noyes, Financial Director to progress this issue.

However, it was flagged up that there are still two outstanding Action Points from the last meeting.

- ■ to audit the Learning Objective's form
- ■ to email the Learning Objective's form to ■

AP: ■ to audit Learning Objective's form

AP: ■ to email MM with the Learning Objective's form

Report from Director

Educational Supervision

- ■ reported that ■ and ■ had met with ■, ■ at HEE recently. GMC trainee survey, portals, trainees in difficulty and the Wellbeing Money were all discussed at this meeting.
- ■ pointed out that there were only a handful of consultants in the ■ available to be Educational Supervisors. In addition to ■ at The Tavistock, there are ■, ■, ■ and possibly ■. ■ can supervise a forensic psychotherapy trainee. There are three externally based supervisors namely ■, ■ and ■ who can act as a Clinical Supervisor.
- MC highlighted that Educational Supervisors should attend the LFG meeting.

Wellbeing Money and Disbursement Fines Money

- ■ discussed the Wellbeing Money given by HEE to trainee doctors which needs to be spent by the end of March.
- ■ confirmed that the money can be used for the RADA course.
- ■ mentioned that the monies could be spent on renovating the Common Room on the 5th Floor next to the café.
- ■ highlighted the Medicolegal Day on the 1 April and suggested that it could be beneficial for both Child and Family and Adult trainees. The cost of the day is approximately £750 but ■ will clarify the cost shortly.

AP: ■ to liaise with ■ regarding the installation of a fridge and coffee machine in Room 116

AP: ■ to contact ■ regarding a new chair for her office at the Portman Clinic.

AP: SS to email ■ regarding the possible renovation of the 5th Floor common room

AP: ■ to clarify the cost of the Medicolegal Day on the 1 April with SS

Rooms

- [REDACTED] voiced [REDACTED] concern about rooms for adult trainees.
- [REDACTED] suggested that the room situation needs to be escalated to Dinesh Sinha
- [REDACTED] mentioned that she had met with [REDACTED], Project Manager for Relocation to look at rooms and work space for junior doctors in the new building if and when the Tavistock relocates.

AP: [REDACTED] to liaise with Tim Kent, Head of Adult Services, about the lack of rooms for trainee doctors in the Adult Department.

AP: [REDACTED] to email [REDACTED] and [REDACTED] about the fines money for books

Undergraduate Teaching

- [REDACTED] confirmed that the undergraduate teaching is going well and that [REDACTED] students from [REDACTED] have placements at The Tavistock and at South Camden.
- MC expressed his thanks to the Higher Trainees for giving their time on a Monday to tutor the students.
- MC highlighted that students particularly enjoy clinical contact.
- [REDACTED] reported that, in future, students will no longer be able to attend the FCAMHS meetings.
- MC highlighted that going forward medical elective students from the UK may require Indemnity Insurance.

AP: MC to contact the Medical Protection Society (MPS) to find out their process for foreign students

AP: [REDACTED] to contact [REDACTED] at [REDACTED] about the revenue from SSE students

Reports from Trainee Reps and TPDs

Child and Family Reps

- [REDACTED] indicated that the main point of conversation from trainees was around the fines money and the Wellbeing money
- [REDACTED] confirmed that out-of-hours [REDACTED] are sharing the load and CL emphasised that out-of-hours work waxes and wanes.
- [REDACTED] highlighted that trainees are highly invested in psychiatry at the Tavistock. [REDACTED] went onto add that the Tavistock has shaped the development and future career of many trainees when they become consultants.

Coronavirus

- [REDACTED] asked how the Tavistock is responding to the Coronavirus and if PGME trainees can work from home.
- [REDACTED] suggested that trainees could join academic seminars via Zoom
- [REDACTED] responded by saying that PGME can take an independent view. She added that anybody with an underlying health condition should contact HR.
- [REDACTED] wondered if psychiatrists might be drafted into acute hospitals to support health professionals in the face of the Coronavirus.
- [REDACTED] felt that psychiatrists could assist with the anxiety felt by people around the virus.
- It was confirmed that taking time out due to the virus would not affect trainee's CCT date.

Training Programme Directors (TPDs)

Child and Adolescent

- MC confirmed that following a consultation with trainees and consultants over the Academic Programme he has opted for a Split Academic Day. Tavistock trainees will be joining with [REDACTED] on a Wednesday morning from the autumn term. MC added that the systemic psychodynamic group, on call supervision and regular teaching sessions will continue on a Monday morning.
- MC clarified that trainees are entitled to 10 days study leave in every financial year. This is in addition to the Academic Programme.
- MC indicated that [REDACTED] will be taking over as the new Research Lead.
- He also mentioned that two supervisors are off sick – [REDACTED] and [REDACTED] – but that [REDACTED] will be returning to work shortly.
- MC reported that [REDACTED] has now left the rotation and is working as [REDACTED] and that [REDACTED] will be joining [REDACTED] as a consultant at the [REDACTED] shortly.
- MC went onto say that there are 2 vacancies for the August recruitment in Child and Family and that a LAS will be starting at the Tavistock shortly for 5 months.

Medical psychotherapy

- [REDACTED] reported that the Adult Department has a new trainee – [REDACTED] – who is placed at [REDACTED]
- [REDACTED] added that currently one trainee is [REDACTED] and that another will be [REDACTED] shortly
- [REDACTED] continued that there are 2 single CCT vacancies for August
- [REDACTED] highlighted that there is more interest for the single CCT interviews which will be taking place – at this moment in time - on Monday 30 March.
- [REDACTED] wondered about the possibility of holding remote interviews if the virus persists.
- [REDACTED] will provide an LFG date for next term shortly.

AP: [REDACTED] to provide date for the next Adult LFG

The PGME Budget

- ■ highlighted that the Tavistock is still paying for trainees who are placed in external Trusts.
- It was pointed out that the ■ do not always understand the importance of training doctors and the role that doctors play within the Trust.
- ■ emphasised that the profile of Postgraduate Medical Education needs to be raised within the Trust.
- MC suggested that Psychiatry should be part of the Centenary Celebrations.

AP: ■ to liaise with ■ to discuss Psychiatry being part of the Centenary Celebrations.

Supported Return to Training (SRTT)

- JY indicated that more care should be given towards returning trainees who were ■.
- ■ added that no consultant has yet come forward to take up the role of SRTT champion.

AP: ■ to contact ■ to find out if the SRTT champion role is paid

International Visitors

- ■ highlighted that there has been a substantial increase in interest from psychiatrists and medical students from abroad wishing to visit the Tavistock.
- ■ added that ■ often struggles to find activities for visitors to attend, particularly those wanting to sit in on sessions in the Adult Department.
- ■ suggested that visitors might be able to make an external visit to ■ as former trainee, ■ is now Consultant there. There is a possibility that visitors can attend a team meeting or a supervision at ■.
- MC is concerned about our procedures around international visitors and has asked SS to contact acute Trusts, such as the Royal Free and UCLH, to find out their procedures.

Date of next meeting

Thursday 16 July

9.30 – 11.00

MINUTES
Adult Trainee Meeting
Thursday 12 December 2019
Venue: Studio A

Present:

██████████, Joint Adult Rep; ██████████; ██████████

Apologies:

██████████, Joint Adult Rep; ██████████

Chair of Meeting:

██████████, TPD Adult Trainees

Minutes:

██████████, Medical Education Manager

| Action Point | Description | Who |
|-----------------|---|-----------------------------|
| Action Point 1. | ██████████ to send the Adult Trainee Handbook to ██████████ | ██████████ / ██████████ |
| Action Point 2 | ██████████ to send guidelines for ARCP to all trainees | ██████████ |
| Action Point 3 | Adult trainees to write a joint letter highlighting the lack of room availability in the Adult Department sending a draft to ██████████ | Adult Trainees / ██████████ |
| Action Point 4. | ██████████ to discuss the lack of room availability with ██████████ and ██████████ | ██████████ |
| Action Point 5. | ██████████ to write to ██████████ to ensure that trainees are given adequate notice prior to on-call | ██████████ |

1. Trainee Placements and Rotations

■■■ confirmed trainee's current placements and future rotations...

- ■■■
- ■■■ is at ■■■ and will be at ■■■ until 2021
- ■■■ commenced ■■■ placement at the Tavistock in August 2019
- ■■■ is at ■■■ until March 2020 and then ■■■ will rotate to ■■■.
- ■■■ is on placement at the ■■■ until September 2021
- ■■■ is at ■■■ until August 2020.
- ■■■ will commence ■■■ placement in February 2020 and ■■■ first placement will be at ■■■

AP: ■■■ to send the Adult Trainee Handbook to ■■■

2. Feedback from Medical Education Board meeting

■■■, as Joint Adult Rep, attended the recent MEB meeting in November. ■■■ highlighted the following areas which were discussed at the meeting...

- ■■■ fed back that there was now clarity for trainees around the ARCP and the WPBA
- ■■■ confirmed that all trainees should complete their ARCP on the Royal College of Psychiatrist's portfolio.
- ■■■ stressed that there is a pot of money - £30,000 – given by HEE to trainees which needs to be used by the end of March.

AP: ■■■ to send guidelines for ARCP to all trainees

3. ARCP

A discussion over the ARCP process, WPBAs and the online portfolio took place. This included ILOs, mapping on to curriculum competencies and other issues.

- ■■■ informed the trainees that there is a helpline for trainees to use to complete their ARCP.
- ■■■ added that in the past in London trainees were using both paper and online versions to complete their ARCP. However, ■■■ stressed that now in London the ARCP must be completed online going forward.

4. The Wellbeing Money

█ stressed that there is time pressure to utilise the £30,000 wellbeing fund from HEE by the end of this financial year.

- █ put forward that trainees should not focus on ongoing use for the money but on a one-off wellbeing 'activity'.
- A night out, an Away-Day, a gym pass, tea at The Ritz, a day at The Treehouse Hotel or a combination of these were all put forward as suggestions on ways to use the money.

However, there were some practical suggestions on how to spend the £30,000..

- █ highlighted that trainees based at the Tavistock, including █, have no permanent room base. █ stressed that this lack of work space is █.
- █ mentioned the possibility of erecting a Portakabin somewhere in the Tavistock grounds to resolve this issue.
- █ clarified that █ to a room █.
- █ agreed to approach █, Head of Adult Complex Needs and Dinesh Sinha, Medical Director to flag up the availability of rooms for trainees in the █ Department.
- █ put forward that trainees write a joint letter about the lack of room availability for adult trainees highlighting █.
- The idea of ARCP training was also put forward as a means to spend the £30K.

AP: Trainees to write a joint letter about the room situation and send a draft to █

AP: █ to discuss the lack of room availability for trainees in the Adult Department with Dinesh Sinha and █

5. Feedback from Dual and Single Training

- █ is concerned that █ is not seeing enough patients at █
- However, █ clarified that the breadth of cases is more important than the number of hours.
- █ advised trainees to contact their supervisor 6 months in advance of commencing a new placement.
- █ pointed out that the next trainee at █ should be made aware of the difficulties of balancing work and on-call.
- █ pointed out that the next trainee at █ – █, a █ – will have to do on-call.

- ■ is happy with ■ and is ■ his placement at ■.

AP: ■ to write to ■ asking them to ensure that trainees are given adequate notice for on call

6. Future Posts

Future consultant posts were discussed for trainees completing their CCT shortly.

7. International Visitors and Elective Students

■ thanked ■ and ■ for their help with international visitors and medical elective students.

■ highlighted that ■ will be welcoming a substantial number of visitors from both this country and abroad in the coming year and hopes that trainees will be available to meet them.

8. Discussion for the next meeting

■ has asked that the following items be included on the agenda at the next meeting...

- Feedback about ■
- Intensive Cases for all trainees
- Split post between ■ and ■

Date of Next Meeting

TBC