[Name of chamber] clinical governance meeting

One of the great things about a chambers is that it generates a conducive environment, combining both psychological safety and positive affect, thus opening up the opportunity for locums to openly discuss sensitive learning experiences with trusted colleagues.

# [Date and time of event]

[Venue address]

# Attendees

* Chambers locum #1 (chambers lead - chair)
* Chambers locum #3
* Chambers locum #3
* Etc
* Chambers representative (guest - e.g. chambers manager, clinical director)

# Apologies

# Standing items

* [How to make your meeting less awful](https://www.danpink.com/pinkcast/pinkcast-3-06-this-is-how-to-make-your-meetings-less-awful/)
* [Avoid discussing rates](https://www.gov.uk/cartels-price-fixing/types-of-anticompetitive-activity)

# Agenda

1. Welcome
	* Introduce new members (some chambers make a habit of baking a cake when a new member joins)
	* Goodbye to leaving members
2. Update from chamber representative (if present)
3. Update from chamber lead
4. Feedback from members
	* To chambers, about bookings, sessions etc
	* At the end of this agenda item, you should be able to positively answer *“Has everyone had an equal opportunity to share their experiences about working as a GP locum in this chamber?”*
5. Significant events
	* Clinical - a sensitive discussion regarding any clinical significant events or untoward events involving a chambers member NB ensure you have permission from the member before bringing this up for discussion.
	* Non-clinical - a discussion regarding any learning points from any non-clinical significant events since the last meeting. NB ensure you have permission from any members involved before bringing this up for discussion if they are going to be part of the discussion.
	* At the end of this agenda item, you should be able to positively answer *“Has everyone had an equal opportunity to discuss any recent events that are of concern to them and have received support from their chamber colleagues?”*
6. Clinical presentation
	* Can be a case presentation or an interesting clinical topic, or simply a ‘round-robin’, asking members about interesting cases in the last month.
	* At the end of this agenda item, you should be able to positively answer *“Has everyone had an equal opportunity to participate in the discussion of this clinical case?”*
7. Next meeting
	* Date
	* Venue
	* Volunteer for case/clinical presentations?
	* Upcoming social gatherings?
8. AOB

# Actions for chambers lead

* Complete a [chamber meeting ‘learning & reflection’ template](https://docs.google.com/document/d/1Cx_ZwVZ4jmtgTU1ZteSxk00hhulrt4mnUujXzjv-V2I/edit).