

**Trainee Forum Executive Meeting -26/4/21**

**Meeting Details**

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| **Date and Time**  | 26/4/212pm-5pm |
| **Present** | Anabelle Carter (Chair), Alex Damazer, Sidra Chaudrey, Lauren Harkin, Rammina Yassaie/Lewis, , Pete Webster, Lucy McCabe, Ash Eighaeisedeh, Opeoluwa Adeniran |
| **Absent/Apologies** | Nick Weatherley, Stuart Stokes |
| **Location**  | Virtual via Zoom |

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| **Topic** | **Updates**  | **Actions**  |
| **Apologies** | * Nick Weatherley, Stuart Stokes, Marya Sultan
* Marya has had to withdraw from the TEF therefore no secretary in place at present
 | * New secretary to be elected (see discussion below)
* Alex to take minutes of today’s meeting
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| **Differential Attainment (Morgan Blizzard, FLP)** | * Differential attainment data presented; including exam pass rates, ARCP outcomes, leadership roles, FLP
* Significant differences seen and current initiatives discussed – reverse mentoring, DIME working group, existing GP focus group data
 | * Survey/data on IMG/BAME experiences is required – there is a role for the TEF to implement this locally
* Risk of any data being lost in a wider survey – may need a targeted approach
* **Sidra/Ope** to lead on ensuring all TEF policies/guidelines/charters have a focus on differential attainment and EDI
* **Sidra/Ope** to design first draft of a survey/data collection (liaise with Morgan)
* **Alex/Annabelle** to d/w Jon Cooper to authorise this
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| **Study Leave Update** | * Jon Cooper has agreed to consider changing the policy to that similar to North East
* JC will discuss at English National Deans meeting and feedback at next TEF meeting (May 2021)
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| **Education and Wellbeing Charter** | * West Midlands have an excellent education and wellbeing charter with signatures from the majority of trusts
* JC very keen for a YH charter – first draft written by Annabelle already
* A promise to prioritise education and training across the region in the wake of Covid
 | * **ALL** to review education charter and comments **– Lauren and Rammina** volunteered to help as required
* **Sidra/Ope** to ensure EDI and differential attainment considered and incorporated appropriately
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| **Wayfinder** | * Rammina has had a very productive first meeting
* JC very keen for this to be utilised by the TEF (likely to be able to find funding)
 | * **Rammina** to finalise details/quote
* **Annabelle/Alex/Rammina** to present to JC for final agreement
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| **Trainee Passport and Lead Employer Status** | * JC/deans keen on a trainee passport
* There will be challenges to arrange this and gain employer approval
* Long term outlook = move towards a single lead employer model
 | * **Lauren** to liaise with contact in NI regarding trainee passport already in place and feedback
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| **Supportt Group**  | * Annabelle attending
* Lots of work ongoing already but varied trainee awareness
* Wider issue of HEE not having a complete list of all trainees on maternity leave/OOPE therefore some missed with targeted Supportt information
* Some reported previous good experiences
 | * **ALL** to brainstorm ideas for improving trainee awareness of Supportt and their work
* Feedback to Annabelle for the next Supportt meeting – any ideas to improve engagement
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| **ARCP Group** | * Alex/Annabelle attending
* Reviewing communication to trainees around ARCPs
* Draft letters/emails have been simplified, made clearer and PDF numbers reduced
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| **Guardian of Safe Working Group** | * Alex attending
* Poor numbers of exception reports with very poor numbers of educational exception reports
* TEF asked to consider how to improve trainee engagement with educational exception reporting
* Agreed HEE/GOSW need to share positive stories and experiences of impact seen by educational exception reports (will inspire trainees to use the system)
* HEE need to lead and promote educational exception reporting
* Previous data collected by Rammina shows that trainees do not always have access to the system/know how to use it (main barrier)
 | * **ALL** to feedback/brainstorm ways to improve educational exception reporting rates
* Consider contacting GOSW for examples of positive outcomes
* Consider development of a “how to” guide for exception reporting (uploaded to our website)
* ? data collection required on barriers to reporting missed educational opportunities
* **Alex** to ensure that the foundation SDT guide includes educational exception reporting for missed SDT time
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| **LTFT Group plus update** | * Alex currently attending – handing over to Lauren
* LTFT guides developed and available via HEE LTFT website
* Category 3 LTFT training (work life balance reasons) being rolled out to all trainees over next 2 years
* LTFT workshops being run for trainees/new foundation doctors
* Flexible working champions list made available to all trainees
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| **Educational Supervisor Training Group** | * Rammina attended
* Brainstorming of ideas on how to improve ES training
* Agreed that MDT supervisors would be additional to speciality specific medical supervisors, not instead of – any changes to this policy need to be discussed with the TEF
 | **ALL** to check diaries – volunteer needed for next ES meeting (10/6/21) |
| **Leadership Charter** | * FMLM + Rammina developing this
* Further data from focus group at the FLP conference
* Finalised draft now available
 | **ALL** to read final draft and feedback to Rammina with any comments **– DEADLINE 5/5/21** |
| **Webinar Survey Results/Ongoing Plans** | * Low response rate with very mixed results
* Therefore possible for TEF to develop this in any way they choose
* JC adamant that a webinar or variant of MUST continue in some form
* Alex presented personal ideas for ongoing format:
* Short “news and updates” section (only relevant information, not repeated data/signposting)
* Focused section each month – led by different TEF members (examples include LTFT, IMG, welcome to YH, ARCP, Quality of training, Academic training etc..)
* Focused sections to be saved long term via our website (can be accessed for info and signposting at any time)
* “You said, We did” section with HEE/JC accountability for changes
* Whole group agreement that we need to relaunch this – NOT continue current webinar. It needs to be clear we are a new group with new ideas.
* Whole group agreed the importance of proofing our value as a group.
 | * **Alex/Annabelle** have a planned meeting with JC and some existing webinar team to ensure data fully transferred and ongoing plans discussed for agreement by JC
* **ALL** to brainstorm ideas for future format – **DEADLINE (feedback to Alex/Annabelle) 12/5/21**
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| **TEF Video** | * Viewed by the group
* Agreed to consider background music
* May need subtitles (accessibility and inclusion)
* Needs HEE branding/colours
 |  **Alex** to update subtitles/music/branding when new HEE guidelines made available **ALL** to feedback to Alex with ideas ASAP |
| **TEF Website** | * Stuart leading on this (not present)
 | **ALL** to consider volunteering to assist on development (**?Ash** to take this role over next 3 months)Website requires significant updates/changes ASAP |
| **Secretary role**  | * New secretary will be required
* Options for recruitment – simultaneous to wider forum recruitment or separately (from previous applicants?)
* Consider recruiting from within new FLP fellows (very significant workload which is difficult to sustain when clinical)
 | **Annabelle** to discuss recruitment strategy with Andy Brennan/Sarah Kaufmann |
| **National TEF Meeting (9/6/21)** | * Open to all
 | Contact Annabelle if you wish to attend  |
| **Andy Brennan, Associate Dean** | * Wider HEE vision for the TEF discussed
* Educational supervisor feedback as a possible TEF project – previous success with an app in Sheffield, ?mechanisms for wider feedback
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| Next Meetings: |
| * 19/5/21 0900-1200
* Jon Cooper, Postgraduate Dean
* 21/6/21 1400-1700
* 20/7/21 0900-1200
* Sarah Kauffmann, Deputy Dean
* August and September dates to be confirmed after placements/rotas released
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