

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

**Meeting Details**

|  |  |
| --- | --- |
| **Date and Time** | 26/4/21  2pm-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 |

|  |  |  |
| --- | --- | --- |
| **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 |
| **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 |
| **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) |  |
| **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 |
| **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 |
| **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 |
| **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 |
| **ARCP Group** | * Alex/Annabelle attending * Reviewing communication to trainees around ARCPs * Draft letters/emails have been simplified, made clearer and PDF numbers reduced |  |
| **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 |
| **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 |  |
| **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** |
| **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 |  |

|  |
| --- |
| 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 |