**Yorkshire & Humber Trainee Executive Forum (TEF)**

**Minutes of Meeting**

**Date: 20/4/2022**

**Venue: Online – MS Teams**

**Time: 13.00-1500**

**Attendees invited (attended** [x] **):**

[x] Emma Howe (EH) (Chair) [ ] Alexandra Damazer (AD) (East Locality Lead)

[x] Sara Page (SP) (Vice Chair) [ ] Stuart Stokes (StS) (South Locality Lead)

[ ] Hussain Sarwar (HS)(Vice Chair) [x] Sanah Sajawal (SS) (West Locality Lead)

[x] Maria Crouch (MC) (Secretary) [x] Opeoluwa Adeniran (OA) (EDI Lead)

[ ] Lucy McCabe (LM) (Quality Lead) [ ] Sidra Chaudhry (SC) (EDI Lead)

[x] Rammina Yassaie (RY)(Employers Lead) [x] Pete Webster (PW) (Academic Lead)

[x] Lauren Harkin (LH) (LTFT Lead) [x] Sana Fatima (SF) (Wellbeing & Support Lead)

**Apologies: HS, LM, AD, SC**

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| **Welcome****Introductions, apologies****Review of Action points form last meeting:** EH contacted regarding GP school SP contacted Dr Khalid and confirmed writing section from newsletter on exception reporting: **chase for July newslette**rEH sent wider forum survey regarding specialties represented: 10responses so far. SP discussed with Mrs Kaufmann HEE regarding buddy scheme between HEE staff and EF members to improve communication. SP in contact with Becky Travis regarding this and comms advise meetings every 2 months. **Being discussed at HEE meeting end of April. Increase attendance of HEE team at TEF meetings.** LM date for social: 11th May 1930 Grande Pacific in Leeds EH contacted HEE team regarding more warning about input into HEE actions. EH met with HEE team members regarding EDI specifically in LGBQT+ and FLP projects. EH still working on up to date website information. EH SP and MC have access to the HEE forum email address. EH contacted trainee about nightshift safety; forwarded details and supporting information to help with concerns. **LM and MC need to chase arranging meeting with quality team as not yet had an appropriate date for a meeting.** Katie Cobb and Clare attending wider forum about ACCENT study leave and section added to April newsletter. Quality team unable to feedback trainee survey at May TEF; further date TBC. EH chasing. **ITEM** Trainee terminology report: New HEE communication advised they will no longer use Junior doctor and trainee as formal titles. Action point: * Difficult in practicality of using phrase “postgraduate doctor in training” and need to try incorporating phrase in reports etc.
* Term “junior doctor” “JDF” created form the Junior doctor contract therefore would need to wait if this terminology is updated. TEF is national terminology and await formal national agreed rebranding/terminology.

 **ITEM Study leave policy** EH highlighted some areas in policy regarding variation in SL application. Clarify international study leave approval and study leave notice time. Clarification regarding exam resitting if allowed additional exam leave. RY has pulled policy wording from the individual school study leave policies to address within this new study leave policy specifically GP school who has separate policy and only allowed 2 days for exam leave. **Action point**: EH and RY created comments on study leave policy. EH discussing concerns at final Study leave policy approval meeting with heads of schools. **ITEM Improving YH trainee satisfaction 2021/2022 GMC NTS survey** HEE YH ranked 16 of 18 UK deanery for overall satisfaction. Issues highlighted: * Regional teaching
* Local teaching
* Study leave
* Rota design

EH requested survey summary from quality but advised to read GMC website report. Overwhelming information and no breakdown to speciality/hospital etc. RY advised infographics can be gained from local trusts who often breakdown the specific results.**Action point**: EH will chase HEE quality team member to attend TEF to discuss this further and what is being done with the results? Would like section in newsletter with what HEE is doing about the survey results. **ITEM: Additional TEF member post.** Previous Chair Annabelle would like to be part of TEF. Do we need to consider creating a new member of TEF? Can Anabelle attend without being a formal TEF member?RY suggested previous chairs have honorary access to continued TEF attendance. Funding issue regarding additional TEF member. Becky Travis previously advised there is funding available as TEF underspending. SP suggested dental rep however was discussed that other schools are also not represented. Dentistry as separate school should be represented or a post to represent minority specialties/those in community is required within TEF. Need to ensure terms of reference policy would need updating. **Action point**: Terms of reference are due review in May therefore team members to contact EH regarding opinion about additional member of TEF and role. **ITEM Escalation support for consultant attendance** ***Medical SpR case example*** SP:IMT doctors in training raising concerns regarding change in curriculum and consultants declining to attend over night; specifically, regarding chest drains which some IMT trainees now do not require as part of curriculum. EH highlighted RCOG document explaining roles of consultant and requirements when to attend which most schools should have. RY advised this is also a GMC issue to only work within your limitations as well as an issue with training/seniors unclear of curriculum and support needed out of hours. LH advised wider issue as many consultants on call would also not have done procedures for numerous years and deskilled. RY advised there are few issues 1) curriculum training issues which we are unlikely to impact directly 2) perhaps create clearer signposting about escalation to trainees and campaign to improve this awareness. **Action point**: SP contacting head of school for medicine to discuss this specifics regarding chest drain and IMT.To consider if forum need to action escalation policy awareness as wider trainee concern. Do we need to create a campaign for trainee awareness of the escalation policies and working within own limitations? **ITEM Team member updates;** RY: COVID trainee recovery funding concern as some trainees struggling to get any support specifically those returning from maternity leave and LTFT unable to access funds and trainee been told to attend other trusts on zero days to catch up with surgery. PW updated that COVID recovery budget has been spent. Unclear specifically regarding what has been done with the COVID recovery at local trust level which was led by Head of schools. IMG:RY escalated concern regarding IMG inductions as some IMG at BRI found themselves on call on first specific. OA advised induction and support is school and trust dependant. MC advised to contact Samuel Mercer FLP as working on the deanery induction. OA advised still working on the IMG handbook; it has been signed off by IMG working group and under final edit. Meeting with IMG wider group tomorrow. SP raised concern regarding issues with IMG driving license and unable to drive when in UK therefore issues with transport/commuting to work. Academic: PW no update Wellbeing/SUPPORT: SF nothing to report. West location; SS no update. **Action point**: RY contacting Jon Hussain LTFT lead to discuss this issue further. SUPPORT may also have additional resources.OA/RY to contact **Samuel.mercer@nhs.net** (FLP IMG project) regarding current work on induction and supervision for IMGs. OA will review who is working on actions on driving license; this is included in the handbook already regarding advise. **ITEM Any Other Business:** EH on behalf of LM highlighted issue that a trainee recently went to a consultant interview on outcome3 ARCP and was told could not apply for post whilst in waiting room for interview. No more specifics on outcome EH await further details to clarify case as outcome 3 could appropriately mean not applicable to apply however concerning that they got through to point of interview before this was raised. **DATES FOR THE DIARY:*** Next TEF 4th May CANCELLED as minimal topics for discussion team felt to postpone as close to wider forum.
* 11th May Wider forum
* TEF social 11th May 1930 Grande Pacific in Leeds

**ACTIONS SUMMARY*** June TEF doddle poll: <https://doodle.com/meeting/participate/id/e9r3qXxa>
* Study leave policy up for final review EH attending meeting.
* MC/LM to chase meeting with quality team
* SP to chase BT buddy system with HEE and TEF members
* OA chasing IMG handbook update and contact wider team about driving license/induction support for IMG
* Team to review Terms of Reference as review due in MAY. Email EH thoughts on additional TEF member and what this should be? Or Annabelle able to continue TEF work as honorary position due to previous chair.
* EH chasing quality team regarding summary of issues highlighted in GMC survey adna actions being taken> To have section in future newsletter and attend TEF.
* SP contacting medicine HOS escalating concerns working out of hours for trainees unsupported (Eg; chest drain insertion).
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