# Yorkshire & Humber Trainee Executive Forum (TEF) Minutes of Meeting

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| Date and time | 10/04/2024 | |
| Venue details | **Virtual**   1. Virtual: MS Teams | |
| In attendance | **Name** | **TEF Role** |
| Sium Ghebru | *Chair* |
| Sarah Longwell | *LTFT Lead* |
| Theresa Ugalahi | *EDI co-lead* |
| Ugo Uzondu | *South Locality Lead* GUEST CHAIR FOR THIS MEETING |
| Eman Hassanin | *West Locality Lead* |
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| **External Speakers** | |
| **Name** | **Role** |
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|  | Claire Murphy | **NHSE YH – Associate Dean for Regional Teaching** |
|  | David White | **NHSE YH – Quality Analyst** |
|  | Jon Cooper | **NHSE YH -Postgraduate Dean** |
|  | Becky Travis | **NHSE YH - Head of Training Programme Management** |
| Apologies | Raykal Sim, Susie Stokes, Sophina Mahmood, Zehra Naqvi, Jessie Tebbutt, Sara Khalid, Waqas Din, Sindhu Pavuluri | |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees**  Moments of joy were shared and congratulations to UU for completing his final examinations as a GP trainee.  Meeting was chaired by UU – he commenced a round of reflection regarding the exec experience of TEF. He described his experience as very positive and instrumental in upgrading his leadership skills and in supporting other colleagues around him.  SL& TU – Echoed the same positive thoughts regarding their early experience of engaging with the TEF. They described this as a place to work together with other trainees and achieve some remarkable changes within the deanery  SG- Also reflected on how he felt re-energised with the incorporation of new exec to the TEF. He recounted that his time chairing the TEF has been really positive. |
|  | Actions from Previous Meetings Action log reviewed from [March TEF minutes](file:///C:\Users\siumg\OneDrive%20-%20NHS%20(1)\TEF%20Folder\Meeting%20Minutes\2024\March%202024%20TEF%20minutes.docx)  Actions:   * Claire Murphy has been re-invited to present the regional teaching recommendations today * David White will present the NETS data * Questions (six questions) of the month has been selected/completed and the only outstanding part is to film this – this has been delayed due to lack of time * DMT has been changed and this will be a business session instead, and there is no need for a TEF member to attend. * Exception Report work:- ongoing by Sophina and Waqas * LTHT Junior Doctor and dentist award week – 15th May for TEF to be in attendance around lunch time. A Padlet is also being created for junior doctors in LTHT and SL will ask if there is scope to add information and links to the TEF website on there. * Sophina has sent details for dentistry events and this will be added onto the spreadsheet. * Mentimeter for the wider forum – ongoing * DEMEC workshop – ongoing. This will be added into the business plan. * Conference / TEF workshops –ongoing. This also added into business plan * Terms of reference – outstanding edits to be completed – Becky Travis and Sium working together to adjust some few details. * Infographics on raising concern to be completed by Waqas Din – action ongoing. * SL has joined the LTFT WhatsApp group and there is no ongoing tasks to tackle thus far * EDI leads yet to complete handover, but TU advise that the current leads can progress from the current information available thus far from the Chair whilst awaiting a date from Laura – previous lead. * SG to add ongoing action plans to the business plan and this will limit having a huge number of ongoing action logs  Action:Incomplete actions to be added to TEF Business Plan - [LINK](file:///C:\Users\siumg\OneDrive%20-%20NHS%20(1)\TEF%20Folder\TEF%20Business%20plan\TEF%20Business%20plan.xlsx) |
|  | **Wider forum meeting agenda**  An online meeting is planned for the next WF, however, there is a need to consider in person meetings in the future.  May Wider Forum meeting attached -[**LINK**](file:///C:\Users\siumg\OneDrive%20-%20NHS%20(1)\TEF%20Folder\Meeting%20agendas\2024\May%202024%20WF%20agenda.docx)  Any new items for wider forum agenda will be collated by SG and handed over to the new chair Shrita Lakhani Action:Wider Forum meeting on 22nd May to go ahead with current agenda |
|  | **Newsletter update**  SG will aim for a May release of the newsletter and the draft is ongoing. Outstanding pieces to include are wellbeing and different opportunities across the deanery. SG is conscious that the previous newsletter was a bit lengthy and there is a need to consider the number of items that will be included going forward.  SG has opened invitation to other members of TEF who are interested to see how the newsletter is crafted. Action:Newsletter draft to be provided to PMO by w/b 22nd April |
|  | **Chair Update**  **Deanery Management Team (DMT)**  SG chaired the last meeting on 27th March 2024  Main points discussed included work streams priorities, finance and manpower which has been impacted by the merger and the admin shortage. NOTE – This was covered by discussion with Jon Cooper & Becky Travis in Topic 8 All reflected on the role of TEF in communicating this to trainees. SG shared that JC intends to communicate with trainees through a letter and perhaps a video response which may be more impactful. The exec members reflected on the possibility of wider coverage if the right platform is utilised to host the video, however, there is no final agreement where the video will be hosted as of now. SL suggested that TPD can also communicate with their trainees to bridge the communication gap.  Another discussion post from the DMT meeting was trainee experience of Foundation School allocation – 75% of future FY1 received their first preference but we have noted some dissatisfaction with FY placement. There is no specific action for TEF although worth nothing, SK completed a X post to support FY who didn’t get their preference  **Actions:**   1. **SG to consider how QOTM video to be disseminated**   **TEF Directorate meeting**  Buddy system for the TEF is on hold due to the admin shortage.  Other actions to be put on the business plan – Self-rostering for LTFT, TEF recruitment, TEF budget. Action:SG intends to discuss with new chair regarding the time in post for TEF Chairs. He feels that more time may be necessary for future TEF Chairs to extend their tenure.DEMQ: NETS Survey will be presented to TEF members later in agenda  Nil extra to report |
|  | **SG gave a presentation on the overview of the deanery and all the different contact / meeting with the deanery.**  Deanery management team meeting (DMT) – monthly  Director of medical educators / Head of school (DME)- monthly  Deanery Employers Engagement Forum (DEEF) – every 3 months  Dean’s Executive Meeting for Quality (DEMQ) – Monthly  Standard Operating Procedures (SOP) Development and Delivery group – every 6-8 weeks  Presentation attached – [**TEF Structure PPT**](file:///C:\Users\siumg\OneDrive%20-%20NHS%20(1)\TEF%20Folder\Miscellaneous\TEF%20structure.pptx) Action:All to be aware of wider Deanery Structure |
|  | **External presentation session**  **Regional teaching – Claire Murphy**  Claire Murphy – AD for Regional Teaching  Invited back to discuss work on regional teaching which is organised by the school. She presented her work and outcomes from Regional Teaching Focus Groups organised in November 2023.  Recommendations:   * Schools should timetable regular teaching on a set day/half day * Dates should be published a minimum of three months in advance with protected days to attend teaching * Requests for study should not be required for scheduled Regional Teaching unless expenses are being claimed. * Consider appropriate number of face to face events and make them as accessible as possible * Increased familiarity with Blackboard for Faculty and PGDiTs   Full Recommendations paper - [**LINK**](https://nhs-my.sharepoint.com/personal/sium_ghebru2_nhs_net/Documents/TEF%20Folder/Miscellaneous/Regional%20Teaching%20Recommendations.docx?web=1)  Note: Improving working lives of junior doctors – a strand is on equity and study leaves that will also feed into a level educational field for trainees. Action:Claire will present this paper and presentation to a number of different stakeholders |
|  | **NETS Survey – David White**  David presented data on NETS survey and discussed some of the findings:  Full presentation attached - [..\OneDrive - NHS (1)\TEF Folder\Miscellaneous\NETS23\_YH\_TEF.pptx](file:///C:\Users\siumg\OneDrive%20-%20NHS%20(1)\TEF%20Folder\Miscellaneous\NETS23_YH_TEF.pptx)  **Findings:**   * 4053 responses to the NETS survey with 71% from medical PGDiTs * There is very little national to regional variation in indicator scores. The radar chart shows that the Y&H and England scores basically overlap. * At an ICB level, we see that Humber and North Yorkshire scores slightly lower than South Yorkshire and West Yorkshire. * All local offices score lower (less than 70) for:   + Being able to access simulation and immersive learning opportunities   + Being expected to complete activities or tasks that did not contribute to education and training   + Being discouraged to suggest how care could be improved   + The availability of learning and IT resources * High number of negative outliers (no of responses in the trust/programme)   + Sheffield Teaching Hospitals NHS FT – 12   + York and Scarborough – 15   + Hull University Teaching Hospitals NHS Trust – 18 * Breakdown of key “Undermining” questions   + Bullying and harassment by other staff   + Experience of inappropriate sexual behaviours (new question for 2023)   + Discrimination by patients – High scores (16-19%) * Sexual Safety – 5.6% of learners experienced inappropriate behaviours   + 20.8% learners that experienced inappropriate behaviours reported it   + 46.9% learners that experienced inappropriate behaviors thought it was dealt with.   + Further questions are going to be focussed on who was the perpetator (i.e. colleagues or patients) * EDI report: Respondents that reported having more than one disability type on average reported having a poorer overall educational experience. * Non-white were more likely to experience discrimination by patients (with the exception of Arab learners).   Further data reporting available on <https://www.hee.nhs.uk/our-work/quality/national-education-training-survey-nets> Action:Nil at this time |
|  | **Discussion with Becky Travis and Jon Cooper regarding the new structure of NHSE**  Deanery has merged to WTE directorate – which has the PGME (inclusive of all the health professionals). This structure can be shared with TEF.  There is a reduction in staff as well as a decision to hold all vacancies available hence there is a threshold vacancy across the NSHE. Thus, there is a challenge in delivery especially in GP and Foundation school. Thus, there is impact on training, although faculty is not affected. Actions in placeFocus on core priorities: Core priorities are recruitment, ARCP and CCT.Challenges have been escalated regionally and as well as nationally.BT also prioritising advertising vacancies.WTE (JC) has sent letters toChief Execs, DMEsPGDiTs for information – [LINK FOR COPY](file:///C:\Users\siumg\OneDrive%20-%20NHS%20(1)\TEF%20Folder\Miscellaneous\2024.04.10%20YH%20Deanery%20Merger%20Update%20to%20PGDiTs_Final.pdf)In addition to the letters, a video with JC to be made for trainees on the subject |
|  | **Reports from Exec**  EDI-Co lead TU – nothing to report, aiming to meet with the the EDI co-lead to discuss the project for the year  LTFT SL- has set a date to meet on Monday with Michelle Horridge – there is ongoing room for the outgoing LTFT lead to still input into the TEF (to make room for the LTFT job plan).  EH – Nothing new to report or handover. Today is her last meeting and will handover for the current lead (went on maternity leave) to commence in May. SG extended invitation to the wider forum and to re-apply for future roles as well.  South Locality Lead – Has a trainee who is experiencing difficulty with their TPD who has documented negative comments on their portfolio without allowing room for dialogue or redress. SG commented that there are other options to seek redress above the TPD which includes the AD, School. TU suggests an exception report can be completed and this is something that the trainee can consider in the meantime.  Other Updates:  Ongoing projects for wellbeing and Quality lead as well  **Actions:**   1. **SG to consider how video to be disseminated** 2. **SG to contemplate a guideline in terms of escalation of incidence above the TPD and discuss this with a TEF member (TBC) to develop the piece** 3. **UU to send the email of the complaint to SG** 4. **SG to move the outstanding recurring action logs to the business plan.** |
|  | **Date of TEF meeting in June:**  Date of the June TEF meeting – due to absences and annual leave.  A vote was held, with vote of 3 to 1 in favour. 1 was outstanding due to being last day. Action log:Meeting moved to 5th of June 2024 |

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| Action Log | | |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | **SG to consider how video to be disseminated** | **SG** |
|  | **Video with JC this month to focus on the NHSE/HEE merger** | **SG** |
| **2** | **A guideline to be produced in terms of escalation pathways of incidence above the TPD** | **SG** |
| **3** | **UU to send the email of the complaint to SG** | **UU** |
| **4** | **SG to move the outstanding recurring action logs to the business plan -** - [LINK](file:///C:\Users\siumg\OneDrive%20-%20NHS%20(1)\TEF%20Folder\TEF%20Business%20plan\TEF%20Business%20plan.xlsx) | **SG** |
| **5** | **To meet with EDI Co-lead and agree on projects for the year** | **TU** |
| **6** | **To confirm if information from TEF can be added on the junior doctors Padlet in LTFT** | **SL** |
| **7** | **Add dates for dentistry events on the spread sheet** | **SG** |
| **8** | **ToR – edits to be completed** | **SG** |
| **9** | **Infographics on raising concern to be completed by quality lead** | **WD** |
| **10** | **TEF Meeting moved to 5th of June 2024** | **All** |
| **11.** | Newsletter draft to be provided to PMO by w/b 22nd April | **SG** |
| **12.** | All to be aware of Deanery Structure | **All** |

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| Date of next meeting | 8th of May 2024 |
| Completed by | Theresa Ugalahi |
| Confirmed by | Sium Ghebru |

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