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

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| Date and time | 10/04/2025  0915 - 1715 | |
| Venue details | F2F – Riverside House, Rotherham | |
| In attendance | **Name** | **TEF Role** |
| Shrita Lakhani (SL) | Chair |
| Katie Miller (KM) | LTFT co-Lead |
| Uche Iroegbu (UI) | Vice-chair |
| Sindhu Pavuluri (SP) | Wider Forum Lead |
| Janaky Nam (JN) | Comms & Engagement Lead |
| Juanita Oriaku (JO) | Wellbeing Lead |
| Sophina Mahmood (SM) | Employers Lead |
| Matt Betts (MB) | Secretary |
| **External Speakers**  Dr Liz Stonnell - Associate Dean for GP School and Neurodiversity Education at NHSE YH | |
| Apologies | **Name**  Teresa Ugalahi (TU)  Zehra Naqvi (ZN)  Michelle Horridge  Yamen Jabr  Matthew Rose  Terrence Isacc  Nkiruka Edward-Alali | **Role**  EDI Co-Lead  EDI Co-lead  LTFT Co-Lead  South Locality Lead  West Locality Lead  Quality Lead  West Locality Lead |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees:**   * Ice breaker: based on national siblings' day (10th April) * Permission slips * Apologies noted and minutes from last meeting accepted |
|  | **Actions from Previous Meetings: (Numeral refers to March 2025 TEF Action Log)**  Ongoing items:   * (1) ToR updated following TEF Directorate on 21st March. Awaiting approval. * (2b) SDT principles require further revision and prior to be re-presented at next TEF Directorate. T Issac taking lead on this and process will include feedback from educators and employers, if approved at TEF Directorate to circulate to WF for further discussion. SP and SM to help calrify position on why SDT off-site is necessary. * (3) Still awaiting response from TEF Directorate regarding capacity of military trainees to access NHSE YH services. * (5) Edits for bullying graphic still ongoing. JO met with JN and JO to send to TU for final check. Aim to have ready for circulation by May TEF. * (6) TU to enquire whether TF can attend NHSE YH EDI working group meeting   Closed Items   * (2a) Confirmation that SDT not mentioned in a PGDiT terms and conditions of employment. However there is reference to it in BMA work schedule and curriculum of many specialities, which many educators regard as contractual. But not all. Variation across employers (e.g. Barnsley have SDL includes in rota for all specialities, whereas York and Scarborough have a trust-wide stance in not including it). * (4) Approaches shared on how PGDiT can raise concerns about losing training opportunities to PAs. These include providing feedback and commentary though annual NETS & GMC NTS survey, Input into current Medical Training Review (open till 20th May 2025) and NHS Change (survey to help inform 10yr plan for the NHS). Additionally opportunity for PGDiT to input into Leng Review (independent review commissioned by secretary of State for Health and Social Care into role of PAs and Anaesthesia Assocaites into how these disciplines can be optimally used in healthcare delivery. * (7) Clarity that it’s primarily employer’s role to raise awareness about suspicious activities/staying safe at work. * (8) Decisions received on time and recruitment closed. * (9) HoS with PGDiT affected by error in MCRP UK Sept 2023 exam error contacted and individual receiving tailored support. * (10) Regional Teaching meeting date changed to 04.06.25 and KM offered to attend. DEMQ meeting on 20.05.25 been re-arranged. * (11) NETS 2025 presentation given at March Exec meeting circulated * (12) Resources for Action Learning Set (ALS)/Time To Think Council been shared with all committee members   **Actions:**   1. **Circulate 2025 ToR once approved** 2. **TI leading on further revision of SDT principles. To add ‘study leave to point 2’** 3. **SP and SM to clarify position on why SDT off-site is necessary.** 4. **Awaiting response from TEF Directorate regarding capacity of military trainees to access NHSE YH services.** 5. **Edits for bullying graphic still ongoing. JO met with JN and JO to send to TU for final check. Aim to have ready for circulation by May TEF.** 6. **TU to enquire whether TF can attend NHSE YH EDI working group meeting** |
|  | **Wider Forum:**  Agenda update  Items and speakers confirmed for May and August meetings   * May:   + Speakers: Debbie Blake (social prescribing service) & Raykal Sim (Leadership fellowship experience with Faculty of Medicine and Leadership Management)   + IMG handbook to presented to members asking for feedback. SL to liaise with EDI Co-leads to ensure updates to exception reporting is included.   + JN to remind members of date change to Tues 20th May using comms methods (social media, website) * August:   + Speakers: Susy Stirling (SS) regarding peer-to-peer coaching. SS asks for volunteers with experience in this realm to share insights. UI and JO to return to SL with availability once received rotas for next rotation.   WhatsApp Group  Low levels of traffic are reported. SP will post reminders in run up to May WF meeting.  **Action:**   1. **SL to liaise with EDI Co-leads to ensure updates to exception reporting are included in IMG handbook.** |
|  | **Meeting Updates**  DMT – No meeting in March. However following announcement that NHSE will be abolished, advice from senior management within Workforce, Training and Education is that postgraduate education will continue but structure of this is currently unknown (i.e. whether it will be incorporated into another arm’s length body, become a governmental body or stand as an independent organisation). Expected turnover is 18-24months and further information is expected in summer 2025.  DME/HoS– Since NHSE merger 30% loss of administrative and support staff at NHSE and hence restriction in NHSE YH capacity. Major incident planning underway with input from Deputy Deans and TEF chair earlier this month. Reminder for resident doctors to complete GMC NTS survey, which is live till 29th April. JN to promote on social media & website. 2024 NETs results released highlighting high figures for bullying, harassment and sexual safety complaints. Unclear if this is from staf or patients and YH quality team investigating further.  DEMQ - Attention is drawn to escalating concerns flowchart now live on Y&H deanery website: <http://yorksandhumberdeanery.nhs.uk/escalating-concerns>  TEF Directorate –   * Emotional assessment & associated coaching approved (awaiting process for funding). * Deanery Buddy System triplets confirmed and TEF members to be updated in due course along with lecture on educational governance. * Trainee Forum video for Deanery Induction Project has been recorded and approved. * Trainee Forum vs Trainee Executive Forum – a degree of confusion on the website, with different named tabs. Although do lead to the same end page. SL/JN to raise with NHSE YH administrative Team for alterations. Overarching name to be Trainee Forum, which consists of Wider Forum and Executive Committee. * Less Than Full Time Survey – SL to facilitate a Time to Think Council at May DMT. Aim is to generate solutions that are within the Deanery’s control to the issues raised in LTFT survey (delays in circulating rota schedules and difficulty accessing contact details for TPDs). Once Deanery agreed on these measures, to present to survey findings and changes that have been made at LTFT employers forum with view to encourage employers to refine process.   Regional Teaching Commitee – Structure of meetings altered to biennially given restricted capacity for innovation given NHSE recruitment freeze. Consequently focus is on supporting teaching platforms and attendance for sessions and priority list for innovation being kept once capacity grows.  DEEF – no further discussion aside from what discussed in action log about significant variation in SDT delivery among employers.  SOP – Following discussion at TEF directorate, decision that WF members are entitled to one session of professional leave (PL) per month, plus the established allowance for one meeting per quarter. Aim to hold onto the PL allowance for WF members – otherwise risk of lose it entirely. Noted that when consultants do examination marking, it’s regarded as extra-curricular activity, which is form of professional leave. Therefore process does exist. SM to explore further  **Action:**   1. **SL to liaise with NHSE YH administrative Team to alter Trainee Forum name on website** 2. **SM to explore process in which consultant receive professional leave for activities such as exam marking.** |
|  | **What neurodiversity support is on offer for PGDiT in NHSE YH?**  Delivered by Dr Liz Stonnell. NHSE YH are able to provide assessments and support where there is a direct influence on training progression.  Referral criteria for neurodisability assessment at NHSE are:   * Two consecutive unsuccessful examination attempts or ARCP passages * ‘Educator concern’   Support post-diagnosis is available. Other forms of support for which diagnosis is not required include ‘Access to Work’ scheme and ‘Neurodiversity and Me’ modules. Medical school must provide reasonable adjustments with or without a diagnosis, however this does not apply to the MSRA (Multi-Speciality Recruitment Assessment). For further information: <https://www.yorksandhumberdeanery.nhs.uk/learner_support/support-neurodivergence> |
|  | **Team Updates**  **Quality – TI –** Apologies  **Employers** **– SM** – Nil  **LTFT Co-Leads** – **KM & MH** – Delighted with number of applicants for LTFT Co-lead role (12). SL attending LTFT employers forum on 16th April.  **EDI Co-Leads** – **ZN & TU -** Apologies  **Wellbeing – JO –** Nil  **Wider Forum – SP** – Update to exception reporting process (following initial establishment in 2016 contract). From 12th September onwards, ER’s do not need to be signed off by consultant and employer fines if processes not correctly followed. From Feb 2026 7 day deadline to process ER’s. SP to develop document with updates to ER for circulation among WF and posting on social media. SL to amend TEF promotion PowerPoint to include updates (next presentation is to foundation doctors). invited to speak to foundation trainees and will raise updates to this cohort.  **Vice Chair** **– UI** – working with SL to simplify business plan. Will be managing shared mailbox and any queries whilst SL on leave  **Comms Lead – JN** – Communicated with Head of BMJ Learning, who clarified that opportunity for all PGDiT to be involved in creating content for BMJ Learning (good portfolio opportunity). Zoom meeting pending in which further information can be gathered to circulate to WF members. Still awaiting blurb and photos from new TEF members for website.  **West Locality – MB** - Apologies  **North and East Locality – NEA** – Apologies  **South Locality – YJ –** Apologies  **Actions:**   1. **All new TEF members to send photo and blurb for JN for website** 2. **SP to develop graphic with updates to ER process for circulation among WF and social media** 3. **SL to add exception reporting information to Trainee Forum promotion presentation** |
|  | **AOB**  Applications for Executive Forum  During the recent round of recruitment, applicants that applied to more than one role, did not always discuss all the roles they were applying for in their video. Consequently assessing the videos was more challenging. Agreement to alter application process, so that separate for each role an applicant applies for (but one CV all roles to remain).  DEMEC 2025  TEF will be invited to attend but number of places not yet known. Conference to be held on 8th and 9th December.  **Action:**   1. **SL to alter application for requesting for separate video for each applied role.** |

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| Action Log | | |
| **Item** | **Action** | **Allocated person(s)** |
|  | Circulate 2025 ToR once approved | SL |
|  | Further discussion of SDL principles with TEF directorate  **“Add study leave to point 2”** | SL |
|  | Develop concise position on why off-site SDT is necessary  **Clarify position** | SM; SP |
|  | Awaiting response from TEF Directorate regarding capacity of military trainees to access NHSE YH services. | SL |
|  | Send anti-bullying graphics to TU when revisions complete. Aim to have ready for circulation by May TEF.  **Please CC in SL when sent** | JO; JN; TU |
|  | TU to enquire whether TF can attend NHSE YH EDI working group meeting | TU |
|  | Ensure updated exception reporting information included in IMG handbook. | SL; TU; ZN |
|  | Liaise with NHSE YH administrative Team to alter Trainee Forum name on Y&H website | SL |
|  | Explore process by which consultant receive professional leave for activities such as exam marking. | SM |
|  | New TEF members to send photo and blurb for JN for website | TI; NEA;, MB; MR; KM |
|  | Develop graphic highlighting updates to ER process for circulation among WF and social media | SP |
|  | Developing new graphics for social media regarding opportunities to contribute to BMJ Learning | JN |
|  | Exception reporting information to be added to Trainee Forum promotion presentation | SL |
|  | Circulation of up-to-date links for access to GMC survey and medical training review survey | SL |
|  | Alter executive forum application form to request separate video for each applied role. | SL |

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| Date of next meeting | WF meeting (MS teams) 20/05/2025  TEF meeting (MS teams) 13/05/2025 |
| Completed by | Matt Betts |
| Confirmed by | S Lakhani |