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

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| Date and time | 14/02/2409:00 – 12:00 |
| Venue details | **Virtual**1. **Virtual:** [**MS Teams**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_Yzc5OThiYzQtZjRiZi00OGI3LTkzNDItOGZhMTlkNzdiM2Ey%40thread.v2/0?context=%7b%22Tid%22%3a%22ffa7912b-b097-4131-9c0f-d0e80755b2ab%22%2c%22Oid%22%3a%221605a3bc-d516-4e21-8cd2-1423ea387a51%22%7d)
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| In attendance | **Name** | **TEF Role** |
| Sium Ghebru | *Chair* |
| Raykal Sim | *Vice Chair* |
| Susan Stokes | *Secretary* |
| Jessie Tebbutt | *Comms & Engagement*  |
| Ugo Uzondu | *South Locality Lead* |
| Laura Naish | *EDI Lead* |
| Waqas Din | *Quality Lead* |
| Chioma Maduka | *East Locality Lead* |
| Theresa Ugalahi | *EDI Lead* |
| Sara Khalid | *Wellbeing Lead* |
| Eman Hassanin | *West Locality Lead* |
| **External Speakers n/a** |
| **Name** | **Role** |
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| Apologies |  |

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| Item No. | Item |
|  | **Introductions, apologies, moment of thanks**  |
|  | **Actions from Previous Meetings**1. Have had F/U from Lindsay McLoughlin at PSU – A TEF member would be welcome at the PSU bimonthly.
	1. SK previously considered as an appropriate representative due to current role as wellbeing and support lead. She is starting gastro rotation so unsure of availability.
	2. Options are to consider rotating TEF presence.
	3. SG to disseminate dates to TEF and see availability
2. Preyai Mall (Programme Support Coordinator for Learner Support and Faculty Development (LSFD)) unfortunately can’t attend Feb WF due to double booking, but will rearrange a new date with the Regional Teaching focus group reports
3. JT and SS to continue to attend national study leave working group (SLWG) going forward. SS attended in Jan – mainly an introductory session. – next meeting in March
4. TEF Newsletter – all have Sway link to edit. Some delays getting it out from deanery side but SG to continue to chase
5. SS attended LTFT SOP group. Would recommend to trainees to attend if the opportunity arises for both trainee and deanery benefit. Report written for newsletter.
6. SG and JT had meeting to expand on engagement ideas generated in the last meeting.
7. New TEF roles allocated, some spaces remain.

**Actions:**1. Rearrange regional teaching update
2. QoTM for JC to be started for next directorate meeting on 2nd April 2024
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|  | **Wider Forum**Sindhu Pavluri has been appointed as the new WF Lead to take over from Charlotte Chuter.Once confirmed in role, to meet all locality leadsWF speakers and content for the rest of SG’s tenure largely confirmed.**Actions:**1. Submit any agenda suggestions for the Wider Forum
	1. Important to note that further Wider Forum agenda suggestions should be earmarked for Shrita Lakhani (prospective Chair of TEF) to consider for when her tenure begins.
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|  | **Directorate Update**Jon Cooper (postgraduate dean) has agreed to QOTM to be taken to TEF Directorate meeting and the response videoed and disseminated.Becky Travis is setting up a vlog for deanery members and suggested for a “TEF/trainee takeover” – a “day in the life of” format was further suggested. Wider Forum members to be invited to participate in this**Last DMT Meeting** Date for EDUCON confirmed: 6/12/24. Currently in preliminary discussions re content and location. Zoe Robb is head of working group, in charge of organising the event. Interested parties invited to get involved. Next DMT will be on 28th February and the strategy section will be on study leave. SS and JT have been invited to join SG for the meeting and there is also a slot for one other TEF to join if possible.**Last DEMQ Meeting** Quality Activity paper was released. Good level of detail which captures some of the issues highlighted. Tension over who is responsible for the issues – deanery or Trusts.**Last PSU Meeting** No TEF presenceTEF/trainees to be aware that the mood within the deanery is quite flat – discussed the expiration of the lease of Don Valley House– felt to be a consequence of merger with NHSE.**Actions:**1. Let SG know if want to be involved in EDUCON and he will pass on interest to Zoe Robb
2. Send in QOTM to JT/SG
3. Create platform through which trainees can submit QOTM Qs
4. Invitation for a TEF or WF member to participate in a ‘day in the life of’ VLOG. Raise at WF meeting.
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|  | **Team Updates****Quality:*** Jon Hossain (deputy postgraduate dean) has met with WD and presented view that role of TEF is signposting rather than support; TEF position that we have opportunities to develop closer and more detailed links with trainees but do need to recognise the limits of when we need to escalate.
* Development of more targeted support/information in IMG handbook to reflect communities in different areas
* Importance of trainee voice in the Quality conversations

**Employers:*** While there was interest in the Employers’ lead role, TEF has been unable to appoint anyone to the role
* Any interest in temporarily taking on this role’s responsibilities until next round of recruitment to let SG know

**LTFT:*** Sarah Longwell taking on LTFT deputy role

**Locality Leads:*** **South:**
	+ Concern raised re LTFT – an application to go LTFT has been rejected on the basis that the reason of childcare was insufficient. Employment law would suggest that the department should provide a description of what efforts have been made to accommodate the request and why it hasn’t been possible. [www.gov.uk/flexible-working](http://www.gov.uk/flexible-working)
	+ UU to liaise with SG with the email and signpost to legal framework as above
* **East:**
	+ no update. CM to continue in role until RC back in May.
* **West**:
	+ EH has positive news in that FLP fellow (Dyanne Iwo-Ivoke) leading project in Leeds that has driven forward protected SPA time in the Paediatric specialties within the region.
	+ EH brings report of IMG trainee who has reported an incident at work that has left him feeling uncomfortable working within a department. His account suggests unusual management of the case, with limited support to the trainee from their employer.
	+ EH to liaise with SG so that we can support the trainee with [PSU self referral information](https://www.yorksandhumberdeanery.nhs.uk/learner_support/professional-support-referrals/information-trainees-self-referring-professional) , [BMA advice](https://www.bma.org.uk/advice-and-support/ethics/confidentiality-and-health-records/patients-recording-consultations) and [counselling services](https://www.bma.org.uk/advice-and-support/your-wellbeing/wellbeing-support-services/counselling-and-peer-support-services).
	+ The RCPCH also provide a drop in session that was shared to the group - [Thrive Paediatrics - upcoming drop-in sessions | RCPCH](https://www.rcpch.ac.uk/work-we-do/thrive-paediatrics/drop-in-sessions)

**EDI:*** Welcomed Theresa Ugalahi as the new EDI Co-lead
* No update from LN

**Wellbeing:*** Med Twitter reveals discussions of physician suicide. Ideas for how to address this from a TEF project
* SK to think about projects and liaise with SG and JT for launch during mental health awareness week 13-19th May
* Specialty application time – SK planning to address online with social media post

**Comms:*** Ongoing work that has been referenced in other parts of the agenda.
* Further work on engagement and business items.

**Actions:**1. Employers’ lead brief to be open to different TEF members while awaiting next TEF recruitment cycle
2. UU to liaise with SG in regard to LTFT email
3. EH to contact Dyanne Iwo-Ivoke link them up with the other locality leads on the Paediatric SPA project
4. EH to attend paediatric inductions in March to advertise TEF
5. EH to refer colleague in difficulty to SG for TEF to support
6. All to generate ideas for how to raise a campaign for Mental Health Awareness Week which can then be taken to WF in May
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|  | **TEF Workshop at FLP Conference*** FLP conference is happening on 12th March at the Radisson York
* Sign up via Fourwaves - <https://event.fourwaves.com/flpconference2024>
* All TEF members are encouraged to register to attend as will be a great event to discuss leadership and values.
* TEF have managed to secure a workshop at the conference; SG, JT, SS will be there to help facilitate a workshop but if more members are able to participate, will be helpful
* Plan: 45min – 1 hour, max 40 people
* 5 min ppt, TEF presentation, facilitated discussions for 30 minutes, then summary for 5 minutes
* We need to consider what TEF would benefit from and what delegates would benefit from, which will also fit both the TEF and Conference mission/themes
* Ideas to discuss: safety, whistleblowing, exception reporting, trainee experience, knowledge of structures, solution finding in training, one thing I’d change about training
* harvesting of data from group? KPIs?
* Use of Mentimeter as a before and after Questionnaire

**Actions:**1. TEF members to contact SG if they would like to get involved in facilitating this workshop
2. SG to write up a draft by the end of the month for TEF members to sense check
3. WF members to be invited to get involved
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|  | **Deanery Induction** * Ongoing project
* Costings indicate that graphics are exceedingly expensive – working group have asked TEF for advice as to what to prioritise
* Areas with national guidance (LTFT, OOP, ARCP) likely do not require investment
* Similarly, Professional Support are likely to have their own provision
* Link between TEF and FLP should be reinforced, additional training opportunities
* Flexibility in training
* Try to use national videos that already exist; the ones we record ourselves should be regional specific
* £20,000 budget

**Actions:**1. SG to take to DMT meeting
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|  | **TEF Recruitment Update*** East and South localities will be advertised later in the year
* Sanah hoping to return later this year and would like to resume her West post
* Consider EH step in to EDI role as LN goes on ML
* Other roles also coming to completion of their tenure: Secretary, Comms & Engagement

**Why were applicants limited at this round? Reflections.*** Tired workforce with limited capacity for extra work
* Time of year – people more open to taking things on in the Autumn, specialty applications
* Could advertise roles in August inductions
* Could TEF committee roles be built into the Flexible Portfolio provisions? Could TEF committee roles be given more protected time to complete this work e.g. 2 days of professional leave per month? Consider submitting as QOTM to JC
* Could we consider extending roles to accommodate for August recruitment into the roles?

**Actions**: 1. Raise role extension as question for a vote at next TEF meeting.
2. Address fellowship/funding of TEF committee roles as QOTM
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|  | **QOTM: TOR and business plan**Not all have reviewed the TOR/business plan.To review these thoroughly and bring ideas for any amendments.Consider time costs.**Actions:**1. All to review these thoroughly. Propose any ideas.
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| Action Log |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | Plan TEF workshop at FLP conference 12.3.24 + raise with WF | SG, JT, SS |
| 2 | Wider Forum 21.2.24 to be changed to remove Preyai Mall and regional teaching update to be rearranged | SG |
| 3 | Day in the life VLOG invitation to TEF/WF | ALL |
| 4 | EH to speak at March Paeds Induction and advertise TEF | EH |
| 5 | TEF to support trainees raised by EH and UU | SG, RS |
| 6 | Review TOR and Business Proposal | ALL |
| 7 | Consider role extension vote for next TEF | ALL |
| 8 | Submit QOTM to SG/JT for passing onto Jon Cooper for 2nd April | ALL |
| 9 | Express any interest in EDUCON to SG | ALL |
| 10 | Express any interest in covering unfilled posts to SG | ALL |
| 11 | All to generate ideas for how to raise a campaign for Mental Health Awareness Week which can then be taken to WF in May | ALL |

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| Date of next meeting | WF 21/2/24 9-12 TeamsTEF 13/3/24 hybrid at Blenheim House and [Teams](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_Yzc5OThiYzQtZjRiZi00OGI3LTkzNDItOGZhMTlkNzdiM2Ey%40thread.v2/0?context=%7b%22Tid%22%3a%22ffa7912b-b097-4131-9c0f-d0e80755b2ab%22%2c%22Oid%22%3a%221605a3bc-d516-4e21-8cd2-1423ea387a51%22%7d) 9-12 business; 1-4 teambuilding |
| Completed by | Susan Stokes |
| Confirmed by | Sium Ghebru |