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

**Minutes of Meeting**

**Date: 21 February 2022**

**Venue: Online – MS Teams**

**Time: 13:00 – 16:00**

**Attendees invited (attended ):**

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

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

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

Maria Crouch (MC) (Secretary) Opeoluwa Adeniran (OA) (EDI Lead)

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

Rammina Yassaie (RY) (Employers Lead) Pete Webster (PW) (Academic Lead)

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

**Apologies:** Lauren Harkin, Alexandra Damazer, Maria Crouch, Hussain Sarwar, Sanah Sajawal

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| **Welcome**  **Introductions, apologies**  **Trainee Wider forum 8/2/22**  **Minutes and actions review from meeting**   * Outstanding questions submitted to Jon Cooper, reply awaited * ‘What would you like to know about HEE’ Information is in the process of being updated * Exception reporting to have focus in April Newsletter   **Study leave policy**  Concerns about updated study leave policy as there is lack of clarity about personal and professional leaves allowed, especially for GP and foundation trainees. The policy is difficult to interpret and there is lack of equity for different specialty trainees.  **Action point**: RY/EH to contact Katie Cobb regarding further clarification about updated study leave policy  **Exception reporting**  Interesting background research into exception reporting was shared and would be useful to share more widely  **Action point:** EH to include exception reporting findings in the next TEF Newsletter to raise awareness about this.  **Future Trainee Wider forum meetings**   * Discussed how to increase attendance of forum meetings. Need to find better ways to engage trainees to attend. Ideas included more ‘noticeable’ emails which share the agenda and minutes to be shared with everyone before the meeting. * Poor attendance could also be attributed to trainees having clinical roles and difficulties booking professional leave to attend these meetings. * Meeting schedules would rotate between AM and PM to allow more flexibility for members to attend. Doodle polls to be used to gauge which dates/times work best for meetings, most popular date will be chosen * Suggestions of mapping the commonly discussed topics/issues to prevent repetition of similar themes and allow wider participation from trainees in the wider forum meetings. This will also allow tracking progress of key projects. * Need to arrange for TEF refresher to allow introduction to TEF members and their job descriptions.     **Action point**: EH to engage with the wider forum members and identify the barriers to attending Wider Forum meetings.  **Teamworking Activity**  Communication skills activity. Highlighted the importance of speakers exercising extreme accuracy in communication whilst recognising barriers that can make this challenging such as limited vocabulary options and lack of two-way dialogues. Highlighted that listeners interpret information differently and this may be due to understanding or own agendas.  **Trainee Executive Forum (TEF) Refresher**  **Who is who**   * Roles in the forum reexplored. The suggestion of having written specific committee role outlines and parameters of reach was thought be unhelpful by the majority of the committee. Considerable overlap in common interests and areas covered by each trainee representative seen as a positive aspect of the forum.   **Action point**: EH, as new TEF Chair, to reach out to TEF members to introduce herself, re-establish the interest in members wanting to continue in the forum.  **What is working well**   * The forum has provided a platform for discussion between trainees and the Postgraduate Dean. * Positive changes have been made from concerns raised by trainees which have been highlighted to HEE and who have then actioned accordingly.   **What can be improved**   * Feeling of disillusionment amongst some members about some of the directions in which the forum was headed. TEF can get bogged down into other projects, which may not align with the TEF’s aims and vision. The TEF needs to have oversight of policies and procedures to improve the training experience in YH. * Reach to trainees is quite low, need to work on trainee engagement to improve this. * Better HEE involvement and more feedback from senior leadership regarding issues escalated. There needs to be clearer accountability from senior leadership within HEE for issues escalated. Increased presence from HEE members at TEF meetings. Lack of mentors for each TEF role meant that representatives had to navigate their own way through the job. This is something that could be discussed with Jon Cooper. * Attendees shared their challenges and frustrations of working within the TEF with HEE. It proved to be difficult to promote engagement with some departments within HEE. * EDI roles were mainly IMG centric as there was lack of mentorship and vital connections to existing working groups within HEE.   **Action point:** SP to discuss with HEE - how does HEE see us? Could each TEF role have a specific person contact, a ‘guide’ to useful meetings to attend?  **Action point**: SP to collate list of HEE contacts/mentors for TEF members to liaise with/invite to future TEF meetings.  **Additional roles**   * The request for additional roles for the forum was declined in the past due to cost of TEF member, as members have access to 2 funded leadership and management courses from HEE (YH Max Courses).   **Logo**    **COMMS STRATEGY**  **Website**   * Forum pages don’t have very clear information about applying for the forum. The application email is outdated now. * Video seems to be good and engaging. * Issues about trainees not accessing/visiting website as much as we’d like them too. * JAM BOARDS;       **Newsletter**   * Generally positive feedback about last few editions of newsletter. It could be made more concise to make it easier to read and engage with it. * List of content to be drawn to ensure quality content is planned for each edition. * Idea about asking forum members to speak about their roles and projects in the pipeline. * Newsletter could serve as an avenue to appreciate trainees’ work and provide a platform to acknowledge their contributions to the region. Eventually wider forum members and trainees in the region could be encouraged to show case their projects in the Newsletter.   **Social Media/Podcasts**   * Discussions about creating a generic non-HEE Twitter handle @yhtrainees to allow trainees to engage and share training issues in the region. Twitter could be useful signposting mechanism to the HEE website/ newsletter/ future podcasts/ quality corner * Forum agreed to try Twitter first, before looking into setting up other social media advertisements. * Consideration of using a ‘count’ to establish the amount of visitors/traffic on HEE website/pages. This will give metrics measurement and allow comparison and review of success of social medica platforms. When it is established the traffic on the website this can be useful in guiding the timing of introduction of podcasts. Podcasts will require significant time and concerns that this will not then be listened to – need to establish that there is an audience.   **MISCELLANEOUS**:   * JDF Links: Sara has collated information about Guardian of Safe Working Hours through the region to allow links/ reach out with JDF around the region. * Who’s who videos – there is written info on the HEE website, videos ?work in progress   **Action point**: LM & MC will be meeting with Vicky Jones to discuss key issues regarding training, who’s who in HEE document for website/newsletter etc.  **Team updates**   * Suggestion of sending out a trainee survey about how trainees feel about their training experience and to gauge whether the TEF has been able to make a positive and meaningful difference. Suggestion of carrying out “My Three Words” survey to gauge trainee morale. * Education and Wellbeing Charter: Some concerns about it not being very practical solution to follow through for Trusts. * Trainee Passport: Currently in the pipeline in YH already. * ARCP- agreed that this will now be dealt with at other forums. TEF to not get further involved at present. * Leadership Charter: Enable trusts to provide leadership opportunities for trainees. Nothing to feedback.   **CELEBATING 1 YEAR OF THE TEF!!!!**   * Suggestions to have a Face-to-Face event to celebrate this. * Invited attendees to share suggestions about dates/venues through doodle poll.   **Action point**: LM to create doodle poll to organise social celebration of 1 year of TEF  **Action point**: EH send out Doodle poll to arrange next TEF meeting and wider forum meeting.  **ACTIONS SUMMARY**   * RY/EH to contact Katie Cobb regarding further clarification about updated study leave policy * EH to include exception reporting findings in the next TEF Newsletter to raise awareness about this, contact Khaled. * EH to engage with the wider forum members and identify the barriers to attending Wider Forum meetings. * EH, as new TEF Chair, to reach out to TEF members to introduce herself, re-establish the interest in members wanting to continue in the forum. * SP to discuss with HEE - how does HEE see us? Could each TEF role have a specific person contact, a ‘guide’ to useful meetings to attend? * SP to collate list of HEE contacts/mentors for TEF members to liaise with/invite to future TEF meetings. * LM & MC will be meeting with Vicky Jones to discuss key issues regarding training, who’s who in HEE document for website/newsletter etc. * LM to create doodle poll to organise social celebration of 1 year of TEF * EH send out Doodle poll to arrange next TEF meeting and wider forum meeting. |