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

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| Date and time | 10th January 2024 |
| Venue details | **Hybrid:**1. F2F: Don Valley House – Sheffield
2. Virtual: MS Teams
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| In attendance | **Name** | **TEF Role** |
| Sium Ghebru (SG)  | *Chair* |
| Raykal Sim (RS) | *Vice Chair* |
| Susan Stokes (SS) | *Secretary* |
| William Sapwell (WS) | *(Employers Lead)* |
| Waqas Din (WD) | *Quality Lead* |
| Laura Naish (LN) | *EDI Lead* |
| Jessie Tebbutt (JT) | *Comms and engagement lead* |
| Eman Hassanin (EH) | *West Locality Lead* |
| Ugochukwu Uzondu (UU) | *South Locality Lead* |
| Varun Sarodaya (VS) | *North/East Locality Lead* |
| Sara Khalid (SK) | *Wellbeing & Support Lead* |
| **External Speakers** |
| **Name** | **Role** |
| Lindsay McLoughlin | Program Manager within Professional Support  |
| Apologies | * Chioma Maduka {East Locality Lead (deputy)}
* Michelle Horridge (LTFT lead)
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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees** |
|  | **Actions from last meeting*** + Terms of reference (ToR)
		- Updated ToR has been taken to TEF directorate on 21st December
		- Consensus is to review further in order to reduce significant length of ToR and consider how to divide the ToR into a short version and a Standard Operating Procedure (SOP)
		- Aim is to take back for next TEF directorate meeting on 2nd February but will be prioritised after new TEF recruitment and newsletter
	+ Professional Support representation
	+ TEF have noted that PGDiT and FLP fellows are invited to PSU meetings on ad-hoc basis with no permanent representation
		- Suggested permanent TEF representation on these meetings to Lindsay, she agreed this makes sense especially looking ahead, they have one less fellow
		- Will come back to TEF after Professional support group meeting on 16/17 Jan and will get back to Sium about TEF representation at these meetings moving forwards
	+ Digital passports
		- Roll out is TBC
		- Preyai Mall will be presenting at upcoming wider forum meeting on regional teaching focus groups
	+ Jessie and Susie in contact with Hannah Baird, meeting on 23/1/24 which Susie will attend National study leave working group
	+ Deanery induction project
		- Costings in process, working with Nicola Doddridge (associate dean)
	+ FLP conference is on 12/3/24 and Supported return to training conference 11th June 2024
		- Further discussion later on what TEF can get involved with ? Workshop
	+ New TEF chair has been appointed- Shrita Lakhani - she will be invited to future meetings as part of handover and introduction to TEF
	+ Newsletter
		- Draft will be completed in Jan, aiming to send to trainees in Feb
		- TEF members can send newsletter pieces to Sium but he is on leave for next few weeks so will delegate to another TEF member

**ACTIONS:**1. **Develop TEF workshop for FLP conference**
2. **Establish TEF stand at SuppoRTT conference**
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|  | **Wider Forum Update*** Agenda is now full for February 2024
	+ - Julie Platts will provide a Quality Team Update, Preyai Mall +/- Claire Murphy to update following the conclusion of regional teaching focus group
		- Rammina Yassaie will provide an extended educational focus session on leadership
* May and August agenda filling up with deanery staff keen to speak at TEF and WF events

**ACTIONS:**Nil |
|  | **Newsletter*** Structure is ready but awaiting pieces such as content on TIS, peer mentoring
* Jessie will liaise with Sium around structuring the newsletter
* Sium will send out Sway edit link for members of TEF to familiarise with it, TEF to feel free to add content as needed

**ACTIONS:**1. **SG to share Sway edit link with all TEF committee members**
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|  | **DMT/DEMQ/TEF Directorate update**SG and RS attended DMT and TEF directorate - face to face DMT at Radisson BluDiscussed DMT strategy, discussed half day every other month with full day meeting every few months with a training component using an Action Learning Set approach - possible for TEF to follow that modelALS discussion around LTFT There is a LTFT SOP group in January - inform Sium if you interested in participating as a trainee repJon Cooper and Becky Travis have met with Sium re Study Leave budget concernsOngoing discussion with Willy Pillay and Katie Cobb to reflect on how the dialogue has gone on.Needs to comply with Gold GuideOngoing task to draft business plan for TEF RS reports HOS pairings are making progress – approved in DMT. RS emailing Becky Travis to prompt the senior faculty profile productionSG sending RS profile round to use as template for detail as several people would like to expand on their very basic profiles so far**ACTIONS:**1. **SS to attend LTFT SOP working group**
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|  | **QOTM: TEF engagement plans**What do we see the future of the TEF looking like? TEF to consider budget, cost projections, and to consider , and also consider being creative and ambitious, which may allow room for compromise. “ritzy thinking”* Types of activities
* Approximation of costs
* Be specific: “x number of courses over a particular period”
* Lindsay has offered to cast an impartial eye over our output prior to putting it out to Becky Travis

JT raised whether there’s an opportunity for TEF to be more explicit with what we do. How do we prove what we do? Newsletter is generally well engaged with. What we do is very subtle so it is worth having a section in the newsletter that lists work we are currently engaged in / meetings where we’ve represented trainees.What can the TEF change for the year to increase comms/physical engagement. How do we make our work felt at seen by trainee body? Nancy Kline’s 10 principles. Equality, Listening.* + WD – presence at Trust Inductions, at regional teaching, demonstrate the link we have with the deanery ie at the most senior level – senior faculty to talk about TEF to lend us validity. Social media is trickier – probably the more you post the more people follow you.
	+ EH – grand round, more presence on the website
	+ SK – induction, padlets eg PACES padlets very well-received.
	+ RS – facetime with senior deanery, polls on socials, WF members to make mini videos to share positive thoughts about TEF. Posters in hospitals and mess rooms. Resources we can send out and play our video – sustainable way of doing this. Presence at conferences, regional teaching.
	+ VS – if an email comes from TPD trainees take it more seriously, eg for advertising upcoming TEF posts. WhatsApp signposting business account with pinned links. Personal examples of something that was raised, escalated, and was sorted out by TEF – testimonies.
	+ SS – presence at the main trainee contact points eg inductions, grand round, etc, and at any meeting where there will be trainees that we are attending, to contact the chair and ask if we can have 5 min to talk about the TEF at the start. If we get funding then fund spaces or pop ups with wellbeing kits, fund wellbeing sessions, be associated with positive things in the hospitals. E.g. leaving branded takeaway coffee cups or water bottles around the hospital in staff spaces with our branding and a ‘take me’ sticker! Could link in with a treasure hunt on social media. Funding to create a video.
	+ JT – telling people about us! Raising awareness in everyday conversations. Showing up at the hospital messes with our stuff. Understanding who are we not attracting and why.
	+ UU – Importance of the deanery faculty reinforcing the importance of TEF with departments. Turn up at regional teaching – but there being a mandate for departments to let TEF know when teaching sessions are.
	+ Lindsay McLoughlin – how does the deanery think we are doing? – limitations around social media. Increase triangulation between NEY and TEF socials. App? eg utilizing health toolbox. Quarterly video instead of newsletter. Shoutouts at professional skills courses. Posters with QR codes. Anonymous jamboards to raise issues. Embedding awareness at the point of onboarding.
	+ LN – utilizing WF members at their inductions/meetings. Videos are great but in person best.
	+ WS – locality leads to be present to increase F2F media. Repetition is key in social media. Providing Jessie with lots of you said we did material to allow for 2 posts a day.
	+ SG – regional events where there will be a lot of engagement eg running a workshop at the FLP workshop will bring together a group of trainees that have an interest in trainee experience. Goal for F2F WF meetings at PG Med Centres, funded lunches/drinks. Collaboration with other regions eg NE TEF. Securing funding for TEF to travel to conferences.
	+ General discussion:
		- inviting Qs from trainees to take to DMT meetings, then posting the Qs and replies to social media. Eg “question of the month”. Build a question bank. Use the wider forum to generate questions but also for succession planning.
		- Importance of accessible question port for TEF to take forward.
		- More reinforcement of repetition, but importance of working in parallel with other groups eg BMA, JDF
		- Feeling that this warrants another meeting to prioritise these and discuss how we take these forward.
		- Use of blackboard?
		- Use of health toolbox? (This is different from Staff Passport)
		- Create a regional teaching/event table that we populate as members of TEF.

**ACTIONS:**1. **Discuss aims and values in next meetings**
2. **JT, SG, EH to discuss moving engagement forward**
3. **SG start putting together a business plan**
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|  | **Team Updates:**Employers: * Mid Yorks: MAST – threatening disciplinary action to med regs despite not giving them access to the platform. Strong letter written.
* WS will be stepping down from TEF at some point
* Presenting at Sheffield Teaching Hospitals JDF – SG and SK to consider attending to observe

EDI:* Reverse mentoring workshop went well
* Unsure what is happening with IMG handbook

Wellbeing:* Katie Cobb has contacted Sara about linking up with Kevin Simms in Sheffield re running workshops although non-specific outcome as yet. To keep lines of communication open.
* Consider presenting in the monthly grand round (1-2 on Tuesdays) about wellbeing

West:* Quiet. JDF this week but EH will be on nights so will be unable to attend.
* Civility Saves Lives will be discussed at JDF this week – wondering if WD is part of this. SG and SS would be keen to attend

South:* Some interesting responses to UU’s survey
* Consider discussing the results at the next meeting
* Consider taking qualitative themes to Quality

East* Varun Sarodaya representing East – first meeting today

Comms:* Recruitment materials are all ready to go, just need to confirm dates
* All advertising materials ready to start going out

Quality:* meeting with Jon Hossain on 1st Feb. WD doesn’t have DEMQ invite for 31st Jan yet – SG to see if he can forward.

**Recruitment**: current proposed timelines very tight. Next TEF meeting due on 14th Feb. Plan to push application deadline to 7th Feb to give us the opportunity to review the applications and offer posts out and invite people to the meeting on 14th Feb. Make form live at the end of the week – unable to upload from DVH and share today due to internet issues.**ACTIONS:****Nil**  |
|  | **Professional Support in YH – an update**Devolved to Trusts, bolstered by deanery.Suite of support available to doctors and dentists:* Coaching - Upskilling faculty in coaching conversations.
* Professional skills
* SuppoRTT
* IMGs
* Careers
* Counselling
* ND - support and policy being developed
* Faculty development

Trainees can self-refer. Inbox triaged by Lindsay and Kathryn and signposted to available resources. Bimonthly Professional Support Meetings where policy is developed. Trainee representation(!)Looking to TEF for ways for PS to be seen as less punitive, and also how to communicate and engage with trainees better. We can take this forward to WF meeting.Lunchtime speaker series to talk about their experiences of being ND.Lindsay happy to be a critical friend and provide an insider view. There will be standard criteria for people to be forwarded for assessment (as per COPMED criteria) but LM reports there will also be an element of case by case assessments to avoid only addressing trainees when they have already failed. **ACTIONS:**1. **Lindsay McLoughlin to update if PSU agree with having a TEF rep in the meetings**
2. **Send presentation to SG**
3. **PSU faculty page to be included in TEF newsletter**
4. **Invitation to attend May WF to present on PSU**
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| Action Log |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | Take forward ideas from QOTM for long term engagement strategy | JT/SG/EH/WD |
| **2** | Develop TEF business case for budget | SG |
| **3** | Complete newsletter for draft submission by end of January | SG/JT/SK |
| **4** | Complete TEF Recruitment for WF lead, EDI co-lead, Employers Lead and LTFT deputy | All |
| **5** | Establish if TEF member can sit on PSU Bimonthly – which TEF member to sit on bimonthly yet to be decided | SG to liaise with Lindsay McLoughlin  |
| **6.**  | Attend LTHT SOP working group | SS |
| **7.** | Attend national study leave working group | SS/JT (to alternate) |
| **8.** | Develop possible TEF workshop for FLP conference | SG |
| **9.** | Establish TEF stand at SuppoRTT conference | SS/SG |
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| Date of next meeting | 14th February 2024 |
| Completed by | Susan Stokes |
| Confirmed by | Sium Ghebru |