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

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| Date and time | 13/03/24  09:00 – 12:00 | |
| Venue details | **F2F & Virtual**   1. F2F – Blenheim House, Leeds 2. Virtual: MS Teams | |
| In attendance | **Name** | **TEF Role** |
| Sium Ghebru | *Chair* |
| Waqas Din | *Quality Lead* |
| Sarah Longwell | *LTFT Lead* |
| Theresa Ugalahi | *EDI co-lead* |
| Laura Naish | *EDI co-lead* |
| Sophina Mahmood | *Employers Lead* |
| Ugo Uzondu | *South Locality Lead* |
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| **External Speakers** | |
| **Name** | **Role** |
| Andrew Brennan | Associate dean for Specialty Training Programme |
| Apologies | Susie Stokes, Jessie Tebbutt, Sara Khalid, Eman Hassanin, Chioma Maduka, Raykal Sim, Sindhu Pavuluri | |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees** |
|  | **Actions from Previous Meetings**  1. Regional teaching update from Preyai Mall and Claire Murphy has been rescheduled (TBC) due to unavailability of speaker   1. Question of the month – 6 questions have been collated and this will be posed to Jon Cooper in April TEF directorate. 2. Wider forum agenda for May is full –    1. James Spencer (Dental PG Dean) will deliver a talk on dental training.    2. Liz Stonnell (AD for Neurodiversity) and Lindsey McLoughlin ( (programme support for LSFD) will deliver a session on ND    3. Helen Cattermole (Primary care AD) will deliver a session on enhanced generalist training    4. Suzy Stirling (Associate dean for LSFD) will provide the educational session 3. EDUCON not happening this year, will likely recommence in 2025 4. Day in the life of a trainee – no volunteer yet for this. AB raised the thought that it maybe difficult for trainees to film within clinical environment 5. Mental health week – successful campaign by SK via post on Instagram page and highlighting mental health support available for trainees following the allocation for FY doctors 6. Future leaders conference – this has been completed and went really well. The workshop was engaging according to SL – especially in terms of focusing on good things about training. There was also a lot of trainees from different specialities in attendance.   WD feedback that there was a lot of important questions tackled in the workshop. Ugo said the TEF workshop was really good and hoped that this will be ongoing to propagate TEF among trainees.   1. Deanery induction- the plan is to provide induction to people joining the deanery (trainees), SG also said that a lot of people are also working on this including professional support, Tim Williams working on ARCP as well as LMc working on improving support in the deanery. AB spoke about an FLP in the next cohort who will focus on ARCP and deanery induction- this will commence from August 2024. SL wondered if flexible working or LTFT can feature in the proposed videos that TEF intends to make, SG thinks this is something to think about for the future as this was one of the questions often asked in the TEF workshop. WD talked about including Fiona Bishop/Susy Stirling to talk about FLP as well to raise the profile of what the FLP is. 2. Due to have a vote on role extension for TEF executive -   **Actions:**   1. **Re-invite Preyai for regional teaching feedback in April** 2. **SG to link in with JP regarding NETS and NTS surveys presentation** 3. **SG will send out the Padlet to TEF exec for the question of the month.** 4. **TEF workshop to continue to think how TEF will be relevant and more engaging through such activities as workshops. A full presentation will be delivered in next month** |
|  | Directorate Update DMT update  -EDUCON postponed  -Concerns regarding burn-out among faculty and trainees – also the fact that administrators within then HEE being laid off.  - The impact of this on trainee operations would potentially be huge and negative.  -SG, JT and SS were present on study leave workshop at DMT Feb 2024 and have discussed about the impact of this on study leave applications.  - Workshop on trainee morale in April – SG will like expression of interests from executive members. AB states that this is focusing on post industrial action.  PSU update  Plan for their TEF presence in this meeting – SK or SS will attend the meetings- SG is however offering out the opportunity to all members of the TEF to attend if they’re interested  Directorate update  -No new directorate meeting since the last TEF meeting  Directorate update  -No new DEMQ meeting since the last TEF meeting  **Actions:**  **TEF members to be invited for DMT in April 24th to attend workshop on trainee morale** |
|  | Presentation from Andrew Brennan Discussed his journey to becoming an Associate dean, His roles and challenges whilst in the role.  In his talk, exception report was a tool that AB highlighted that can be used to improve training conditions.  SM spoke about dental trainees not being aware of exception reporting and what can be done to increase awareness, AB says this will be dependent on the GSW in the region but agreed additional work is needed  Julie Platts (Senior Quality lead) is interested in exploring work around highlighting exception reporting for missed training opportunities. WD happy to link in from a Quality perspective  [Presentation Slides](https://nhs-my.sharepoint.com/:p:/r/personal/sium_ghebru2_nhs_net/Documents/Attachments/TEF%20meeting%2013March24.pptx?d=w87535c83a395490ebca9c1d55ae15f02&csf=1&web=1&e=ufbVPf) ActionsWD and SM to look at exception reporting for missed training opportunities as this is needed to evidence any difficulty with training across the region. |
|  | QOTM - New members impression of TEF SG proposed the question regarding the TEF effectiveness and the influence on training within the deanery of was posed to the new team member.  This will support having a shared vision for TEF moving forward.  The Mission statement from the terms of reference was discussed and questions posed- how accurate is the mission statement and what are the new members thoughts regarding TEF? Sophina: Nice mission statement. Dentistry is behind medicine in terms of support for trainees and LTFT. SG noted that the new chair is a dentist and there is a lot more recent awareness and engagement from dentists as well, however enquired what were the barriers for trainee engagement. Sophina not sure if TEF is widely known among dentist trainees. In terms of support – not sure this is clear to trainees that support can be provided from TEF. SG spoke about sending out emails to all trainees but that this may not be something trainees engage with adequately.  Sarah L  Spoke about influential in the mission statement as a key word for her – feels that this speaks to TEF being able to provide changes and support (which is key to trainee engagement). Thinks this makes the TEF stands out and should hopefully be a point of call for all trainees. She was also not aware of TEF until while looking at FLP posts. Also suggests getting the word out as much as possible and that changes can be made through TEF.  Theresa:  It is necessary for the forum to think about the core value of TEF and ensure that members try to promote this as a priority. Suggested linking in with JDF or guardian of safe working across regions to ensure that TEF is more visible and engaging with trainees across the region. The purpose of the trainee forum: SG and WD had discussed with deputy postgraduate deans regarding the role of TEF – North East TEF is a trainee engagement forum mainly, however this is not the vision for the YH TEF. TEF in the YH has been able to engage in QI, be in deanery decision making meetings and also potentially contribute to national policy.  WD talked about possible representation in JDF and also if this can be managed in collaboration with the Trust to get feedback (on TEF) from these forums as well as show TEF influence. SG mentioned that being present in Trust and JDF is a good way to engage with trainees. WD asked if this can be embedded in our role for TEF.  Ugo said that all TEF members deserve some appreciation for taking time to engage with TEF, he also reflected on the fact that TEF is established and there is a need to recognise there is power in TEF. Key tasks will be to get out comms to advertise TEF and to do this strategically for example focus on one region at a time. Perhaps presentation at inductions and linking in with leaders within the region regarding TEF.  SG said the difficulty of being present in events is due to difficulty in finding out the dates for events across the region. SL mentioned that there is an upcoming junior doctors and appreciation awards in Leeds and if TEF will like to be present in this. LN suggests we can work with the wider forum to find out what is happening across specialities or regions as the WF has a lot more reach than the executives. Actions:SL will find out about the Junior doctor’s award happening in LTHT and if TEF can be present.Everyone should identify inductions or trainee events happening in the region. This will be sent to SG and then will be populated on a google doc and this will determine how executives engage and make changes across the region.-Mentimeter can be opened during the WF by SG in May for people to mention meetings dates in their locality. |
|  | DEMEC report –  The report is about the TEF’s attendance at Developing Excellence in Medical Education Conference (DEMEC) 4-5th December.  Full report is attached here – [DEMEC Report](https://nhs-my.sharepoint.com/:w:/r/personal/sium_ghebru2_nhs_net/Documents/TEF%20Folder/DEMEC%20Conference%20Report%202023.docx?d=w3500f799b810485189241aeb966c5a8c&csf=1&web=1&e=OXBiJC)  RS authored the report but could not present at this meeting.  SG discussed the findings.  Keynote speakers were discussed and the value of their presentation. Breakout sessions were written up by individual TEF members.  Key Takeaways and Insights:   * Representation: The conference lacked significant representation from clinical trainees, who might have benefited from the experience. * Focus: Many sessions appeared promotional, focusing on national policy or data collection rather than daily clinical education and training. * Desired Experience: The attendee expected a more "academic" focus with takeaways applicable to their clinical and academic role.   Recommendations for Improvement:   * Diversity and Inclusion: Increase attendee diversity by actively inviting students, trainees, and SAS colleagues to participate. * Engagement: Foster attendee curiosity and inspire new ideas by incorporating diverse voices into discussions. * Feedback: Implement strategies to gather feedback from a wider range of attendees. * Poster Presentations: Enhance poster recognition by providing easy access to digital versions and exploring interactive display options. * Early Career Engagement: Encourage senior leaders to engage and mentor early career doctors at conferences. * Follow-up: Implement a follow-up system to assess the conference's impact and gather new perspectives.   SG added that the time spent together as a unit of trainees and faculty from YH in the DEMEC was limited. For future DEMEC, it would be recommended to have a workshop alongside with senior deanery members for 2025. This would encourage stronger collaboration between trainees and the senior deanery team. Action:Organise a workshop in 2025 to include one or more AD or PG to be part of the workshop.Discussion about future conference attendance to be deferred to next meeting when there are more attendees |
|  | Voting for TEF recruitment    Current TEF recruitment is ad-hoc when vacancies occur.  The Proposal is to have set recruitment windows for TEF roles. The proposed date is August 2024 and will be prepared in time for Shrita Lakhani’s take over as chair.  This will lead to extension of TEF roles for UU and CM in order to fill the gap until August 2024.  Vote was taken with quorum of 7 voting members. Unanimously passed. Action:Next TEF recruitment to take place in August 2024 and to occur annually unless exceptional circumstances. Roles that have begun outside of August to be rolled over. |
|  | Updated terms of reference Updated Terms of Reference and SOP discussed and voted on approval.  Unanimously passed Action:SG to take to the next directorate meeting as agreed by the members of the team through a vote. |
|  | Teams updateQuality – WD: Working on the escalation (infographic) plan and this will be sent in at the end of the month. This will help to signpost trainees to where they can get support. Employers – SM: SM has received handover from predecessor and also hopes to be involved in the JDF in her region. Also hoped to attend the next Deanery Employers Engagement Forum (DEEF) on 23rd April. Will be attending the SOP development and delivery group in conjunction with SS LTFT – SL: Yet to have a handover so she can pick up on the current situation. Also yet to be added to the LTFT WhatsApp group. Early plans is to spread out word among doctors in Leeds regarding LTFT. South Locality Lead – UU: Has been able to sort out the LTFT issues in his locality - a barrier according to the Deanery for denying the application was that the application was made than less that 16 weeks – This is regarding an issue that arose when a trainee applied for LTFT due to childcare issues, and this was denied. Ugo highlighted that some other trainees are also experiencing a negative training environment within a particular practice, and he is wondering how TEF can support this. This difficulty concerns a TPD within that practise. EDI leads – LN & TU: Waiting to receive handover from Donnar Ejiofor (previous EDI lead).  WD to help support this.  This is also LN’s final TEF meeting and will be replaced by Zehra Naqvi from now on.  The TEF collectively wish LN the best for the future and will miss her contribution Action:WD to complete a raising concerns infographic by the end of MarchSL to join LTFT whatsapp groupUU to notify SG about employment issue affecting South Yorkshire PGDiT – SG will review if further action is requiredTU to receive EDI handoverSG to liaise with new members of TEF to aid handover |
|  | AOB - Team building exercise has been postponed for today. |

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| Action Log | | |
| **Item** | **Action** | **Allocated person(s)** |
| 1. | Re-invite Preyai for regional teaching feedback in April | SG |
| 2. | SG to link in with JP regarding NETS and NTS surveys presentation | SG |
| 3. | SG will send out the Padlet to TEF exec for the question of the month. | SG |
| 4. | TEF workshop to continue to think how TEF will be relevant and more engaging through such activities as workshops.  A full presentation will be delivered in next month | All |
| 5. | TEF members to be invited for DMT in April 24th to attend workshop on trainee morale | All |
| 6. | WD and SM to look at exception reporting for missed training opportunities as this is needed to evidence any difficulty with training across the region. | WD, SM |
| 7. | SL will find out about the Junior doctor’s award happening in LTHT and if TEF can be present. | SL |
| 8. | Everyone should identify inductions or trainee events happening in the region. This will be sent to SG and then will be populated on a google doc and this will determine how executives engage and make changes across the region. | All |
| 9. | Mentimeter can be opened during the WF by SG in May for people to mention meetings dates in their locality. | SG |
| 10. | Organise a DEMEC workshop in 2025 to include one or more faculty members to be part of the workshop. | All + AB |
| 11. | Discussion about future conference attendance to be deferred to next meeting when there are more attendees | All |
| 12. | Next TEF recruitment to take place in August 2024 and to occur annually unless exceptional circumstances. Roles that have begun outside of August to be rolled over. | SG |
| 13. | SG to take ToR and SOP to the next directorate meeting as agreed by the members of the team through a vote. | SG |
| 14. | WD to complete a raising concerns infographic by the end of March | WD |
| 15. | SL to join LTFT whatsapp group | SL |
| 16. | UU to notify SG about employment issue affecting South Yorkshire PGDiT – SG will review if further action is required | UU |
| 17. | TU to receive EDI handover | TU/LN |
| 18. | SG to liaise with new members of TEF to aid handover | SG |
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| Continued from previous meetings | | |
| 19. | Day in the life VLOG invitation to TEF/WF | ALL |
| 20. | EH to speak at March Paeds Induction and advertise TEF | EH |

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| Date of next meeting | 10/4/2024 – 0900-1200 (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) ) |
| Completed by | Theresa Ugalahi |
| Confirmed by | Sium Ghebru |