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

**Minutes of Meeting**

**Date:** **10/05/23**

**Venue: Online – MS Teams**

**Time: 0900-1200**

**Attendees invited (attended** ☑**):**

☑ Emma Howe (EH) (Chair) ☑ Charlotte Chuter (CC) (Wider Forum Lead)

☑ Raykal Sim (RS) (Vice Chair) ☑ Roxanne Cottrell (RC) (East Locality Lead)

☐ Susan Stokes (SES) (Secretary) ☑ Ugochukwu Uzondu (UU)(South Locality Lead)

☑ Michelle Horridge (MH) (LTFT Lead) ☑ Emann Hassanin (EmH) (West Locality Lead)

☑ Waqas Din (WD) (Quality Lead) ☑ Sara Khalid (SK) (Wellbeing & Support Lead)

☑ Donnar Ejiofor (DE) (EDI Lead) ☐ Jessie Tebbutt (JT)(Comms & Engagement Lead)

☐ Laura Naish (LN) (EDI Lead) ☐ William Sapwell (WS) (Employers Lead)

**Apologies: SS, LN, JT,**

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| **Welcome**  **Introductions of old and new members, apologies**  Members shared what has gone well for them this past week  **ITEM**  Review of last meeting  Everyone should have checked that can get onto Canva  SK cannot so EH will kindly resend link  DE and LN have shared calendar of key dates with JT  SES has let EH know who HoS of Dentistry is  EH has fedback comments re ARCP at last meeting: Discussion following ARCP can be useful, but ongoing communication and support prior to this was a bigger priority for many TEF members.  **Action point**:  EH to send document with HoS allocation and draft email to all  DE and LN to share dates and stories for TEF twitter with JT  **ITEM**  DMT/DEMQ Update  Kelly Rothery to demonstrate blackboard functionality later in the meeting and will help inform us as to whether it could be a better place to keep TEF resources  Soraya Mayet (Humber Teaching NHS foundation trust) reported that feedback about teaching and training in her trust was good. Opportunity to present at Wider Forum? Or piece in Newsletter?  National Training Surgery and NETS survey to present at WF meeting in August  GMC will run an engagement session at September’s meeting. Julie to send across more details.  **Action point**:  EH to look at celebrating Humber trainee satisfaction ? Soraya Mayet to speak at upcoming WF meeting  EH to pass on details from Julie re: GMC session  **ITEM**  Exploring the TEF Roles and Projects  DE and LN will focus on highlighting the stories of marginalised trainees  DE is reverse-mentoring, updating IMG handbook, and using specific dates to raise awareness  EH suggests that there could be a piece in the newsletter for these stories  UU has been increasing awareness of TEF, signposting HEE resources, and networking with representatives from other organisations  UU notes benefit of face-to-face activities to connect TEF members  SK and RC report on difficulties obtaining professional leave and balance with work pressures  SK utilising social media to advertise resources however consider using website with link to pallet as easier to edit and update  CC discusses identifying needs of wider forum and plan to improve educational component of wider forum meetings-leadership workshops, trainee presentations on QI, improving training, OOP, LTFT, etc.  RC recognises issues with missed training opportunities in the East Region and need to support trainees with exception reporting  EH’s key responsibilities include: to support TEF members, secretarial tasks, regular meetings with Jon Cooper (PGD) and Katie Cobb (Senior business manager), project oversight, TEF business plan, agenda planning TEF & WF  EH has developed business plan and making projects more visible  EH it is difficult to connect with larger number of trainees and hopes that locality drop-in sessions will help with this  RS highlights key interests: securing funding for Kings Fund conference, support for IMGs, mentoring programme between TEF and senior deanery, improve visibility of trainees rights to rest facilities, study budgets, etc.  MH notes support from HEE on LTFT but wants to problem solve issues between trainees and local administration  EH reports that CC (YH Trainee) Is looking at developing a LTFT passport and would like to meet TEF  WD include leadership and management training into curriculum, especially for senior registrars  EH WD could also look to assess quality of TEF projects?  EmH wants to improve understanding of TEF, develop drop-in session, advertise at induction sessions  **Action point**: DE ask Dr. Hannah Brown, GP trainee, to speak at WF meeting  DE to share info on May 17th: International Day against Homophobia, Biphobia, and Transphobia on TEF twitter account  SK to discuss with EH about utilising website  CC to develop list of speakers for wider forum  MH will create family-friendly LTFT meet up and/or LTFT day where main issues are addressed among stakeholders  **ITEM**  Blackboard Training  Claire Murphy Associate Dean attending to hear trainee perspectives on BB  Kelly Rothery discusses functionality of blackboard using “TEF” course  3 components: 1. Blackboard learn: where accounts stored and access teaching  2. Blackboard help: enroll in courses and access certificates  3. Blackboard collaborate: call conferencing  Some benefits: can use blackboard learn to get real-time updated information, can use to send message or announcement, recordings are saved there indefinitely, you are required to be “facilitator” to upload documents but only need to be part of the course to access files  However, given that it is another tool that trainees would need to become familiar with, decision to wait before completely switching from Sharepoint.  Is there a focus group for trainees to offer suggestions to those developing these tools? Claire Murphy reports that there is a regional teaching steering group that is open to feedback. EH is a rep.  Any feedback or queries on blackboard to Kelly: regionalteaching.yh@hee.nhs.uk  **Action point**:  EH to trial sending messages through blackboard  Regional Teaching Steering Group develop questionnaire for trainees on regional teaching  **ACTIONS SUMMARY**   * ALL update Padlet with projects and tasks * EH to send HoS allocation and draft email to all * DE and LN to share dates, including May 17th, and stories for TEF twitter with JT * EH to arrange for Soraya Mayet to speak at upcoming WF meeting * EH to pass on details from Julie re: GMC sessions * DE ask Dr. Hannah Brown, GP trainee to speak at WF * SK to discuss with EH about utilising website to advertise resources better * CC to develop list of speakers for WF educational element * MH to create family-friendly LTFT meet up and/or LTFT day with key stakeholders * EH to message through blackboard and begin movement across from Sharepoint * Regional Teaching Steering Group will develop questionnaire for trainees   Next Meeting is June 13th 1-4pm |