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

**Minutes of Meeting**

**Date:** **11/10/23**

**Venue:** **Online – MS Teams**

**Time:**  **0900-1200**

**Attendees invited (attended** [x] **):**

[x]  **Sium Ghebru (Chair)** [x]  **Charlotte Chuter (Wider Forum Lead)**

[ ] Raykal Sim (Vice Chair) [x]  **Chioma Maduka (East Locality Lead)**

[x]  **Susan Stokes (Secretary)** [x]  **Ugochukwu Uzondu (South Locality Lead)**

[x]  **William Sapwell (Employers Lead)** [x]  **Eman Hassanin (West Locality Lead)**

[x]  **Waqas Din (Quality Lead)** [ ] Sara Khalid (Wellbeing & Support Lead)

[x]  **Donnar Ejiofor (EDI Lead)** [ ] Jessie Tebbutt (Comms & Engagement Lead)

[x]  **Laura Naish (EDI Lead)** [ ] Michelle Horridge (LTFT Lead)

**Apologies: RS, JT, SK**

**Other attendees:**

**Claire Murphy (Associate Dean with remit for reviewing Regional Teaching)**

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| **Welcome****Introductions, apologies****“Moment of Joy” breakout rooms****ITEM: Previous agenda review*** There was low turnout (3/14) for TEF September – reasons for this are varied but one theme is difficulty obtaining professional leave. Th will be reviewed as part of the TOR review, as we are aware there have been some difficulties in members having leave approved to attend.
* WD looking into getting a regional induction schedule for TEF advertisement
* WD to explore scope of ES training in upcoming meeting with Medical Education team in Mid Yorks
* November WF agenda discussed:
	+ Becky Travis confirmed for to speak at Nov WF
	+ GMC booked in for repeat of TEF September Q&A during Nov WF (dentists will have the opportunity to leave before this)

**Action point**: SG/RS to discuss professional leave at upcoming TEF directorate meeting 13/10/23. Relevant members to feed back at next meeting**ITEM: Team Updates*** CC (WF lead): WF – issues raised around 5 days study leave being granted, as well as trainees not getting enough endoscopy raised at last meeting. Maya Navari (AD) will be coming in to address some of these issues at the next WF. Rammina Yassaie will be speaking at the next WF, Susy Stirling in May WF.
* WD (Quality): mid-Yorks was made a teaching hospital in May. It is keen to develop a robust teaching structure. Plan to send an email re NETS from trainees to trainees, also incorporating an advert for TEF. Getting all induction dates for mid-Yorkshire so we can advertise TEF – either one of the TEF or one of the WF. WD is meeting with Julie Platts next week and James Tomlinson (Quality Lead) to discuss how he can best utilise us.
* WS (Employers Lead) : attended SOP meeting 27/9/23.
	+ SOP event – topics discussed – shifting the burden of arranging ARCP to deanery when people are going on parental leave. Trying to remove barriers to people accelerating their training. Deanery trying to audit and improve the process of training numbers/placements.
	+ SG attending the Deanery Employers Engagement Forum (DEEF) on 19th October on WS’ behalf
* UU (South Locality): survey sent out to different educational departments, anticipated results would be available in September, but the admin team forgot to send out the survey link. This has now been sent out and Ugo will feed back the data to the TEF when he receives it.
* EH( West Locality): waiting for updates about regional teaching for ST6+ in paeds. Has had contact from an FY3 who is keen to improve teaching for FY2s in clinical skills. He has now had a meeting with LTHT Chief Registrar Katie Summers. EH has invited the trainee to the WF.
* LN and ED (EDI co-leads): IMG handbook – about to go live. Both doing work on reverse mentoring.
* SG presented on behalf of absent members
	+ SK (Wellbeing): SG has linked SK with Katie Cobb re arranging workplace wellbeing sessions for trainees.
	+ JT (comms & engagement): Comms team posting on social media nearly every day. JT has redesigned the website, which has had great feedback.

**Action point**: Ongoing work by members – to update the team at the next meeting**ITEM Meetings Attended and Meetings Upcoming*** SG attended regional teaching bi-annual sharing event on 5/10/23 - productive, managed to discuss TEF at the meeting and covered:
	+ SPRinT (Specialised Paediatric Regional Innovative Training) program for paediatrics discussed.
	+ Pathology Showcase displayed different ways of using Blackboard which we could consider employing for TEF.
	+ Potential speakers identified: James Tibbott (O&G simulation) and James Storey, Bob Klaber (Leadership), Matt Rollins (Innovation), Taj Hassan
* SG had meeting with current NE TEF Chair (Toby James) for ideas exchange. Whilst they’re called the TEF, their structure is a lot smaller. It became clear at the meeting that they are not comparable structures; NE tend to devolve forums within the TEF eg separate EDI forum, separate LTFT forum, etc, and use their TEF as a forum for trainees to bring employment and training related issues to – much like the blue sky segment of our WF meetings. SG to attend their next meeting on 24th Nov to gain further perspective.
* Upcoming Meeting SG is attending – NHS England National Study Leave Stakeholder Engagement event 16/10/2023
* Induction spot for school of surgery on 20/10/23 - WD +/- additional members (SG possible) to give a TEF talk?
* Harrogate doctors in training forum on 1/11/23 - is anyone free to give a TEF talk?
* List of upcoming meetings that SF is attending:
	+ TEF directorate - 13th October, 16th October - DME/HoS, 16th October PM - Study leave working group, 19th October - DEEF

**Action point**: ALL to email SG re comments on SL to take to the working group meetingTEF members to let SG know if they are able to represent the TEF at any of these meetings.SG to observe North East TEF on 24th November**ITEM Question of the Month: How do we best use the wider forum?*** Increasing number of applicants to WF has led to thoughts about best to utilise the WF and whether we can expand the use of the WF?
* Currently, the WF is a place for trainees to bring their issues and for TEF to pass up any shared issues/issues that come up repeatedly.
* Questions proposed:
	+ Are there any projects that we can get people involved in? Does NHSE have any QI projects we can refer people to?
	+ If trainees bring projects to us, can we advertise them?
	+ Can we put local trainees in touch with one another?
	+ Can we signpost trainees to our contacts within the deanery and oversee projects for trainees according to our roles?
* ED has had contact from trainees looking to get involved in EDI roles – the more the TEF put ourselves out there the more people are likely to be inspired to get in touch.
* WD - Could each member of the TEF develop an idea for a project that we can present to the WF and invite involvement?
* WS - Taking role of representatives seriously – robust evidence shows very little political influence happens online
	+ Before attending meetings, try to gather thoughts of colleagues, invite colleagues to meetings
* WF membership vs Representatives – possible direction could be to expand on the WF 40 that Emma Howe (previous Chair of TEF) and Katie Cobb (senior business manager in NHSE) worked on?
* CV requirement could be deterrent to potential new members.
* Consider development of an entry form (Microsoft/Google Forms) rather than a CV, incorporating a space for GMC/GDC number in order to verify members.
* 2 minute video/chat suggested
	+ Must consider accessibility from an EDI point of view – 2 min videos suggested but some concern that this will put off introverts/those at risk of overwhelm.
* If CV is to differentiate between people in order to ensure cover within a department, this should really be the responsibility of the trainee members within the department to agree
* Working group development to work on the Terms of Reference to explore this further: SG, WD, SS, CC.

**Action point**: Arrange working group meeting SG/WD/SS/CC to discuss reforms to WFLink interested trainees up with ongoing projects we are aware of (eg if teaching interest can link up with Claire Murphy etc)**ITEM Regional Teaching – Claire Murphy (AD)*** Looking at regional teaching across the board
* Y&H are scoring lower on NETS for regional teaching than other regions – why is this? Quality? Access? Opportunities?
* Greatest gap is on sim opportunities.
* Priya has reached out to Schools for initial data collection of available teaching but has had limited responses
* Themes that have come out of focus groups so far: trainer engagement, mostly online, variations in regularity, trainee involvement in organisation, split region/whole region/supra-regional (e.g. paediatric surgery), attendance/barriers to access.
* There is some emergence of national teaching programmes.
* Focus groups have been set up to hear trainee experiences
	+ Currently, approximately 90 trainees are signed up

TEF comments:* Regional teaching needs to be directed by the deanery and removing the burden from trainees to book time from clinics
* Issues around infantilisation of trainees
* Need to invest in teaching that makes trainees feel valued
* Using universities that are linked to Trusts for venues/academics
* Needs to be an offer for face to face training and must be sustainable/easy to get to
	+ Face to face teaching is often at places that require a car to get there which is expensive and not environmentally friendly.
* Trainer availability limited by NHS pressures – needs to be provided/protected by the deanery
* Issues with paeds training for senior trainees – fellow has been appointed to help develop this training, issues with SPRinT comms.
* Teaching scheduling should bypass the trainee – trainees shouldn’t have to book, it should just be in calendar.
* How do you recruit teachers? Is there any incentive to trainers? Is there any money ringfenced for SPA time for consultants for supervision/training activities. Suspect overwhelmed by clinical work.
* Why are TPDs/departments not taking this work on?

**Action point**: TEF members to attend Claire Murphy’s Focus GroupsClaire Murphy has been invited to speak at future WF event once themes/data obtained from FOcus Groups. **ITEM Terms of Reference (ToR)*** ToR due for annual review and renewal – target for release is December 2023
	+ Later date will help future Chairs settle into role before adapting ToR
* Replacing HEE and replacing with NHSE WT&E
* “Consider local employment issues and concerns” - should the language be different?
* 4.12 pertaining to Professional Leave. Members of TEF have expressed concern that TPD/ESs have denied professional leave to attend TEF meetings/perform TFE functions.
* Conversation with Katie Cobb re whether ALM would be useful – as professional leave is Trust based this needs to remain with the ES.
* SG has previously discussed the issue with Andy Brennan (associate dean) and generated a letter of support to send to TEF members.
	+ The issue will be brought up again in directorate meeting 13th October .
	+ SG/RS will be present – could the deanery be stronger in encouraging TPD/ES to grant professional leave.
* Difficulties applying for leave when people don’t know their rotas in surgery. Some surgical disciplines still unaware of rotas – and even how long they are in placement
* 4.11.3 tenure whilst on OOPEs outside of Yorkshire
* Notice to leave from TEF – should this be reduced to 2/12?
* TEF have access to Effective Meetings and Structure and Power Dynamics – unable to access via Maxcourse – do we need a TEF category on Maxcourse?

**Action point**: EH to summarise her experience and send any email trail to SG so that he can take it to the directorate meetingWD to email a summary of his awareness of late rotas in surgery to SGSG/RS to attend TEF directorate meetingSG to contact Andrew Wild to get access for TEF members to Maxcourse seminars.SG to discus with RS re language about OOPEs SG to send out annotated TOR and create a draft to take to the directorate meeting in November.**Next Meeting 15/11/23**Next meeting will be a full day face to face at Blenheim House, Duncombe Street, Leeds. Apologies from UU who will be sitting an exam.TEF members who are driving to please let SG/SS/TEF inbox know well in advance so that we can arrange a parking space as these are limited on site.**ACTIONS SUMMARY*** SS to update WDs email on the TEF mailing list
* ALL to email SG with any comments on Study Leave for event on 16th October
* Any TEF members who are able to attend Doncaster surgical induction or Harrogate doctors in training forum to let SG know
* SG/RS to attend TEF directorate meeting 13/10/23 and feed back TEF concerns
* Arrange working group meeting (SG/SS/WD/CC) to discuss Wider Forum membership/roles
* All members to try to attend one of Claire Murphy’s regional teaching focus groups
* EH to email SG re difficulties getting professional leave
* WD to email SG re timetabling issues in surgery
* SG and RS to discuss TEF tenure during OOPEs outside Yorkshire
* ALL to review the highlighted parts of TOR SG will send out, and submit any further comments to SG to take to the directorate meeting in November.
* SG to observe North East TEF on 24th November
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