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

**Minutes of Meeting**

**Date: 19/10/2022**

**Venue: Online – MS Teams**

**Time: 1300-1600**

**Attendees invited (attended ):**

Emma Howe (EH) (Chair)  Roxanne Cottrell (RC) (East Locality Lead)

Sara Page (SP) (Vice Chair)  Ugochukwu Uzond (UU) (South Locality Lead)

Maria Crouch (MC) (Secretary)  Susan Stokes (SS2) (Secretary)

Sanah Sajawal (SS) (West Locality Lead) Lucy McCabe (LM) (Quality Lead)

Laura Naish (LN) (EDI Lead)  Jessie Tebbutt(JT) (Comms&Engagement) Donnar Ejiofor (DE) (EDI lead) Pete Webster (PW) (Academic Lead)

Lauren Harkin (LH) (LTFT Lead) Charlotte Chuter (CC) (Wider forum lead)

William Sapwell (WS)(Employers Lead)  Sara Khalid (SK) (Wellness &Wellbeing lead)

**Apologies: AD, LM, PW, RY, LH**

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| **Welcome**  **Introductions, apologies**  **Introduction of new TEF members to team; we welcome 9 new members to roles within TEF.**  **Review of Action points from last meeting:**  **ITEM**   * New roles of TEF have been allocated to new members. * Teams action log set up to allocate project leads and keep track of projects this is available on teams. Would need to log in to TEAMS app as well as TEAM on internet browser to allow access. Team to test logistics of this as alternative option is all members need HEE email address which HEE IT are not keen for at present. * EH has confirmed with IT regarding access for TEF to teams documents; this needs to be done * Share point folder of guardians safe working and JDF reps. Access will be given to all TEF members. * EH has uploaded EDI handbook to TEF website. * SS has confirmed SDT for foundation and updated on website. * EH has advertised SDT on twitter; will readvertise again. * EH to confirm with Alex about educational charter has started; this needs further review/action as no progression with this. * EH and SP to discuss with Jon Copper about EDI discussions to be included on PDP this needs chasing by SP.   **ITEM DMT/ DEMQ update**   * Becky Travis requested TEF representation at SOP delivery and development representation group meeting (minimum of 2 TEF representatives) * SP highlighted concerns that this work seems repetitive across different schools and are these decisions for across schools/ HEE specific. * Parental guidance created by anaesthetic team 15 page document outlining what to do in pregnancy, maternity leave, wage, what to do by certain deadlines in pregnancy etc. HEE has specified concerns about document as maternity etc is trust level rather than HEE overseen and could cause conflict between HEE and trust offerings for some maternity services. For TEF to decide how to share work, but there will be no liability from HEE.   **Action point**: EH to feedback that aspects of document are really good but trust level documents that TEF know from trust level are adequate and not necessarily a HEE/TEF project. Duplication of other resources available  Please contact EH if would like to volunteer to represent TEF at the SOP meetings and EH will froward your details to Becky Jarvis.  **ITEM: GMC observation of wider forum feedback:**   * TEF is a valuable resource for region; engaging, inclusive and challenges processes. * Allows voice and opinions of trainees to be heard to HEE.   **Areas for development suggested by GMC:**   * distribution of information outside of the forum to wider trainees. * GMC states in term of references that we state to represent all schools within forum however Emergency medicine, ophthalmology, radiology and pathology have no representation. EH has contacted head of schools to encourage trainees to volunteer to wider forum. * Improve dissemination of information to wider trainees; encourage wider forum members contact with trainees and to develop this further. * Improve clarification of the relationship between TEF and wider forums/roles.   **Action point**:..Need further work on clarification of wider forum and to members about role as still not clear regarding relationship and sub roles of wider forum.  New role within TEF is communication lead and wider forum lead who will work on improving dissemination of information and awareness of TEF/wider forum.  **ITEM: Educational item: sustainability within dental training and NHS.  Jenny Girdler.**   * FLP working on sustainability within NHS. * Sustainability lead in future recruitment of roles as net zero is within legislation * Creation of sustainability trainee network locally to share ideas and projects, preventing duplication * Centre of sustainability network (Sus Net)as resources to help with education/support, Short courses provided. https://sustainablehealthcare.org.uk/ * Elearning for health has 3 courses on sustainable health free for trainees to complete. * <https://youtu.be/nIdebt9a_iI> useful video/impactful regarding why sustainability in health care matters. * Other resources; <https://www.youtube.com/watch?v=6T4VIhbmp4c> * <https://sustainablehealthcare.org.uk> * <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4952075/>   Please follow Jenny for more information; @DrJennyGirdler  Continued work with Jenny this year with development/dissemination information about sustainability project and development of network within our region.  **ITEM: IMT concerns**   * IMT trainees have contacted trainee forum email inbox, and similar concerns raised at Wider Forum  1. No allocated clinic training time within the rota. (Felt this is a trust issue rather than HEE overseen). 2. Lack of PACES teaching; gets HEE funded courses but not many run recently. 3. IMT trainees feel that they are high service provision (included theme in exit interview; on going TEF project on exit interview themes). 4. ARCP concerns/dissatisfaction about process with recent change in 2 to 3 year programme and outcome of ARCP. Some trainees felt that certain comments on ARCP documentation were inappropriate/unprofessional. TEF advised to escalate the specific concerns to higher members within school/faculty.  * SK expressed recent good experience at Leeds with attending clinics and how to organise. Expressed lots resources on blackboard but were delays in getting log in and lots trainees unaware of BB/resources. * MC discussed that this issue is not alone for IMT but other schools too. Recommend exception reporting to provide feedback/evidence of these issues. * CC expressed unclear awareness of escalation locally to escalate training issues locally.   Action point:  WS and SK to link up to discuss good practise to advise how to support other IMT  EH and SK to improve advertisement and awareness of resources on blackboard.  EH organsing guardian of safe working form York at wider forum  Further work/awareness of importance of exception reporting to trainees through wider forum.  SP look into improving awareness of blackboard resource on school HEE webpages and contact TEL team; Dr Brennan/Rebecca Todd.  SP and EH have meeting with Jon Cooper will discuss concerns about ARCP feedback.  EH to look into development of document on how to escalate training concerns within the school/HEE. Clear generic flow chart for all trainees.  **ITEM: HEE induction development**  Most trainees do not understand who the deanery/HEE are and their roles within their training.  Nicola Doddridge wants to develop HEE standardised induction across region for all trainees starting training to improve awareness of HEE role. Example of topics wanted to cover:   * Structure of HEE staff involved within training. * ARCP structure/feedback to understand the process and outcomes/gaining feedback/escalate concerns. * Career advice * How to raise concerns in region * LTFT * TEF, SuppoRTT, Coaching, OOP process, * HEE team did not approve the initial suggested structure of HEE induction as felt it was not feasible time wise to incorporate this as live session and not to make this mandatory training as part of induction. Advised short videos and resources created for different topics for HEE and sign post this to trainees to review as required.   ACTIONS:  TEF members to review list of induction topics and current suggested structure and please feedback to EH if any specific areas to add on, or any issues with current proposal.  **ITEM: TEF action log review**   * Creation of document by TEF members for educational supervisor to sign for approval for trainees to attend TEF and details reasons for trainee being part of TEF. This is to ensure support in gaining leave for meetings and to provide evidence for e-portfolio on leadership. This will not be mandated. * Exit interview: MC outlined frustrations with progressing this project with qulsity team, MC standing down role so no recent progression on project.EH and LM to continue work with HEE; EH has had some documents sent from quality and will   Action: EH and LC to catch up with quality team regarding exit interview progress. MC stepping down from TEF role.  Support document for leave to be assigned to TEF member.  **OTHER MATTERS**   * EDUCON: conference regionally to improve training and education within region. * TEF running 2 workshops to improve awareness of TEF to educators. Hoping to link up with school representatives and JDFs. * Nil else.   **ACTIONS SUMMARY**   * EH to feedback maternity anaesthetic document is really good but trust level documents that TEF know are adequate and not necessarily a HEE/TEF project. * Please contact EH if would like to volunteer to represent TEF at the SOP meetings and EH will froward your details to Becky Jarvis. * WS and SK to link up to discuss good practise within IMT (eg arranging clinic) to advise how to support other IMT * EH and SK to improve advertisement and awareness of resources on blackboard for all schools. * EH meeting with guardian of safe working form York at wider forum to help readvertise importance of exception reporting training issues. * Further work/awareness of importance of exception reporting to trainees through wider forum; members to consider how we can do this as already discussed at wider forum/newsletter. * SP look into improving awareness of blackboard resource on school HEE webpages and contact TEL team; Dr Brennan/Rebecca Todd. * SP and EH have meeting with Jon Cooper will discuss concerns about ARCP feedback. * EH to look into development of document on how to escalate training concerns within the school/HEE. Clear generic flow chart for all trainees. * TEF members to review list of induction topics for HEE induction resources and current suggested structure and please feedback to EH if any specific areas to add on, or any issues with current proposal. * EH and LM to touch base regarding exit interview progress. * Members consider any topics to include in TEF newsletter. * Members who are leaving TEF to liaise with those taking over new role to arrange handover or discussion of duties. * EH and LC to catch up with quality team regarding exit interview progress * EH to seek TEF member to create supporting attendance document   **Upcoming dates**  Nov 16th 1-4 TEF  Nov 30th 9-12 WF  Dec 12th 1-4 TEF  Feb 22nd 9-12 WF |