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

**Minutes of Meeting**

**Date: 15/2/23**

**Venue: Online – MS Teams**

**Time: 0900-1200**

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

[x]  Emma Howe (EH) (Chair) [x]  Charlotte Chuter (CC) (Wider Forum Lead)

[x]  Sara Page (SP) (Vice Chair) [ ]  Roxanne Cottrell (RC) (East Locality Lead)

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

[ ]  Lauren Harkin (LH) (LTFT Lead) [x]  Sanah Sajawal (SS) (West Locality Lead)

[ ]  Lucy McCabe (LM) (Quality Lead) [ ]  Sara Khalid (SK) (Wellbeing & Support Lead)

[ ]  Donnar Ejiofor (DE) (EDI Lead) [ ]  Jessie Tebbutt (JT)(Comms & Engagement Lead)

[x]  Laura Naish (LN) (EDI Lead) [x]  William Sapwell (WS) (Employers Lead)

**Apologies: LH, SK, LM, JT, DE, RC**

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| **Welcome****Introductions, apologies**UU hosting Q of the monthJT has arranged for Social/Comms team to do some training at March TEF meetingGMC funded research on PGME during COVID-19 TF to be involved (March TEF and May WF)Good numbers attending WF meetings.**ITEM: Last monthly meeting**TEF to check individual Blackboard (BB)access. BB team attending at May TEF to deliver training.Deanery induction video still awaiting financing.EH has created a Q of the month guidance document.RC now has photo and EH has updated newsletter and website accordingly.**Action point**: Check BB access (ALL)Ask WF for photos for JT to incorporate into posters/advertising (CC)Follow HEEYH TF at yh\_trainee on Social Media and ask WF members to do the same (CC)Keep checking in with Padlet 12/12 to do list (ALL)**ITEM DMT/DEMQ Update**Jan DMT was cancelledDEMQ (quality meeting) - nil relevant training concerns to report.**Action point**: Update following next meetings (EH)**ITEM: Q of the month (UU)**How can we improve on our reflective learning and communication skills?* explore our own thoughts and feelings
* explore others’ thoughts
* empower the patient/trainee/other person
* work out what their motivations are and how we can engage with that

**Action point**: focus on reflection, active listening, and collaboration to achieve shared goals.**ITEM: Deanery matching scheme** SP: Buddying scheme for TEF member senior leader at HEE (ie each TEF exec will have 1 contact).\*Jamboard link in minutes email\***Action point**: Add ideas to buddying jamboard (ALL)**ITEM: Ideas of WF Educational Element*** opportunity for personal development
* signposting to opportunities

Topics: Leadership skills workshops (insight, career planning), trainee entitlements/ support (funding, relocation expenses, study leave, LTFT, reasonable adjustments, disability), stories of success, QI teaching, EDI teaching. Discussion around how to raise awareness of the trainee entitlement areas: newsletter? teaching? signposting in WF meeting to a summary document? Meeting at a glance?**Action point**: CC to contact her QI contactSES to contact Maya Navari and Lindsay Mcgloughlain to explore whether they might be able to give us a talk on HEE/Welcomed and Valued on ?compassionate inclusivityTEF members to look to recruit speakers for core topics (QI, EDI, Leadership skills)**ITEM: WF Membership and Upcoming meeting**How to monitor attendance at WF for each School/region engagement.* Mentimeter
* Slideo
* Teams – note only CC seems to be able to run a Teams poll today

**Action point**: CC to use poll to ask ‘what school’ and gather attendance information and to explore WF members opinions around being signposted to as a local trust WF rep.**ITEM:TEF Budget**Ideas for budget requests. Items which improve functionality of forum or development of its members. * Canva Pro
* Medical Education membership
* HEE funded courses

**Action point**: EH to put provisional budget together. ALL to consider any ideas for requests.**ITEM: March Newsletter**Feedback: ask readership for ideas for the next newsletter.Conference and podcast signposting.Signpost to socials yh\_traineesName and Acclaim – self nomination?Important to keep newsletter brief – attrition towards the end of reading.**Action point**: EH work in progress**ITEM: Team Updates**SES now able to edit TEF website, working with EH on Meeting at a Glance template.UU introducing TEF to JDF DoncasterCC looking for someone to do a LTFT talk WS looking at exception report data, giving a talk with EH at an GOSW meeting.SS back at work at Pinderfield, will aim to attend JDF meeting there and try to promote TEFLN working with Donnar on IMG handbook and monthly EDI focus LH and LM concluding their 2 year tenures, and SP is also stepping down, so Vice Chair, QI lead, and LTFT lead posts are now open for recruitment . Recruitment panel to be decided alongside Andy Brennan and Lindsay McLoughlin.**Action point**: EH to let TEF know re recruitment panel**ACTIONS SUMMARY**Check BB access (ALL)Ask WF for photos for JT to incorporate into posters/advertising (CC)Follow HEEYH TF at yh\_trainee on Social Media and ask WF members to do the same (CC/ALL)Keep checking in with Padlet 12/12 to do list (ALL)Update following next DME/DMTQ meetings (EH)Add ideas to buddying jamboard (ALL)CC to contact her QI contact for educational input (CC)Contact HEE/Welcomed and Valued team for educational input (SES)TEF members to look to recruit speakers for core topics (QI, EDI, Leadership skills) (ALL)CC to explore WF members opinions on local rep signposting (CC)Send TEF budget proposal before end of financial year (EH)Organise recruitment panel for incoming applications (EH) |

**Next Meetings:**

WF 22/2/23 9-12pm

TEF 14/3/23 1-4pm