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

**Minutes of Meeting**

**Date: 14/3/23**

**Venue: Online – MS Teams**

**Time: 1300-1600**

**Attendees invited (attended ):**

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

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

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

Lauren Harkin (LH) (LTFT Lead)  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)

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

**Apologies:**

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| **Welcome**  **Introductions, apologies**  **LHs last meeting – she will be missed!**  **ITEM: Last monthly meeting actions review**  Plan to move to Blackboard platform.  Follow the TEF groups on social media and post relevant content.  CC – contacted Will Clarke to ask for a teaching session on QI projects.  SES – contacted Welcomed and Valued team for a teaching session on EDI issues.  CC – canvassed opinions re departmental reps: plan to continue with informal reps.  Locality meetings – all were quite quiet. Useful to talk through local issues but attendees seemed universally unclear about the purpose of the locality meetings. Aim for more clarity when introducing the locality meetings in the WF.  Canva TEF access – EH troubleshooting currently.  Recruitment for Vice Chair, LTFT lead, Quality Lead upcoming.  SES has now established MaaG.  2 new quality leads starting at deanery – showing willingness.  Accent issues – emails not received, paper forms still being demanded by many departments.  **Action point**:  **ITEM: DMT/DEMQ Update**  NETS survey was explored in more detail. Noticeable increase in discrimination against trainees by patients. Revisit in April/May.  Trainees Who Have Experienced Racism group posted on TEF website (Sheffield Health and Social Care group).  JT to develop monthly ‘rota’ of topics for distribution. Can link in with DE and LH as they develop their ideas for EDI topic output.  **Action point**: JT to develop monthly rota of topics.  EDI leads to consider how TEF can address this outcome.  **ITEM: Question of the Month (LH): Needs, Wants, and Expectations**  Why did people join and is it meeting our expectations.  All very positive!  **Action point**: n/a  **ITEM: Social media & Communication Session**  Megan Wilson and Sophie Watts  Hootsuite  Images increase engagement nb copywrite (Unsplash, Pixabay, Pixels, Canva).  Sophie to look into why Canva free premium was denied.  Accessibility: plain language / CamelCase hashtags / image descriptions / captioning and Audio / link shorteners (eg in Hootsuite).  Clear purpose  Tailored for the platform  Image representative of post  Accessibility  Clear call to action  Time sensitive distribution  **Action point**: EH F/U with SW re Canva  **ITEM: Evaluate the changes made to medical education during the COVID-19 pandemic**  Gabrielle Finn - Gillian Vance - Megan Brown  Research project which will lead to a response which will be reviewed by the GMC.  Recorded Focus Group.  **Action point**: n/a  **ITEM: LH last meeting**  Thank you Lauren and good luck in future endeavours.  **Action point**: n/a  **ACTIONS SUMMARY**   * Development of social media topic rota with EDI leads (JT, DE, LH) * Canva team premium account for TEF (EH) |