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

**Minutes of Meeting**

**Date:** **23rd August 2023**

**Venue: Online – MS Teams**

**Time:**  **1300-1600**

**Attendees invited (attended ):**

**Sium Ghebru (SG) (Chair)** Charlotte Chuter (CC) (Wider Forum Lead)

Raykal Sim (RS)(Vice Chair) Chioma Maduka (CM)(East Locality (LL) Lead)

Susan Stokes (SS)(Secretary)Ugochukwu Uzondu (UU) (South LL Lead)

William Sapwell (WS)(Employers Lead) **Eman Hassanin (EHas) (West LL Lead)**

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

Donnar Ejiofor (EDI Lead) Jessie Tebbutt (Comms & Engagement Lead)

**Laura Naish (LN) (EDI Lead)** Michelle Horridge (MH)(LTFT Lead)

**NHSE WTE:** Julie Platts (JP), Jon Cooper (JC)

**GMC:**

Sarah McCourt (SM) – Education Quality Analyst

Lyndsey Dodd (LD) - Education Quality Assurance Programme Manager

Dr Simon Carly (SC) – GMC Associate

Dr Hannah Petra (HP)– GMC Trainee Associate

**Apologies: Susan Stokes, Raykal Sim, Charlotte Chuter, Jon Hossain, Sara Khalid, Chioma Maduka, William Sapwell, Jon Cooper, Ugochukwu Uzondu, Jessie Tebbutt, Michelle Horridge, Donnar Ejiofor, Waqas Din**

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| **Welcome**  **Introductions, apologies**  Acknowledged many apologies for meeting today but unable to move due to GMC presence.  Not quorate so no decisions/votes will be binding.  **ITEM: Last monthly meeting (SG)**   * Padlet logins have been circulated to TEF members * Wider forum last month– productive with a good turnout – * Quality team (JP & JC) discussed National Training Survey results * Will Clarke discussed QI and Digital Improvement * Emma Harper from NHSE provided discussion re communication with trainees from NHSE * RS finalising TEF and head of schools pairing – on agenda for October TEF * WD to create shared spreadsheet with TEF members speaking at different inductions * EH spoke at paediatric induction. Used PowerPoint given by SG. Went well. SG to continue to update presentation. * Problems with paediatric teaching has been escalated to Claire Murphy (associate Dean) who is speaking at October TEF to discuss Regional Teaching * WD ongoing work to create an FLP project list * JT has updated Canva poster and website. * Weekly email update started by SG to keep TEF members informed between meetings   **Action point**: RS to finalise TEF and heads of schools pairings  SG to update PPT and upload to Sharepoint for further use  WD to create spreadsheet of inductions timetables and FLP project list  **ITEM: Wider Forum meeting (SG)**   * Good turnout for wider forum - 11/14 TEF members attended and good spread of trainees * Discussion about Quality infographic as discussed from WF * Ongoing work by JP to give faces to quality team * Nov agenda almost set – Maya Naravi (Associate Dean) confirmed to speak and ask Q&A from WF, Suzy Sterling in talks to provide educational focus and plan for ARCP update from Becky Travis. * Emma Harper yet to feedback about regional contacts for comms   **Action point**: From last TEF – CC to recruit WF speakers at DEMEC.  **ITEM: DME/DEMQ update (SG)**   * Discussed about lead employer – ongoing * ARCP outcome changes – COVID derogations ceasing * Outcome 5 time limit reducing from 12 weeks to 8 weeks. * Ongoing work re TOOT from IA affecting ARCP * Schools are being flexible with inductions and teaching for Sep/Oct. * September and October rotations will continue to take place and will not be postponed. * Issue with RAAC in certain hospitals (Aire dale main hospital affected) * Update on Educational Supervisors – ES given training in individual trusts. Queries re whether a log is kept of this and how often ES required to complete training (wide disparity in quality of ES) * 5th Oct – regional teaching sharing event. EH may be able to attend. * Change to how GP scheme being run - generic admin email switched off so trainees will need to email individuals on the admin team. * Theresa Ugalahi (FLP fellow) will be invited to Nov meeting for update on new reverse mentoring scheme.   **Action point**: SG will look into how often ES are required to do training.  SG to discuss with Becky Travis regarding ARCP update for next WF  SG to attend Regional Teaching sharing event in lieu of organising Focus Groups with Claire Murphy  **ITEM : Question of the month**  **How do we engage with postgraduate trainees more?**   * Newsletter useful but risk it becomes another email. * Intro email sent to all trainees. Proportional response to those who were wanting to know more about the wider forum was minimal. * Are trainees less engaged due to pressures of training/ working hours? * SG raised that trainees will more often go to the BMA over TEF. * Should we have a poster campaign/ have more of a physical presence in trainee events – a more back to basics and approach. * Do we need a new video with our faces on it or could we have a podcast with a discussion point?   **Action point**:  Further discussion when more TEF members present  **ITEM: Team updates**    EH (West) – Been in contact with Schools, TPDs , trainees and foundation school.   * Spoke at paediatric induction.   LN (EDI) –   * Ongoing edits to IMG handbook. * In contact with Theresa looking at supporting with reverse mentoring scheme. * Plan to attend meeting in Nov looking at differential attainment   **Action point**:  LN to send final IMG handbook to SG/JJ to upload onto website  **ITEM: GMC Q&A training experiences (LD, HP, SM, SC)**    Introductions.  CS - **How is the quality team working in Y&H and how is TEF interacting with it?**   * Quality team come along to our meetings * Have contact with EDI with regards to projects * Generally a team we have only got to know/ understand about them since being on TEF.   HP – **Have there been any problems in the various curricula that TEF have had feedback on and how have you fed that back to the deanery and have you been involved in finding solutions?**   * Ongoing issues with regional teaching. * Trainees will raise issues via email, wider forum, social media or directly through TEF members. * Our reach is limited to be awareness of problems and signposting rather than enforcing change.   **What is available in Y&H for education and pastoral support**   * Social prescribing for all IMG trainees, SuppoRTT return to training, coaching.   CS – **What do we do when we have identified a problem with training?**   * List of projects that we are working through via the action log. Directorate meeting with SG, RS and business manager. Action log monitored by SG. Unclear who is monitoring this longer term   **What is being done about differential attainment and how is TEF involved?**   * EDI part of initial meeting on working group but no action plans off the back of this. * TEF supports FLP projects where able. Limitation with time, especially when working clinically and difficulties accessing time off to attend meetings. * People come to the TEF with projects to ask if there is anyone who wants to get involved.   HP – **Has the TEF had a role in receiving and escalating trainee concerns?**   * Our role largely involves signposting * Don’t get many trainees bringing up issues re patient safety, tend to get more on problems with training * Promote exception reporting. Recognise can be hard to see the outcome of exception reporting on the ground. * Open invitation to come back as acknowledged limited TEF members.   **Action point**: GMC to provide feedback via Quality – this will be disseminated to members of TEF  **ACTIONS SUMMARY**   * RS to finalise TEF and heads of schools pairings * WD to create spreadsheet of inductions timetables and FLP project list. * CC to recruit WF speakers at DEMEC. * SG & CC to confirm WF agenda for November 2023 * SG to attend Regional Teaching sharing event in lieu of organising Focus Groups with Claire Murphy * LN to send final IMG handbook to SG/JJ to upload onto website * SG to receive GMC feedback report via Quality team |
| **UPCOMING MEETINGS:**   * 11th October 2023 (am) virtual |