

**Trainee Forum Executive Meeting -2/3/21**

**Meeting Details**

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| **Date and Time**  | 2/3/2021 2pm-5pm |
| **Present** | Anabelle Carter (Chair), Alex Damazer, Sidra Chaudrey, Lauren Harkin, Nick Weatherley, Rammina Yassaie/Lewis, Stuart Stokes, Peter Webster, Opeoluwa Adeniran, Lucy Mc Cabe,  |
| **Absent** | Marya Sultan, Askan Sedeh |
| **Location**  | Virtual via Zoom |
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| **Topic** | **Updates**  | **Actions**  |
| **Update from Communications team on Video progress**: Alex, Lucy, Marya | Decided on a Video to introduce the forum/The executive teamHave a set script and each member speaking a short segment, then formatting these together so it runs smoothly. Under each person’s section there will be some text about them/their role   | **By next meeting** Have the script prepared so in the following 4 weeks before the April Meeting the recordings can be done so the video can be formatted and released in May  |
| **Update on Selection/Application Process**: Annabelle, Ope, Sidra, Lauren, Pete | Decision made that the process must be less complex and onerous compared to exec team recruitment Simply a document which includes Mini CV with a couple more questions- 1. 3 things that support your applications, 2. 3 things that people appreciate about you. Group very torn on whether to include a video- consensus appears to be – maybe not- to formally vote on this. Suggestions that maybe a photo would be better.  | Annabelle to send the sample mini CV document to everyone to view and comment on Survey monkey for group members to vote on whether to include a video Finalise at next meeting if we are going to launch the process in the summer  |
| **Choosing Mission Statement**: | Reviewed all of the examplesCombined Annabelle’s and Nick’s and Ramminas **The Yorkshire & Humber Trainee Forum: *“The influential voice for trainees”.***Ensuring trainee doctors and dentists in the Yorkshire and Humber region are fairly equitably and transparently represented. We aim to drive improvements to quality of education and training well being and support | **Any comments from those absent from the meeting?**  |
| **Launch of Application/Selection Process and Wider Trainee Forum** | Discussion around considerations for most appropriate date i.e Post ARCPs, Pre/post August change over Long application window- keep running the advert  | Ideas for a launch date at next meetingPotentially at Webinar 4th May |
| **ARCP document update** | Background- Annabelle was sent the document on the Monday and asked to have it back on the Friday – very short window to have anything prepared- but some of the points we provided have been taken on board – Sarah Kauffaman or Becky Travis keen to come to meetings to hear any concerns about ARCP, clarify the roles and responsibilities of supervisors etc | Inform Sarah, Becky about meeting dates  |
| **ARCP Communication Development Working Group** | Annabelle and Alex have been invited to attend a meeting- with this group – Which Aims- To improve communication with trainees around ARCPsNext meeting is on Friday 5th March- Annabelle has been tasked with getting feedback from TPDs, Ed sups, med ed organisers etc about experiences with ARCP.Some points raised in discussion which could be presented to the group-Communication Very dependent on the school.Some people have had Arcp dates changed, no idea who is on panel. Some have a phonecall about the outcome. Others an email. Usually only contacted if poor outcome/feedback- Positive feedback rarely communicated Forms on HEE website outdated- word documents- Trainees file randomly in portfolio Can the group/HEE clarify what they feel is the purpose of the ARCP and what they want to achieve from it. Currently trainees feel it is a barrier to get through to progress to next year of training – and only really checks if people meet a minimum threshold Shouldn’t it be less generic, more personalised - Strengths based training – Clarify Role of Ed Supervisor should they be collating the evidence and presenting it to the panel or the trainee presenting?- | Could anyone who has any feedback about ARCPs (personally or from anyone else- trainees, TPDs, ED sups etc) please email Annabelle by Thurs night so she can collate all info to bring to the meeting? Alex and Annabelle will feedback the outcomes from the meeting in due course  |
| **Communicating forum work**: | Website and share point- Open minutes, Generic Email address as point of contact for traineesTwitterAnnabelle have been given access to website- (Everyone take a look at the north east forums websiteas an example)Stuart and Alex have offered to help with editingSuggestion for part of the website- Profile picture for everyone on the executive team and a bit about each individual. | Anyone else who wants to help Annabelle, Alex and Stuart with the Website- or has any other ideas for methods of comms- contact Annabelle Annabelle to check the HEE rules re sharing on twitterBefore the next meeting Everyone to write a short blurb (50-100 words??) about themselves and picture for the website– write it in the 1st person  |
| **Ground Rules for Future Meetings:** | Reviewed these on the one drive during the meeting but feel free to review these again They can be reviewed at any time if any concern- still a working document **Important rules outlined** * Meeting Minutes to be put up within 5 days but if secretary is unable to attend other members of the group will take it in turns to take the minutes
* Attendance of executive members need to attend 75% of meetings.
* If unable to attend- give as much notice as possible and no need to Nominate a deputy- but send update of work done to Annabelle prior to the meeting.
* If half the group cannot attend a meeting will be rearranged
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| **Updates of upcoming events** | * ARCP development group 5th March 10-1 (Annabelle and Alex)
* QI meeting on 10th March 1pm Quality operational group who review out training survey data and act on it etc Lucy and Annabelle to attend –Email Lucy if you have anything you would like to raise.
* Inaugural meeting for National Trainees Forum 10th March 2-5pm, Anyone want to feedback/questions. Alex and Annabelle to attend
 | **Can anyone attend the re-training of education supervisor meetings ?** **Rammina has offered to go to the 1st April** **Annabelle to email Katy Cobb to inform her of this .** **The 2nd meeting is the 10th June???**  |
| **Terms of Reference** | 1. Mission statement (section 1) 2. (done)
2. Application/selection process (section 4.3) in progress
3. Application requirements (section 4.7.3)
4. Election/selection process (section 4.8 – when term is complete
5. Section 5: Conflict of interest- add in GMC /GDC
 | Issues for Annabelle/Alex to escalate to senior figures* Honorary contracts issue for chair and deputy –
* Clarify /have in writing that LTFT trainee professional leave allowance is the same as FT
* Maximum Time in role of the exec team……i.e. Need to clarify if people can do 2 consecutive terms (do u need to be re-elected)
* To be written into the terms of reference- Need to get confirmation about commitment from HEE management- that they will attend regularly
* Need a way Trainees can submit anonymously
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**Any other Business**:

* Does everyone have NHS email address now ? Can everyone send Annabelle their NHS email address and their preferred email address if this is not nhs.net
* All agree want the forum to do meaningful work – and ensure not a tick box exercise from any angle- Some concerns were raised about how do we address the issues that the forum identifies and get them actioned- Annabelle in discussions with Deans etc re someone attending meetings regularly and who can be held accountable etc. Will put on agenda and update at next meeting.
* We need a way that trainees can submit anonymously (already being done by webinar team )
* Rammina introduced the notion that she is mid- developing a leadership charter for all trusts (with 4 other trainees nationally in her other role)- She will bring more information to a future meeting as still in the early days of development
* Annabelle and Alex explained that the HEE trainee webinar will eventually be the responsibility of the forum which will actually improve our visibility and is another way we can communicate that we are acting on concerns. We all agree that it is a huge task to maintain a monthly webinar and therefore the frequency will need to be reduced when the pandemic eases. Subject matter is also scarce at the minute and there has been a lot of repetition in recent webinars. Annabelle to send use a questionnaire regarding what topics people would be interested in covering and how often it would be useful etc.
* Annabelle highlighted that there have been some challenges with funding and access to the Leadership/ developmental courses for us but is currently working on this and will feedback to us the outcome from and up and coming meeting

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| Next Meetings ( |
| 23/3/2021 Virtual Via Zoom 2-5pm April 2021 TBCMay 2021TBCJune 2021 TBCJuly 2021TBC |

Summary of to do list

* Email Annabelle correct NHS.net email address and preferred email address
* Write a short blurb about yourself and your role in forum and send to Annabelle with a picture
* Fill in doodle pole for dates for next meetings asap
* Fill in questionnaire re webinar
* When sent by Annabelle- please could everyone review the application form and vote for presence or absence of video.
* Also when sent review the job description for the wider forum
* Comms team to have video script prepared for next meeting