# Yorkshire & Humber Trainee Executive Forum (TEF) Minutes of Meeting

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| Date and time | 8th January 2025 |
| Venue details | **Virtual – MS Teams**  |
| In attendance | **Name** | **TEF Role** |
| Person | *Role* |
| Shrita Lakhani | *Chair* |
| Zehra Naqvi | *EDI Co-lead* |
| Yamen Jabr | *South Locality lead* |
| Janaky Nam | *Communication lead* |
| Michelle Horridge | *LTFT Co-lead* |
| Chioma Maduka | *North and East Locality lead*  |
| Sindhu Pavuluri | *Wider Forum Lead* |
| Sarah Longwell | *LTFT Co-Lead* |
| Theresa Ugalahi | *EDI Co-lead* |
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| **External Speakers** |
| **Name** | **Role** |
| Ian Wilson | Training Programme Director for Joint Dental Foundation and Core Training in NHSE YH |
| Apologies | Sophina Mahmood |

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| **Item No.** | **Item** |
|  | **Introductions, apologies & moment of joy from attendees**Ice breaker – Members asked to share a culture or tradition that is specific to them. Highlights – Pakistani traditional weaving, Christmas, South Indian harvest festival, Nigerian New yam Festival, Close of Ramadan celebration, Apologies noted.  |
|  | **Action log from Dec 2024 reviewed** **Closed Items:** * (1) YJ contacted RDFs in the south locality requesting slot at next meeting to promote TF in preparation for Feb recruitment window. Sheffield Teaching Hospitals (STH) offered slot on 17th Feb that JN will present at. STH RDF advised that they struggle to maintain a contact list of PGDiT working in their trust due to rotation of training placements. Little success when asking RDFs for trainee contacts in different specialities. However the Schools themselves have been instrumental in linking Trainee Forum with specialities. SLa made contact with the following specialities and presentations given or planned: Foundation, Dental school, Radiology, Plastics, Opthamology, Psychiatry and FLP cohort. Chair next planning to contact Ananesthesia and Emergency Medicine.
* (2) Updated TF website with new process for applying to WF
* (5) SLa discussed incorrect and/or missing information on the NHSE YH school webpages at Dec TEF Directorate and website pages for Emergency Medicine and Dermatology to be updated with relevant information including TPD and Trainee Rep contact details.
* (6) In advance of Jan 2025 TEF meeting, SLa to circulate in weekly chair updates question around any cultural practices/festivals that Exec members may wish to share with the committee and how TEF can support/champion these.
* (7) Amended raising concerns graphic to include Professional Support Team under ‘other points of call’ that PGDiTs may want to consult when raising a concern – graphic still under review.
* (8) ZN discussed with JO (wellbeing lead) regarding what TF can do in to address raising concerns related to bullying and support for PGDiTs experiencing it.
* (10) Posted in WF WhatsApp group regarding Feb meeting and included agenda items to encourage attendance
* (12) JN replaced ‘East Locality’ references on website to ‘North and East’
* (13) All TEF members to ensure all future references to ‘East Locality’ are now updated to ‘North and East Locality.’
* (14) Contacted RDFs in North and East locality to request slot at next meeting to promote TF in preparation for Feb recruitment window. CM also sent email to all Guardian of Safe Working Hours in YH region. Reponses received from Leeds Teaching Hospital Trust (29th Jan at 12:30 at LGI, which CM can attend virtually) and SWYFT (26th Feb, Village hotel Leeds 12:15 Morley). No TEF members available on this date. CM anticipates more responses as festive period ends.

**Action: CM to contact SWYFT enquire for any alternative dates**. * (17) Informed Academic SuppoRTT champions outcome of discussions regarding academic lead on TEF
* (18) No contact from RAC’s Trainee Reps since last meeting by new year. SLa chased up with Willy Pillay/Andy Brennan
* (20) Barriers to Exec Members attending meetings discussed.

Challenging for some members due to the clinical commitments eg being asked to lead the clinical team and these requests are often at short notice. Suggestion to rotate the Wednesdays and consideration of the ratio of face-to-face and online meetings (currently 1:1) . Agreed to trial some modifications to the timings (eg Wednesdays of the month, am/pm) and reduce frequency of F2F meetings so now 1 in every 4. **Action: SLa to modify TEF meeting dates and times for next 6/12**Ongoing actions* (3) In Mar 2025 ToR to be updated with new process for applying to WF
* (4) Confirm with senior management at NHSE YH that Self Directed Time/Development is currently not including in PGDiT’s employment contract. Contacted management – awaiting response.
* (9) Review structure of WF meetings following Feb 2025 meeting
* (11) Question regarding relationship of military trainees’ to NHSE and whether able to access NHSE YH resources and services raised at Dec TEF Directorate and outcome pending.
* (15) Discussed at Dec TEF Directorate meeting how PGDiT concerns on losing out on training opportunities to PAs can be raised and considered (especially considering Leng review). J Cooper considering how best to achieve this and will report back at next TEF Directorate Meeting (19th Feb 2025).
* (16) Call out to TEF members for support with running Trainee Forum stand at FLP conference (6th March 2025 at Headingley Cricket Stadium) and members to contact SLa if able to help. Study leave can be taken for this. TU to confirm if she can attend the conference and SLa to have ongoing discussions on how the TEF stand will be run during the conference.
* (19) Modify TEF application form to include box that confirms candidates understand commitments of the role.

**Actions:**1. **In Mar 2025 ToR to be updated with new process for applying to WF.**
2. **CM to contact SWYFT for any alternative dates to 26th Feb for presentation at RDF and review with SLa.**

**(JN presenting at STH RDF on 17th Jan and CM presenting at Leeds Teaching Hospital Trust on 29th Jan)**1. **Awaiting response from senior management at NHSE YH that Self Directed Time/Development regarding currently not including in PGDiT’s employment contract.**
2. **Following Feb 2025 WF meeting review structure of WF meetings and impact of longer agenda items (see WF section)**
3. **Awaiting response at next TEF Directorate meeting (19th Feb 2025) regarding military trainees’ relation to NHSE and whether able to access NHSE YH resources and services prior**
4. **Awaiting response at next TEF Directorate meeting (19th Feb 2025) on how best to highlight PGDiT concerns about losing out on training opportunities to Physician Associates.**
5. **SLa to modify TEF meeting dates/times for next 6/12 as discussed**
6. **TU and YJ to confirm if able to assist with running stand at FLP conference (6th March 2025 at Headingley Cricket Stadium).**
7. **Modify TEF application form to include box that confirms candidates understand commitments of the role**
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|  | **Wider Forum** Agendas for future Meetings:Feb 2025 – 60mins Conscious Inclusion Workshop. Still awaiting confirmation from 2nd speaker, who will be discussing their personal experience of discrimination and unconscious bias. May 2025 - Raykal Sim (previous Vice Chair) will be providing insight into her current Fellowship experience with Deloitte through the Faculty of Medical Leadership and Management. Plan to also invite Debbie Blake to provide a session on social prescribing. Aug 2025 - Sium Ghebru (previous Chair) will be discussing his experience of working in the Carribean as part of the Global Health Fellowship. Nov 2024 and Feb 2025 meetings have involved/are involving longer agenda items than previous sessions (which involved more speakers but shorter presentations). Change is because topics are being presented more as Workshops to encourage engagement and with a plan to review the impact of this. Wider Forum WhatsApp Group New members are keen to join the Whatsapp group thus far. Recent posts include reminder to submit leave for Feb WF meeting and key agenda items. **Actions: See action 4 in action log section above.**  |
| 4.  | **Meeting Update (DMT/ DEMQ/DEEF/ SOP / TEF Directorate**Not many meetings since Dec TEF due to festive period DMT - Deanery buddy system accepted at Dec DMT and pairing to be commenced soon. Raising concerns graphic still under review.DEMQ - No further meeting since Dec TEFDME : Cancelled yesterdayTEF Directorate - Raised queries and awaiting a reponse regarding what NHSE YH resources military trainees in the region can access and how best to raise awareness about PGDiT concerns about losing training opportunities to Physician Associates. Decision to convert professional leave for TEF members to Study Leave to help with application process. YJ and JN confirmed that additional leave not yet been added to Accent Leave Manager – SLa to chase. SLa raised what the impact of this is for WF members who also have a professional leave entitlement, albeit smaller. Question raised at TEF Directorate and awaiting response. Currently no WF members have come forward with issues regarding professional leave – perhaps because entitlement is less, it’s not as large an issue for WF members? Discussed that difficult to organise a conversion of professional leave to study leave for WF members given that so many (currently over 150). SOP Meeting – No further meeting since Dec TEF. Next meeting later this month with plans to present revised SOP. DEEF: Jan 2025 meeting cancelled and not re-arranged date yet. PS Working Group. No further meeting since Dec TEF**Actions:** 1. **SLa to follow up the regarding the addition of Study Leave to Accent Leave Manager for TEF members**
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| 5.  | **Team Updates****Quality – WD** – Apologies**West – SS** – Apologies**East & North – CM** – See Action Log section point (14) **South – YJ –** See Action Log section point (1)**LTFT –**  survey completed with evidence of poor practice for LTFT training. Key concerns include pay and rota. Co-Leads determining best way to use results. **Employers – SM** – . Apologies **EDI – ZN/TU –**  Obtained list of EDI leads across the region and this will be updated on the website. Ongoing work on the handbook. **Wellbeing – JO –** Apologies**Communications – JN –** Frequent posts on social media during festive period. But mostly focused on WF and JN keen to have variation. Not received any requests from TEF members on social media document on One Drive and agreement that this communication method doesn’t seem to be working. Discussion that better for TEF members to contact JN directly with any content they would like posting. Suggestions for potential content made including ‘Thank you’ to PGDiT who completed LTFT training survey, wellbeing services that are available in the region, ‘Question of the Month’, Projects forum is working on currently or soon to be released, advertising when the TF will be presenting next eg RDF meetings, 2025 FLP conference etc. Discussion on how best PGDiT communicate with Trainee Forum – agreement that should be shared TF mailbox. **Action**: 1. **JN to create social media posts for based in above ideas.**
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| 6 | **Emotional Intelligence (EI) and its Implementation in Dental Foundation Training** by Ian Wilson. Ian is a dentist by background who co-founded the ‘Bridge to Aid’ Charity with his wife, which provides dental care to some of the poorest communities in Tanzania and the UK. He is currently working clinically and is TPD for Joint Dental Foundation and Core Training in NHSE YH). Discussion on what emotional intelligence is and how it underpins many of the key domains in dentists professionals’ working lives: communication, teamworking, professionalism and leadership. Highlighted a scheme that has been introduced in Dental Foundation training in YH, in which all trainees have an EI test (Emotional Capital Report) and subsequent coaching to unpack the results. Findings showed that it’s had significant increase in self-confidence and self- awareness levels, helped trainees who were thinking of leaving the profession to remain within it and helped to identify those who need further support. This has been presented at DMT and there are discussions to role this out to other training schemes in the region. Some TEF members expressed an interest in having their own ECR and coaching, which Ian is happy to help with. **Action**1. **TEF members interested in having an ECR and subsequent coaching to contact SLa.**
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| 7. | **Self Directed Learning/Time Principles** Draft principles reviewed and committee agreement. Discussion that principle of not being on site is particularly important as often sites do not have space for PGDiTs to have a private study area, making it difficult for trainees to be productive.  **Actions:** 1. **Self-directed principles to be agreed with Head of Function at NHSE YH (K Cobb) prior to being circulated to WF members for consultation and in preparation for presentation at next DEEF meeting.**
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| **8.**  | **AOB** Following the 2025-2026 FLP recruitment in Dec 2024, Katie Jarvis has been appointed as the a new Chair for the Trainee Executive Forum starting in Aug 2025.  |
|  | **Next meeting:** On 12/2/2025 on MS Teams  |

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| **Action Log** |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | In Mar 2025 ToR to be updated with new process for applying to WF. | **SLa** |
| **2** | CM to contact SWYFT for any alternative dates to 26th Feb for presentation at RDF and review with SLa. | CM |
| **3** | JN presenting at STH RDF on 17th Jan and CM presenting at Leeds Teaching Hospital Trust on 29th Jan | JN/CM |
| **4** | Awaiting response from senior management at NHSE YH that Self Directed Time/Development regarding currently not including in PGDiT’s employment contract. | SLa |
| **5** | Following Feb 2025 WF meeting review structure of WF meetings and impact of longer agenda items (see WF section) | All |
| **6** | Awaiting response at next TEF Directorate meeting (19th Feb 2025) regarding military trainees’ relation to NHSE and whether able to access NHSE YH resources and services prior | SLa |
| **7** | Awaiting response at next TEF Directorate meeting (19th Feb 2025) on how best to highlight PGDiT concerns about losing out on training opportunities to Physician Associates.  | SLa |
| **8** | SLa to modify TEF meeting dates/times for next 6/12 as discussed | SLa |
| **9** | TU and YJ to confirm if able to assist with running stand at FLP conference (6th March 2025 at Headingley Cricket Stadium). | TU/YJ |
| **10** | Modify TEF application form to include box that confirms candidates understand commitments of the role.  | SLa |
| **11** | SLa to follow up the regarding the addition of Study Leave to Accent Leave Manager for TEF members.  | SLa |
| **12** | JN to create social media posts for based suggestions raised at Jan TEF meeting  | SLa |
| **13** | TEF members interested in having an ECR and subsequent coaching to contact SLa. | All |
| **14** | Self-directed principles to be agreed with Head of Function at NHSE YH (K Cobb) prior to being circulated to WF members for consultation and in preparation for presentation at next DEEF meeting. | SLa |

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| Date of next meeting | 12/02/2025 |
| Completed by | Theresa Ugalahi (EDI Co-Lead) |
| Confirmed by | Shrita Lakhani (Chair) |