# Yorkshire & Humber Trainee Executive Forum Minutes of Meeting

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| Date and time | 05/06/24- 0900-1200 | |
| Venue details | Virtual: MS Teams | |
| In attendance | **TEF members Role** | |
| Sium Ghebru | Chair |
| Sophina Mahmood | Employers Lead |
| Waqas Din | Quality lead |
| Michelle Horridge | LTFT co-lead |
| Sindhu Pavuluri | Wider Forum Lead |
| Theresa Ugalahi | EDI co-lead |
| Sanah Sajawal | West Locality Lead |
| Chioma Maduka | East Locality Lead |
| **External Speakers/Invitees** | |
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| **Name** | **Role** |
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| Apologies | Raykal Sim (Vice-chair)  Susie Stokes (Secretary)  Sarah Longwell (LTFT co-lead)  Zehra Naqvi (EDI co-lead)  Ugo Uzondu (South locality lead)  Jessie Tebbutt (Comms and engagement lead)  Sarah Khalid (Wellbeing lead) | |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees**  Introductions to all attending members of TEF. |
|  | **Actions from Previous Meetings**  TEF May meeting actions reviewed   * SG: Reiterated Social media engagement guidelines. * Future online learning platform- should be part of regional meetings.   Wider forum meeting minutes reviewed:   * Blue sky thinking element was quieter than normal. * TWF QR code had responses- Maybe/yes to forming WhatsApp group. One message per month- open to surveys. * James Spencer (Postgraduate Dental Dean) delivered presentations on Dental training- where can primary care be more involved? * Helen Cattermole (Associate Dean for Primary Care) talked about Enhance Generalism * Liz Stonnell (AD for Neurodiversity) and Lindsay McLoughlin (PSU Programme administrator) delivered a Neurodiversity and Me presentation. It was particularly useful given ongoing work for a Neurodiversity support program. * Suzy Stirling (LSFD AD) on imposter syndrome- good session but all agreed that it would be good to have more time. * TU feels that it would be good to have imposter syndrome sessions- with more time allocated to it. SS agreed and reflected on past meetings- to consider offering all educational speakers an hour. If the speaker does not want an hour, then alternate speakers.   **Actions:** 1. SP to develop WhatsApp group.2. SP to bring up question of the month to TEF meetings to decide what once/month survey will be.3. Next TEF newsletter to contain more details about Neurodiversity- SG and Shrita Lakhani (TEF Chair elect) to rediscuss. |
|  | **How to engage TWF more.**   * SG has noted lesser engagement of TWF over time. The representation of specialties was not diverse with certain specialties being more represented than others. In particular, it was noted that there were few foundation doctors. * Is it due to a Struggle for professional leave? * SS agreed that she has perceived regarding reducing engagement. Suggested having drop-ins after 10:30 so people would not need 3 hours off to attend it. * SG agreed and found this tricky for speakers to be accommodated into specific time slots. Educational sessions are very valuable hence if done earlier they might be missed. Perhaps face to face meetings can be considered so that meetings are shorter. Two confirmed speakers for August meeting- Jon Cooper and Dr Jess Morgan- both are flexible. Not to book anyone else. Locality drop-ins currently not well attended. * SP suggested both engagement sessions (half hour and drop-ins) in the first one hour. Engage with WhatsApp groups – reminders regarding TWF and incentivise take half a day of professional leave. * SG Agrees. SP and SG to discuss structure of TWF meetings to make them more trainee-friendly. * TU suggested Very few trainees would want to take that time away to attend the educational sessions. Could use WhatsApp group to survey what the forum would like to hear more about. * SS asked have educational seminars at TWF been recorded? SG: Plan was to record one of the talks however IT issues laid a dent. SG and SS agree good way to disseminate information. SP can control break out rooms and recordings in the future. * SM queried about not receiving TWF emails and wanted to know if dental juniors receiving these. Imposter syndrome would be useful to a lot of juniors. * SG: The Wider Forum mailing list is self selected so dental trainees need to sign up to in order to receive TWF emails.   **Actions:**   1. **SG and SP to meet re-structure of TWF +/- Shrita Lakhani.** 2. **SP to survey TWF WhatsApp group about what they would like to hear more about prior to August meeting.**   **Newsletter update**   * Newsletter has been released on 22/5/24. 1026 views so far. Significant portion reading substantial amount. Overall good feedback. * If anyone has any suggestions/surveys to add on to newsletter, to let Sium know.   **Actions:**   1. **SG to send current social media posts to SP.** 2. **SP to engage WhatsApp group about QR code for joining. SP to send this to SG so it can be added onto newsletter.**   **Raising concerns infographic. DMT 22/5/24: SG attended**   * SG infographic regarding raising concerns was delivered at DMT. Constructive feedback was offered to locate the infographic on the Deanery website and for the Quality team to have supervision of the website. * Further discussion re admin freeze was had.   **Actions:**   1. **SG and WD to meet Julie Platts to talk about infographic viability on 10th June**   **DEMQ 21/5/24: SG and WD attended**   * GMC NTS survey has closed. * SG to organise talk re NETS results breakdown. * Katie Cunningham (in-charge of PAs at University of Leeds- talked about hostile environment for PAs- To be invited to run focus group to get trainee views on Pas. * TU advised Very volatile discussion re PAs in the current atmosphere**.** The discussion would be directed towards gaining insights into what people’s thoughts on it are. * SG suggested we would need to foster an environment that would be suitable to asking questions. Would need strong moderation. * SP suggested it is a relevant conversation to all trainees hence wider forum would need to engage. * SG felt this was relevant to mission statement of TEF as ‘voice of trainees.’ * MH - Trainees likely to attend in high numbers as it is very relevant. We can facilitate group with Katie Cunningham. However, it is likely best-done face to face. This is an Issue for current and future trainees. Focus group should be deanery wide. We can provide forum for KC to engage but in return would want a more wider forum engagement. * CM: Is the hostility more from doctors or other groups? High chance of communication breakdown. * SG: Lockey mentioned about free text for doctors in training- 3 of them were about PAs- concerns about patient safety and interactions. Concerns about PAs bullying doctors. To have further discussions for august meeting so that good moderation organised. * SS: Do we know who to raise concerns regarding PAs? * SG: They now have GMC registration. They have supervisors and a consultant supervisor. As PAs don’t rotate, they have a close relationship with consultant supervisors. Junior doctors could feel confused about their place in hierarchy. * SG: Useful as a group to get exact perception about PAs and then focus group with Katie. * SP: Could be difficult to get exact perception. Closer relationships could be due to residency vs rotational posts. * SG: Being an organisational for broader representation, we are in a good position to get a focus group to represent a wide variety of views. Further discussions needed- should aim to have this meeting after August TWF.  Actions:SG to organise talk re NTS results breakdown for TEF.Once discussions are more evolved, SG/SP can add to TWF agenda re PA discussion with KC.TEF Directorate meeting - JC/SG/RK/KC attended  * Becky Travis is stepping down as Head of Training Programme Management. There is active recruitment but expectations are that Katie Cobb will likely be taking over as interim manager. * Duration of TEF chair post is 12 months. This to be added to agenda at next TEF as the term might be too short. To discuss regarding continuity after- should there be an extension? If yes, Is it to be 6 months or 12 months? How will this fit in with trainees FLP? * Shrita and SG to think about this. * Slight issue with continuity when new posts are taken up. * Slightly more surgeons at last TWF. * TEF budget- to discuss with KC in July.  Actions:SG to add to next TEF agenda re TEF chair term extension.SG to discuss with KC re TEF budget in July.SG to send SP budget proposal to read. **Team updates.**  WD/quality lead: Infographic regarding escalation- update done by SG.   * Also doing managing civility in workplace as a educational session for TWF * SG to link up SP and WD to get speakers organised.   SM/Employer lead: SOP update-  SG SOP for TEF- Professional leave for dental trainees is hard to navigate- there is dental gold guide for leaves. To represent SOP at next meeting.  New SOPs Out-of-programme/career breaks- notice period of 6 months. Notice period not finalised yet – is this too lengthy. Exceptional circumstances will be taken into account- e.g. health issues - may not be able to give this much notice. Foundation doctors and ARCP SOP to be separated. Approved dental RCP SOP. New study leaves SOP. Admin issues to facilitate these persist due to hiring freeze.  SP/Wider forum lead:  Attended JDF meeting with SM:   * Exception reporting has increased since last year. * They will be making a video regarding how to use the new system of exception reporting – CRS. * They will be starting a drive to engage people from different directorates for equal representation. * They have 81k pounds set aside for wellbeing. They are looking for requests on how to spend it. * PAs and FY1s have been noted to have some friction on the wards due to there not being a clear guidance on what everyone’s new role will be. * They will try and promote more attendance for JDF.   SP will look into well-being research. The funds can only be used for causes that benefit all junior doctors.  CM: Used to work in well-being. Suggested changes made in previous role including break rooms in each wing of hospital, Coffee machines at each of these, and Local junior doctor meet-ups. Is this limited to STH? SG: Yes.  CM/ East locality lead: Nil issues.  MH/LTFT co-lead: Has been LTFT for a while. Administrative freeze is causing issues and LTFT trainees likely to be affected. E.g.- Advance notice of placements is an issue. May need to discuss with KC. SG to add to agenda.  SS/West Locality lead: No updates.  TU/EDI co-lead: Has received editing rights to the IMG handbook. Needs it to get it ready for IMG induction in July.  SG representing SK and JT : No updates from wellbeing and communications lead.  **Actions:**   1. **SP to investigate well being research to forward to JDF.** 2. **SG to add discussion re admin freeze and affect on LTFT between MH and KC to TEF agenda.** 3. **SG to send TU IMG handbook updates.** 4. **TU to update it before IMG induction in July.** 5. **SG to link-up SP and WD to get speakers organised**   **SuppoRTT conference:**   * SG: SG, TU, SSt ,JT, WD, and RS to attend. SSt to pick up TEF poster. A couple of people would need to be at the stall to explain what it is etc- 1-2 at any time would be acceptable. * Schedule discussed. SS/TU to cover in the morning. SG for lunch. WD post-lunch. * SP: Asked around the pitch of “what is the TEF” * SG: Can advise. It is a representative body of trainees. Can drive policy change due to its position with different directorate meetings * WD: To focus on positive of what we can do at the conference than about what we can’t do. To emphasise that we are the trainee voice to the deanery and not the other way round. SG to make pack for people to read through before support meeting. * SS: EH had leaflets. Can they be reused? * SG- to let SST know which posters need printing. * SS- to reach out on whatsapp to see if anyone had leaflets. * SG- to reach out to JT separately- to see when they will join schedule. Could also advertise TWF as good leadership skills on portfolio. * SP: Leadership domain removed for many HST applications hence this is not to be mentioned for medical HSTs. * SS: It will help in consultant job hunt. Leadership may be removed as a domain for HST applications (likely to reduce portfolio burden) but remains a part of NHS culture. * SP: Overwhelming curricular requirements may lead to people not applying for leadership positions. * SM: TEF also adds on clinician generalist skills. * SG: Normally August is the time recruit people. Applications should be open for a month to give people enough time to apply. * TU: Leadership relevant for HSTs. It depends on where you are on the training pathway. Before applying for consultant positions these leadership skills would be key to show an interest in management and leadership skills. People would also be interested not just to get leadership and management skills on their eportoflios but to represent trainees. * SP: Agrees however disagrees on likely priorities for trainees, Adding leadership and management skills would supersede advertising to trainees regarding being a voice for other trainees. * SG: Both are helpful, and both need to be prioritised as different aspects could appeal to different groups. Usually recruitment done in August. But had multiple rounds of recruitments through the year . * Thoughts on video format? * TU: Phone savviness matters. Looking through adverts, main aim of TEF would be important. To say trainee voice. Leadership and management skills would be secondary. * SM- Enjoyed phone format. * SG- Liked SM’s video on application. * SP- Agrees with video format but would need some flexibility regarding timing. * SG- Videos would need an upper limit in duration but can give a range of time rather than an exact 2 minutes.   **Actions:**   1. **SSt to pick up TWF poster from Emma Howe.** 2. **SG to make pack for those attending support** 3. **SG to let SSt know re posters that need printing.** 4. **SS to reach out on WhatsApp to see if anyone has leaflets for TWF.** 5. **SG to reach out to JT to see when she will join.**   **Recruitment**  Collating recruitment. Whose terms are expiring/who is leaving TEF- information asked so that SG and Sritha can pick executive forum.  RS- Vice-chair. Stepping down.  SSt- planning to step down, but perhaps step into another role.  JT- stepping down  SK- resigned.  Ugo- will be consultant. Hence resigning.  SS- term finishing. Consider special election if wanting to be re-elected.  CM- Finishing term too. To consider special election as well.  WD- Varun (past member) was hesitant due to uncertainty after moving from East to West. SG has confirmed that he can apply.  **Actions:**  **None** |

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| Action Log | | |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | **SG and SP to meet re-structure of TWF +/- Shrita** | SG & SP |
| 2 | **SG to sort TWF emails to SM.** | SG |
| 3 | **SP to survey TWF WhatsApp group about what they would like to hear more about post- august meeting.** | SP |
| 4 | **SG to send current social media posts to SP.** | SG |
| 5 | **SP to engage WhatsApp group about QR code for joining. SP to send this to SG so it can be added onto newsletter.** | SP |
| **6** | **SG and WD to meet Julie Platts to talk about viability** | SG AND WD |
| **7** | **SG to organise talk re NETS results breakdown for TEF.** | SG |
| **8** | **Once discussions, more evolved, SG/SP can add to TWF agenda re PA discussion with KC.** | SG/SP |
| **9** | **SG to add to next TEF agenda re TEF chair term extension.** | SG |
| **10** | **SG to discuss with KC re TEF budget in July.** | SG |
| **11** | **SG to send SP budget proposal to read.** | SG & SP |
| 12 | **SP to look into well being research to forward to JDF.** | SP |
| 13 | **SG to add discussion re admin freeze and affect on LTFT between MH and KC to TEF agenda.** | SG & MH |
| 14 | **SG to send TU IMG handbook updates.** | SG & TU |
| 15 | **TU to update IMG HANDBOOK before IMG induction in July.** | TU |
| 16 | **SG to link-up SP and WD to get speakers organised** | SG, SP & WD |
| 17 | **SSt to pick up TWF poster from Emma Howe.** | SSt |
| 18 | **SG to make pack for those attending support** | SG |
| 19 | **SG to let SSt know re posters that need printing.** | SG & SSt |
| 20 | **SS to reach out on WhatsApp to see if anyone has leaflets for TWF.** | SS |
| 21 | **SG to reach out to JT to see when she will join.** | SG & JT |

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| Date of next meeting | 10/07/2024 |
| Completed by | S. Pavuluri |
| Confirmed by | Sium Ghebru (Chair) |