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

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| Date and time | 08/05/2024 – 0900-1200  |
| Venue details | **Virtual**1. Virtual: MS Teams
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| In attendance | **Name** | **TEF Role** |
| Sium Ghebru  | *Chair*  |
| Waqas Din | *Quality Lead* |
| Sarah Longwell | *LTFT co-lead* |
| Michelle Horridge | *LTFT co-lead* |
| Theresa Ugalahi | *EDI co-lead* |
| Zehra Naqvi | *EDI co-lead* |
| Sophina Mahmood | *Employers Lead* |
| Ugo Uzondu | *South Locality Lead* |
| Chioma Maduka | *East Locality Lead* |
| Jessie Tebbutt | *Comms and Engagement Lead* |
| Sindhu Pavuluri | *Wider Forum Lead* |
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| **External Speakers** |
| **Name** | **Role** |
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| Apologies | Raykal Sim (Vice-Chair)Sara Khalid (Wellbeing Lead)Sanah Sajawal (West Locality Lead)Susie Stokes (Secretary) |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees**Introductions to new and returning members of TEF. |
|  | **Actions from Previous Meetings**Question of the Month video with Jon Cooper has been recorded and planned for release later in May. There is a plan to include it in the upcoming TEF newsletter, social media, email to the Wider Forum. Escalation pathways for incidents that require support beyond the TPD levels is still ongoing and will be added to the business plan. UU has shared the content of the April complaint in South Yorkshire with SG and the issue is resolved.TU and ZN have planned a future meeting to discuss and agree on EDI projects for the year. The focus of work will be updating the Deanery website with EDI support, updating the IMG handbook and to decide on a third task later. SL will add TEF poster and presentation to the junior doctors Padlet in LTFT .SG to update the document with ongoing dates such as the dentistry regional events as shared by SM.WD has completed the infographic for raising concerns. This has been shared to TEF members for further feedback.All made aware of the TEF meeting being moved forward to 5th June: SP, JT, MH, SL, ZN, RS unable to attend meeting.Newsletter draft has been provided to PMO and awaiting approval prior to release.**Actions:**1. **As discussed**
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|  | **Wider Forum update**SP discussed plans to speak at JDF in Sheffield teaching Hospital Trusts on 17th May. The topics covered will be around Exception Reporting, advertising the Trainee Forum.SP is also planning a poster campaign with the planned TEF budget. SM will also be in attendance and both will coordinate TEF attendance at future JDFs. Shrita Lakhani (TEF Chair elect) is the current dental rep on JDF in Sheffield so SG will discuss with her about how to organise more regular support on there.SG shared the finalised Wider Forum agenda and explained the structure to those who have not attended before.**Actions:**1. **SP and SM to attend Junior Doctor Forum at STHT**
2. **SG will discuss with Shrita Lakhani about how to organise more regular support on there.**
3. **Wider Forum to occur on 22nd May – final invites with pre-reading to be shared via email with 2 weeks and 1 week to go.**
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|  | **Team Updates****Quality Lead (WD)**WD presented the Raising Concerns infographic that he has been working on. The design is based on a similar concept by [NHSE NE](https://madeinheene.hee.nhs.uk/education2/Raising-Concerns) and incorporates information from Patient Safety, Bullying and Undermining, Recruitment.Initially, there was a section on ARCP but this was removed as this was difficult to articulate clearly.On initial inspection, all are happy with the design. TU queried if it could be divided into separate documents but WD explained that the brief is to create a one page solution for a PGDiT to review. This will be passed on the Quality team for review and to help be used in the Deanery Induction Project.**Employers Lead (SM)**Attended the Deanery Employers Engagement Forum (DEEF) and found this engaging. SM will also be in attendance at the STHT JDF. **LTFT co-leads (SL and MH)**MH has returned to the TEF following a period of absence and is warmly welcomed back. SL and MH have agreed to share this role given both are LTFT.They are planning ongoing work for the Junior Doctors and Dentists Week. SG will be presenting at one of the events on 15th May to help advertise the TEF.SL, MH and JT will be meeting at the beginning of June to discuss further collaborative projects.**EDI co-leads (ZN and TU)**Both have now taken over the EDI brief. They have been establishing EDI branding with the SuppoRTT programme administrator in order to update the look. They are in communication with Donnar Ejiofor (former EDI co-lead) in order to help update the IMG handbook and fully take over editing rights. This is ongoing. **East Locality Lead (CM)**CM received feedback from a colleague about the benefits of the Reverse Mentoring Scheme from NHSE YH. TU is the current Future Leaders Programme (FLP) fellow running the scheme so this was reassuring to receive good feedback from.CM’s background is in Psychiatry and was wondering about having a TEF stand at the upcoming International Congress 2024 in Edinburgh. SG felt that while this is admirable, the scope is beyond the TEF. TU was able to suggest the Yorkshire Regional Psychiatry School Conference on 22nd November 2024 as an alternative. CM and TU are to lead on organising a stand for TEF; it will be occurring in Sheffield. TU did also remind everyone about the Conscious Decision Making course occurring on 26th May and will add this to the social media grid. **South Locality Lead (UU)**UU discussed the email from Jon Cooper, explaining the ongoing admin hold as a result of the NHSE/HEE merger. He expressed concern that colleagues in South Yorkshire have not been accessing the email.This led to discussion about the communication from NHSE and the role TEF play in helping disseminating the communication.There were agreed concerns that very few PGDiTs are aware of the situation despite the communications sent as well as some staff according to anecdotal discussion. There was also a comment that PGDiTs are independent learners and therefore ultimate responsibility for reading communications does sit with them.However, all are in agreement that the videoed Question of the Month is going to be very helpful in providing further details but to encourage PGDiTs to have discussions with their particular Schools for specific information.**Comms and Engagement (JT)**Reminded all in TEF to utilise the [Social Media Resources](https://nhs-my.sharepoint.com/personal/sium_ghebru2_nhs_net/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fsium%5Fghebru2%5Fnhs%5Fnet%2FDocuments%2FTEF%20Folder%2FSocial%20Media%20Resources&view=0) sub-folder to add planned social media posts and commentary. This contains rules of engagement as well as how to [schedule posts.](https://nhs-my.sharepoint.com/%3Aw%3A/r/personal/sium_ghebru2_nhs_net/_layouts/15/Doc.aspx?sourcedoc=%7BF54F420C-BC2C-42A4-A833-6399825027FA%7D&file=TRAINEE%20FORUM%20SOCIAL%20MEDIA%20COMMS.docx&action=default&mobileredirect=true)All are highly encouraged to develop posts. **West Locality Lead (SS – apologies)****Wellbeing & Support Lead (SK – apologies)****Actions:**1. **Raising Concerns infographic to be passed on the Quality team for review and to help be used in the Deanery Induction Project.**
2. **SG will be presenting at one of the Junior Doctors and Dentists events on 15th May to help advertise the TEF.**
3. **SL, MH and JT will be meeting at the beginning of June to discuss further collaborative projects.**
4. **TU and ZN to continue to reach out to Donnar Ejiofor (former EDI co-lead) in order to help update the IMG handbook and fully take over editing rights.**
5. **CM and TU are to lead on organising a stand for TEF; it will be occurring in Sheffield.**
6. **TU to advertise the Conscious Decision Making course occurring on 26th May on the TEF social media grid.**
7. **All are highly encouraged to review** [**Social Media Resources**](https://nhs-my.sharepoint.com/personal/sium_ghebru2_nhs_net/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fsium%5Fghebru2%5Fnhs%5Fnet%2FDocuments%2FTEF%20Folder%2FSocial%20Media%20Resources&view=0) **sub-folder and to develop social media posts via the** [**Trainee Forum Social Media Comms**](https://nhs-my.sharepoint.com/%3Aw%3A/r/personal/sium_ghebru2_nhs_net/_layouts/15/Doc.aspx?sourcedoc=%7BF54F420C-BC2C-42A4-A833-6399825027FA%7D&file=TRAINEE%20FORUM%20SOCIAL%20MEDIA%20COMMS.docx&action=default&mobileredirect=true)
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|  | **Directorate Updates****Deanery Management Team (DMT) Updates:**Updated on the meeting – discussed about ongoing risk of Foundation Doctor placements without posts. Currently around 20 doctors are awaiting posts with HUTH/NLAG being the likely location. Ongoing work with the Regional Teaching Steering Group in participating in a national conversation in developing a online learning platform to replace the use of Blackboard.Discussed a planned LTFT Pilot developed by Andrew Brennan – this has been paused due to the admin hold but is a project that has the support of the TEF.WD, SP and ZN are interested in participating in the Steering Group and SG will pass on their details to the Group. **Dean Executive’s Meeting for Quality (DEMQ) Updates:**The NETS data was analysed and presented at the last DEMQ and DMT. This is the same presentation provided to the TEF last month. The GMC National Training Survey’s deadline will be extended to 16th May. The Dental School will run a separate NETS in the same time.**Deanery Employment Engagement Forum (DEEF) Updates:**Both SM and SG were present at DEEF. The workshop involved discussion around Self Development Time (SDT) – which is discussed in the next agenda item.**TEF Directorate Update:**Planned for 8th May.**Actions:**1. WD, SP and ZN are interested in participating in the Steering Group and SG will pass on their details to the Group.
2. The NETS presentation will be shared with TEF members who could not attend the previous TEF meeting.
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|  | **Self Development Time**This was a broad discussion about the principles that the TEF should encourage the deanery to adopt and disseminate to all PGDiTs. The principle of SDT is a vital component of training and if SDT is not utilised properly, this will be a significant risk to wellbeing. All shared their personal experience of SDT in respective specialities.Summary:1. Self Development Time should be applied as a mandatory component of a PGDiT’s work schedule and agreed with the employer and rostered into a regular schedule
2. The Objectives of SDT should be agreed with the Educational Supervisor and agreed to focus on the professional and personal development of the PGDiT.
	1. Professional development includes but is not limited to
		1. Portfolio submission
		2. Work based placement assessments/procedures
		3. Quality Improvement Activities
		4. Research
	2. Personal Development should be under the remit of the PGDiT so that it prioritises the wellbeing of the individual
3. There should not be any SDT used for employment related work such as mandatory training or induction
4. SDT can occur on or off site.
	1. If it occurs on site, there must be appropriate facilities away from the clinical environment unless the PGDiT is electing to participate in clinical work as part of SDT (i.e. clinics, procedures, theatre time)
	2. If it occurs off site, it is reasonable to expect a PGDiT to either be at home or easily accessible to attend clinical work if there are work pressures.
5. SDT should not be overtly monitored by administrative or supervisors. There has to be a record of SDT utilised by PGDiTs and uploaded to a portfolio but the principle of SDT is that it is independent time and can be used as determined by the PGDiT
	1. The understanding is that PGDiTs are independent, adult learners and so should have the probity to not misuse their SDT.
6. There is an expectation that SDT is not annual leave and should not be used as such
7. There should be an active attempt to avoid cancelling PGDiT SDT by rota coordinators
8. Ultimately, if a PGDiT is passing ARCPs, they should be allowed to use SDT independently.

**Actions:**1. **SG to liaise with Harriet Callaghan and Jon Hossain to develop a set of guidelines for SDT**
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| Action Log |
| **Item** | **Action** | **Allocated person(s)** |
| **1** | **SP and SM to attend Junior Doctor Forum at STHT** | Sophina MahmoodSindhu Pavuluri |
| **2** | **SG will discuss with Shrita Lakhani about how to organise more regular support on there.** | Sium Ghebru |
| **3** | **Wider Forum to occur on 22nd May – final invites with pre-reading to be shared via email with 2 weeks and 1 week to go.** | Sium Ghebru |
| 4 | **Raising Concerns infographic to be passed on the Quality team for review and to help be used in the Deanery Induction Project.** | Waqas DinSium Ghebru |
| 5 | **SG will be presenting at one of the Junior Doctors and Dentists events on 15th May to help advertise the TEF.** | Sium GhebruSarah Longwell |
| 6 | **SL, MH and JT will be meeting at the beginning of June to discuss further collaborative projects.** | Sarah LongwellMichelle HorridgeJessie Tebbutt |
| 7 | **TU and ZN to continue to reach out to Donnar Ejiofor (former EDI co-lead) in order to help update the IMG handbook and fully take over editing rights.** | Theresa UgalahiZehra Naqvi |
| 8 | **CM and TU are to lead on organising a stand for TEF; it will be occurring in Sheffield.** | Chioma MadukaTheresa Ugalahi |
| 9 | **TU to advertise the Conscious Decision Making course occurring on 26th May on the TEF social media grid.** | Theresa Ugalahi |
| 10 | **All are highly encouraged to review** [**Social Media Resources**](https://nhs-my.sharepoint.com/personal/sium_ghebru2_nhs_net/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fsium%5Fghebru2%5Fnhs%5Fnet%2FDocuments%2FTEF%20Folder%2FSocial%20Media%20Resources&view=0) **sub-folder and to develop social media posts via the** [**Trainee Forum Social Media Comms**](https://nhs-my.sharepoint.com/%3Aw%3A/r/personal/sium_ghebru2_nhs_net/_layouts/15/Doc.aspx?sourcedoc=%7BF54F420C-BC2C-42A4-A833-6399825027FA%7D&file=TRAINEE%20FORUM%20SOCIAL%20MEDIA%20COMMS.docx&action=default&mobileredirect=true) | All |
| 11. | **WD, SP and ZN are interested in participating in the Steering Group and SG will pass on their details to the Group.**  | Waqas DinSindhu PavuluriZehra Naqvi |
| 12. | **The NETS presentation will be shared with TEF members who could not attend the previous TEF meeting.** | All |
| 13. | **SG to liaise with Harriet Callaghan and Jon Hossain to develop a set of guidelines for SDT** | Sium Ghebru |

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| Date of next meeting | 05/06/2024 |
| Confirmed by | Sium Ghebru |