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

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| Date and time | 16th October 2024 |
| Venue details | **F2F**Blenheim House, Leeds |
| In attendance | **Name** | **TEF Role** |
| Person | *Role* |
| Shrita Lakhani | *Chair* |
| Janaky Nam | *Communications & Engagement Lead* |
| Sindhu Pavuluri | *Wider Forum Lead* |
| Yamen Jabr | *South locality lead* |
| **External Speakers** |
| **Name** | **Role** |
| Julie PlattsDavid White | *NHSE North East & Yorkshire* *(Regional Senior Quality Lead)**NHSE North East & Yorkshire* *(Quality Intelligence Manager)* |
| Apologies | Sophina MahmoodMichelle HorridgeZehra NaqviSarah LongwellJuantia OriakuSanah SajawalTheresa UgalahiWaqas Din |

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| **Item No.** | **Item** |
|  | **Introductions, apologies & moment of joy from attendees**Welcome to new TEF members Janaky Nam (Communiation & Engagement Lead) and Yamen Jabr (South Locality Lead)Ice breaker – if you could teach one topic (other than your current role) what would it be? Apologies noted.  |
|  | **Action log from Sept reviewed** 1. Closed Items
	* SLa received information and contact details of LTFT Dental Project, DEEP/SOP dates, BMA recommendations regarding Professional Leave
	* Confirmed with J Platts – no current projects on exception reporting
	* Relaunch of Deanery Buddy System planned following discussion at Sept TEF Directorate
	* TEF and WF Meeting dates for 2024-25 finalised following discussion and opportunity for feedback. Team Building session organised for 11th Dec PM
	* Confirmation that conference related to Professional Support planned for 2025
	* S Stokes not extending term as secretary. Position still vacant.
	* SLa/SM discussed issues of professional leave being barrier to TEF SOP being approved
2. Ongoing actions
	* All TEF members to identify opportunities for TEF Promotion (item added to TEF business plan)
	* Collecting Feedback from previous FLP conference attendees on TEF workshop and awaiting confirmation if TEF workshop feasible at 2025 FLP conference
	* ZN/TU to consider ideas for celebrating cultural/religious festivals as TEF committee and discuss with SLa
	* Discussions regarding 6-month extension of TEF Chair role

**TEF Promotion**Recruitment for vacant posts planned for Feb 2025. All TEF members to continue to promote Trainee Forum in meantime. List of specialities that we don’t have contacts for circulated in SLa’s weekly update email. List to be uploaded onto One Drive so all members can access and update. JN to monitor list. Once list sufficiently populated to contact specialities to enquire about dates of any meeting/teaching opportunities that can be used to promote Trainee Forum. Currently work undergoing for Trainee Forum to be promoted at Trust Inductions through Deanery Induction Project. **General Discussion**Reminder for all TEF members to send apologies if unable to attend meetings – earlier the better.**Actions:**1. **All TEF members interested in having leadership mentoring as part of the Deanery Buddy System, contact SLa by 25th November**
2. **Any TEF members having issues with obtaining professional leave for TEF activities, contact SLa.**
3. **SLa to upload list of speciality contacts onto OneDrive and JN to monitor**
	1. **All TEF members to populate with any contacts they have in different specialities** (do not have to be trainee representatives, just looking for a trainee in that speciality)
4. **Any TEF member wishing to be involved in assisting the regional teaching committee with introduction the new national teaching platform to contact** **england.regionalteaching.yh@nhs.net**
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|  | **Wider Forum** Agendas for future Meetings:* Nov Meeting – Lindsay McLoughlin and Ross Roden showcasing work of Professional Support Team. WD and Emily Langford delivering Civility Saves Life workshop. Format altered to accommodate speakers.
* Future Meetings
	+ Presentation on Physician Associates arranged for TEF meeting to consider suitability for WF meeting (NB Presenter qualified as a Doctor from Cambridge and is Educational Lead for PA’s at University of Leeds).
	+ Possible ideas – EDI at Trust Level (recent presentation to FLP cohort by CEO at Bradford Teaching Hospitals NHS Foundation Trust) and Conscious Decision-Making workshop. SLa to discuss with EDI co-leads

Application Process:New members currently applying using Google form via QR code. SP and SLa both feel this then negates need for CV being sent to chair. Consequently propose only requesting a CV from applicants if multiple apply from same speciality as this could impact service provision. CV would then be helpful if a selection process is required. Agreement from members present but to allow rest of exec committee opportunity to feedback on this.Wider Forum WhatsApp Group SP and SLa limiting posts to ensure members are not overloaded with messages. Upcoming posts on opportunity to assist with testing of the incoming teaching platform Moodle and contacts in different specialities to aid recruitment. Newsletter: Final call for content for Wider Forum newsletter is Fri 18th Oct 2024**Actions:**1. **SLa to discuss ideas for future WF meetings (conscious decision-making workshop and EDI at Trust Level) with EDI Co-leads**
2. **TEF members that could not attend meeting to contact SL with any feedback (positive or negative) on proposed changes to WF application process.**
3. **SP to post in WF WhatsApp group on assisting with testing of the incoming teaching platform Moodle and asking members for contacts in different specialities**
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|  | **Processes regarding future statements as a trainee forum**In August, the trainee forum was involved in producing statements about the UK social unrest. It was also named in an open letter to the YH dean, which it didn’t have prior knowledge of. These situations have raised questions about how we as forum, produce statements/agree to being named in open letters etc. For example what are the processes, how will approval be reached, what if changes are made, what are the protocols etc? There are no policies in place or other precedence aside from the recent events.The topic is open for discussion. Points made: * Statements can be written by any exec member and brought to meetings to discuss. Any changes are to be agreed with the original authors. If not able to bring statement to a meeting, to set a vote with a deadline.
* To release statements in trainee forum name, the chair and majority of exec committee need to agree. If no majority, then cannot release in the name of the trainee forum (but individual/group can release on their own accounts).
* Should the trainee forum be commenting on non-educational or non-training-based issues? School of thought that we should be signposting to resources rather than taking a stance on the debate.
* If using these statements to signpost to support, could we do that regularly anyway, rather than just at crisis points? If so, how often and where can this be done?

SLa: acknowledges that many exec members are not present today and important for all to have a chance to consider this and feedback. Therefore item to be placed in Nov agenda. SLa highlighted importance of having discussion now, so that should a situation arise, we as a committee know where we stand**Actions:** 1. **SLa to highlight topic on weekly updates and welcomes any feedback from committee (positive/negative, prior or at next meeting)**  **2. Topic to return for discussion at Nov TEF Meeting**  |
| 5.  | **GMC NETS Results by Julie Platts and David White**JP – Quality Lead for NHSE NEY. DW – Quality Intelligence Manager (essentially data analyst especially of surveys). NETS largest survey in UK for doctors. Reporting tool can be accessed by anyone. Y& H performance: * Mostly level or just below the national mean on most indicators
	+ Highest indicators are clinical & educational supervision
	+ Lowest are rota design, workload, facilities, regional teaching
* North Lincolnshire and Goole NHS FT are the lowest performing trust with 7 indicators below the YH standard
* Dermatology, Genitourinary Medicine and Paediatric surgery are the lowest 3 performing specialties on multiple metrics.
	+ In terms of Overall satisfaction with programme and deanery (when divided by specialty) F1, Core Psychiatry, Anaesthetics, IMT, and GP in secondary care are all below national mean
* When indicators demonstrate that schools are underperforming, JP works with directors of medical education, individual schools quality leads and if need be GMC for quality assurance.

DW and JP will present the 2024 NETS data to TEF next year.  |
| 6 | **Meeting Update (DMT/ DEMQ/DEEF/ SOP / TEF Directorate**DMT * ongoing collaboration with TEF regarding raising concerns graphic, which will be uploaded to NHSE YH website
* Plans to have a lead employer for all specialities (including introducing NHSE digital passport)
* October DMT cancelled

DEMQ – NETS 2024 running from 1st Oct – 26th Nov 2024 to encourage trainees to completeDME* Resources on professional support website for neurodiversity support (open to anyone, do not require a diagnosis) ([link](https://www.yorksandhumberdeanery.nhs.uk/learner_support/support-neurodivergence))
* COPMeD released guidance on accelerating programme completion dates (come from specialities with a long training period and can only be done at penultimate ARCP)
* ‘Resident doctor’ nomenclature from BMA discussed
	+ Consensus that ‘resident' is replacing ‘junior’ in phrase ‘junior doctors’
	+ Has caused issues (‘resident’ can be interpreted as on site and this can pose a patient safety issue or confusion among AHP on level of experience of a ’resident’ doctor and so difficulties determining who is the most appropriate person to contact)
	+ Doesn't work for dentists unlike PGDiTs, which is more inclusive
	+ NHSE uses term PGDiT not ‘junior doctors,’ so if there is to be a change, it will need to come following agreement among the English Medical Deans.
	+ Discussion that this question would be good for ‘Question of Month’

SOP Meeting * Trainee Forum SOP not approved due to ‘no mention of professional leave’ in either medical or dental gold guides (see below)

TEF Directorate* Discussed relaunch of deanery buddy system project and plan to explore capacity among senior management (business and associate deans)
* Investigating barrier around professional leave for trainee forum work, which prevented trainee forum SOP being approved.
* To commence a thematic analysis of issues that are brough to the trainee forum

DEEF – TEF been asked to collaborate with senior management to develop principles on how ‘Self Directed Time’ should look. SP volunteered interest on this. PS Working Group* Working on raise awareness of the PS Team among TPDs
* Issue raised at August Wider Forum regarding support for trainees with chronic health conditions raised at meeting – trainees to discuss situation with ES and self-refer to PS Team. Will undertake case by case consideration.

**Actions:**1. **ALL – review neurodiversity resources on PS website and contact SLa with any feedback**
2. **SLa to arrange Question of Month with YH Dean regarding resident doctor terminology**
	1. **JN to assist with phrasing**
3. **ALL- any members interested in working on principles regarding self directed learning or has feedback on it, to contact SLa**
4. **SLa to provide answer to query about chronic health conditions at Nov WF meeting**
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| 7.  | **Team Updates****Quality – WD** – Apologies**West – SS** – Apologies**East – CM** – Apologies**South – YJ** - Had official handover. In process of contacting Resident Doctor Forums (RDF) in South Yorkshire. Needs help with obtaining contacts for ‘Rotherham’ and ‘Bassetlaw & Doncaster’ RDFs. SLa and SP have contacts respectively and to forward details to YJ. Sheffield Teaching Hospitals RDF recently circulated trainee Full Time Equivalent Numbers. YJ to contact Sheffield RDF secretary (Daniel Moseby) to enquire whether Sheffield RJF members from all specialities (especially larger ones) are interested in joining WF. **LTFT –** Co-leads meeting with the LTFT Representative a Leeds Teaching Hospitals to discuss the questions of the LTFT survey they are working on. Plans to disseminate survey asap afterwards. **Employers – SM** – . SLa working with TEF Directorate (J Cooper & K Cobb) to explore barrier regarding professional leave that has prevented approval of TEF SOP. **EDI – ZN/TU –** Apologies. **Wellbeing – JO –** Attended Professional Support Working Group Meeting (see above for updates) . **Communications – JN –** Official handover with predecessor next week. Requests blurb for website from new members (SLa, YJ, JO)**Actions:** 1. **SLa/SP to pass on contact details for ‘Rotherham’ and ‘Doncaster & Bassetlaw’ RDF to YJ**
2. **YJ contact Sheffield RDF members regarding joining WF**
3. **JN to contact new TEF members (SLa, YJ, JO) for website blurb**
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| **8.** | **AOB**Academic Lead for TEFSLa been asked by Academic SuppoRTT champions if possible for TEF to have an academic lead. Question also been separately raised by an exec member during catch up sessions with chair. SLa meeting with Academic SuppoRTT champions later this month to find out more information will feedback. Item raised at TEF today so exec can be made aware and to gauge thoughts. Discussion pointsd * How many academic trainees are there in region? Do they have representation elsewhere?
* How would an academic lead support them? What meetings would they attend?
* Could this be an additional role an existing member takes on rather than a separate lead?

All valid points. Item to return at next meeting along with further information from meeting with Academic SuppoRTT champions. **Actions:** 1. **All members to contact SLa with any comments regarding Academic Lead on TEF committee.**
2. **To be placed as agenda item for next meeting.**
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|  | **Next meeting: Virtual 13th November on MS Teams** We will have guests to discuss issues regarding study leave applications and the  |

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| **Action Log** |
| **Item** | **Action** | **Allocated person(s)** |
|  **Outstanding from September**  |
| **1** | Explore if scope to extend duration of TEF Chair role job for 6 further months i.e. 18 months in total | SLa- ongoing  |
| **2** | Discuss with FLP Conference organising team regarding possibility of TEF workshop at 2025 conference | SLa- awaiting confirmation  |
| **3** | ZN/TU to consider ideas for celebrating cultural/religious festivals as TEF committee and discuss with SLa | ZN/TU/SLa- ongoing |
|  **October Actions**  |
| **4** | TEF members interested in opportunity of leadership mentoring as part of Deanery Buddy System to contact SLa by 25th November | ALL |
| **5** | Any TEF members having issues with obtaining professional leave for TEF activities, contact SLa.  | ALL |
| **6** | SLa to upload list of specialities Trainee Forum working to contact onto OneDrive (JN to monitor) | SLa/JN |
| **7** | All TEF members to populate with any contacts they have in different specialities (doesn’t need to be a trainee representative, looking for a trainee in that speciality) | ALL |
| **8** | To escalate regarding professionall leave Any TEF member wishing to be involved in assisting the regional teaching committee with introduction the new national teaching platform to contact <england.regionalteaching.yh@nhs.net>  | YJ |
| **9** | SLa to discuss ideas for future WF meetings (conscious decision-making workshop and EDI at Trust Level) with EDI Co-leads | SLa/ZN/TU |
| **10** | TEF members who were not at October TEF meeting to contact SLa with any feedback (positive or negative) on proposed changes to WF applications.  | WD/SM/SLo/MH/ZN/TU/JO/SS/CM |
| **11** | SP to post in WF WhatsApp group on assisting with testing of the incoming teaching platform Moodle and asking members for contacts in different specialities  | SP |
| **12** | SLa to highlight question regarding the processes for producing statements as a trainee forum on her weekly updates. Any feedback from committee is welcome (positive/negative, prior or at next meeting)  | SLa |
| **13** | Topic on the processes of producing statements as a trainee forum to be placed on agenda for November TEF meeting | SLa |
| **14** | Review neurodiversity resources on PS website and contact SLa with any feedback | ALL |
| **15** | SLa to arrange Question of Month with YH Dean regarding resident doctor terminology. JN to assis with phrasing.  | SLa/JN |
| **16** | Any TEF members interested in working on principles regarding self directed learning or has feedback on it, to contact SLa  | ALL |
| **17** | SLa to provide answer to query about chronic health conditions at Nov WF meeting  | SLa |
| **18** | SLa/SP to pass on contact details for ‘Rotherham’ and ‘Doncaster & Bassetlaw’ RDF to YJ  | SLa/SP |
| **19** | YJ contact Sheffield RDF members regarding joining WF | YJ |
| **20** | JN to contact new TEF members (SLa, YJ, JO) for website blurb  | JN |
| **21** | All TEF members to contact SLa with any comments regarding Academic Lead on TEF committee and item to be placed on Nov TEF agenda | SLa |
| **22** | Place aAcademic Lead on TEF COmmitte item on Nov Agenda | SLa |

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| Date of next meeting | 16.11.2024  |
| Completed by | S. Pavuluri (Wider forum lead) |
| Confirmed by | S Lakhani |