

## The Yorkshire and Humber Trainee Forum (TF): Recruitment to Locality Executive Role

This document provides information for trainees in medicine or dentistry in Yorkshire and Humber who are considering an application to the Locality Role on the Trainee Executive Committee

### **Our Mission Statement**



#### **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 wellbeing and support.

### **Our Aims:**

1. Increase trainee engagement with HEE YH to enhance the quality of postgraduate medical and dental training
2. Represent trainee views from all medical and dental specialties in all localities in the region
3. Provide a forum for communication and information dissemination between HEE YH and trainees
4. Provide direct contact for trainees with senior HEE YH faculty

### **Our Objectives:**

1. Provide a mechanism by which trainee reported issues can be raised with HEE YH in a timely manner 
2. Be involved in quality assurance activities 

3. Provide trainee representation on appropriate HEEYH committees/working groups



4. To collectively provide solutions to local issues in collaboration with the



Postgraduate Dean (PGD) and the PGD's representatives



5. To identify, develop and implement innovation for the HEE YH region for the benefit of trainees and training quality.

## About this Position

The aim of the Trainee forum is to improve trainee engagement with the work of HEE YH, as greater trainee engagement is linked to improved quality of training.

As **secretary** you will be required to finalise and distribute agendas and minutes of meetings, oversee maintaining up to date contact for the TF members and send communications to the membership as required. Your role will involve closely working with faculty and staff at HEE YH on matters that arise within the Trainee Forum, as well as updating the webpage and liaising with HEE comms team.

This is a voluntary role to support the work of the HEE YH Trainee Forum which represents the medical and dental trainees in the region. The time provided to undertaking this role will be seconded from clinical training time.

The maximum term is 2 years. Minimum term 1 is year. The term will automatically come to an end on leaving a Yorkshire and Humber training scheme. The expectation is that you will be in a training post for the majority if not all of this term.

**Accountable to:** The Postgraduate Dean HEE YH

**Responsible to:** The Chair of the Trainee Forum

This role predominantly involves working from home, using remote working options including video conferencing meetings, email and telephone. There may be face to face meetings in future.

## Expectations of the role:

Below is set out the expectations for this Trainee Forum Executive role. As the forum is a new venture, other responsibilities may arise.

1. Attend at least 70% of meetings, and actively contribute to discussions and agenda topics at these meetings.
2. Action tasks assigned to you within the time set during the meeting and disseminate this to the relevant parties.
3. Develop an effective strategy to liaise with trainees in your area of the region to bring their concerns and views to the forum and disseminate information back to them.
4. Organise local events as and when required for local issues, including Trust specific events if required.
5. Identify and liaise with key trainee representatives in your area (locality) and specialty/school on key issues or concerns to ensure TF work is efficient and effective.
6. Along with the rest of the Trainee Forum Executive develop a strategy for recruitment to the TF and TFE ensuring equity, diversity and inclusion are central to the strategy and implementation.
7. Support recruitment to the trainee forum and executive roles as required to ensure all positions are filled.
8. Support development of the TF website.
9. Provide input, along with the rest of the Trainee Forum Executive, to an annual report summarising the Trainee Forums developments, achievements and ambitions for the following year.
10. Contribute or review any key trainee policies, charters or documentation as required.
11. Comply with the governance structure of HEE YH.
12. Hand over comprehensively to your successor on completion of your term in post.

### What is in it for me?

Being part of the Trainee Executive Forum is a management and leadership position, recognised by HEE. Contribution will be recognised by the postgraduate dean and certificates for e-portfolios will be made available.

This position is a springboard to other exciting opportunities on other committees, as well as creating agendas for change in regional training, networking, and enhancing management and leadership skills.


During your tenure on the Trainee Executive Forum you will receive up to 2 sessions per month (equivalent to 1 day) of professional leave to complete forum duties.

You will have the opportunity to attend 2 courses. These are: Effective Meetings and Structure and Power Dynamics in the NHS.

You will be offered the opportunity to complete a healthcare leadership 360 appraisal and receive bespoke feedback on this (a two hour 1:1 session).

Any expenses for travel will be paid in accordance with the Junior Doctors Contract Terms and Conditions.

### Meetings

Trainee Executive Forum will meet on a more regular basis (approximately monthly). The Wider Trainee Forum meet quarterly. Professional leave will be granted for attending meetings (usually half day). Expenses for attending meeting to be paid by HEE YH  Members of the Executive Committee are expected to engage in activities which further the objectives of the TEF between meetings.

### Communication

A generic TF HEE email address is available for trainees to contact the Trainee Forum. A contemporaneous webpage with details of the TF Executive Committee and how to join, edited by the Trainee Executive Forum.

The agenda and documents will be sent to TF members 2 weeks prior to quarterly forum meetings. Minutes will be circulated within 1 week to all TF members and posted on the webpage

### Membership and representation

#### The Trainee Forum Structure

The Wider Trainee Forum is made up of any number of trainees who want to join, and help

to make Yorkshire and Humber a better place to train as a doctor or dentist. Details on how to join the Wider Trainee Forum are on the website documents section.

The Trainee Executive Committee guides the objectives and strategic planning of the forum and are appointed by a competitive process. This will eventually move towards a process by which Executive Committee members are elected by wider forum members.

### **The Trainee Executive Forum are a group made of the following positions:**

- Chairperson (post held for year by the appointed Future Leadership Fellow for trainee engagement)  
Vice Chairperson
- Secretary
- Quality lead
- Employers lead
- Locality leads x 3 (South, West and East)
- Equality and Diversity lead with responsibility for International Medical Graduates and Trainees with Protected Characteristics
- Less Than Full Time (LTFT) Lead
- Academic Lead

Each role consists of a 2 year term with the option for a maximum of 2 consecutive terms.

## **How Do I Apply?**

Please send a Mini CV (limited to 1 side of A4) to the following email address:  
traineeforum.yh@hee.nhs.uk

Please include the following:

- Name, email address, phone number, postal address, GMC/GDC number, speciality, grade and hospital, as well as previous jobs/positions held.
- A section entitled “What people appreciate about me” – please provide 3 points you’d like us to know about you and brief explanation (can be in work environment, or personal life)

Applications are on a competitive basis.



**Health Education England**

## Trainee Executive Forum Person Specification – Locality Role

	Essential	Desirable
Eligibility	Doctor or dentist in training in HEE YH of any grade or specialty	
Commitment	<p>Commitment to attend at least 70% of TEF meetings</p> <p>Agree to volunteer for tasks related to TEF work and carry these out in a timely fashion.</p>	
Skills, Abilities, Knowledge	<p>Understanding of the function of HEE and its responsibilities in relation to training.</p> <p>Enthusiastic self-starter with awareness of own limitations; seeks help appropriately.</p> <p>Excellent interpersonal skills and ability to work in partnership with others.</p> <p>Excellent organisational skills.</p> <p>Proven ability of working in a multidisciplinary team environment and delivering team objectives.</p> <p>IT skills including use of Word, Excel and PowerPoint and virtual communication tools/ apps</p> <p>Awareness of current initiatives and priorities within the NHS – locally and nationally.</p>	<p>Website writing skills</p> <p>Experience in production of webinars, podcasts</p> <p>Proficient in use of social media such as twitter, you tube, video media</p>

Experience	Evidence of participation in audit, evaluation, Quality Improvement or Research Projects	Evidence of previous leadership role  Evidence of previous effective trainee representation roles
Teaching	Evidence of contributing to teaching and learning of others	Enthusiastic and experienced in teaching
Fitness to Practice	Up to date and fit to practice safely	