

Terms of Reference

Yorkshire and the Humber Trainee Forum (TF)

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Approved by	
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Communication plan	STM/Schools/DME/MEMs TF HEE YH TF webpage
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Equality Impact Assessment	Neutral

1. Introduction

Mission statement

Yorkshire & Humber Trainee Executive Forum: “The influential voice for trainees”. Ensuring doctors and dentists in training in the Yorkshire and Humber region are fairly, equitably and transparently represented. We aim to drive improvements in quality of education and training, well-being and support.

Purpose

The purpose of the Trainee Forum (TF) is to improve trainee engagement with the work of Health Education England Yorkshire and the Humber (HEE YH) increasing the contribution of trainees towards day to day work, innovative projects and working groups. This in turn will help deliver our objectives of delivering excellent training, enhancing recruitment and retention and improving the trainee experience. Ultimately this will benefit our region by leading to the provision of the highest quality patient care.

Specifically, the trainee forum will:

- Increase trainee engagement with HEE YH to enhance the quality of post graduate medical and dental training and education.
- Represent trainee views from all medical and dental specialties in all localities in the region.
- Provide a mechanism for bidirectional communication and information dissemination between HEE YH and trainees.
- Provide direct contact for trainees with senior HEE YH faculty and management allowing trainees to contribute to the development of relevant strategies and processes.

What is the Trainee Forum?

The TF, established in 2020, is a group of postgraduate medical and dental trainees from GP, specialty and foundation medical and dental training programmes in Yorkshire and the Humber (YH). The TF is chaired and run by trainees for trainees and is an essential space for HEE YH and trainees to interact in a positive and productive way. It provides a format to ensure trainee representation and input at all levels within HEE. Through the forum trainees can offer feedback or ideas and raise any concerns regarding any aspect of their education and training. It is anticipated that the TF will also consider local employment issues and concerns and use their position as representatives of the trainees to advocate for change in trusts where necessary, however, HEE are not the employer of YH trainees and therefore cannot take unilateral action on employment issues.

2. Equality statement

HEE YH Trainee Forum is proud to represent all our region’s trainees. Celebrating diversity, equity and inclusion are essential for cultivating excellent working environments with safe team cultures, supportive educational environments and high-quality patient care. The differences that each individual trainee possesses and the different lived experience that they have is recognised by the trainee forum as a valuable asset to our region. These differences bring a richness of culture and experience that can lead to innovative solutions to tricky problems, exciting enterprises to improve

education and care and wonderful opportunities for us all to see the world through a wider lens.

The trainee forum understands that inclusion is about the choices we make, the words we use and the actions that we take every day. Our trainees live their lives in a myriad of specific, unique ways, they come from all walks of life, and from all around the world; therefore, as a forum we will ensure diversity within our ranks in order to represent all trainees fairly. It is essential that trainee forum members are open to, respectful of, and inquisitive about ideas, perspectives and outlooks different from their own. The trainee forum expects all members to uphold these values in their work with the trainee forum and into their lives beyond.

3. Key Tasks

- 3.1. To offer trainee input into key strategic and management issues pertaining to HEE YH's educational governance and quality assurance functions.
- 3.2. To facilitate trainee participation in HEE YH's educational governance and quality assurance functions such as Quality Visits to Trusts and ARCP Appeal Panels
- 3.3. Provide trainee representation on appropriate HEE YH committees and working groups thus ensuring trainee contribution to the formation of future strategy.
- 3.4. To collectively provide solutions to local issues, including in the quality and delivery of training in collaboration with the Postgraduate Dean (PGD) and the PGD's representatives.
- 3.5. To identify, develop, implement and share innovation and good practice in the HEE YH region for the benefit of trainees and the quality of education and training.
- 3.6. To provide an additional forum for communication between trainees and HEE YH.

4. Membership and representation

- 4.1. The TF is made up of trainee representatives from across Yorkshire and the Humber. Members can include trainees of any specialty and stage of training. The compete TF aspires to represent all schools at all levels at different localities of the region.
- 4.2. Membership should be representative of the trainees it serves and therefore the forum must ensure trainees from all backgrounds and with different characteristics are included by ensuring appropriate advertisement, selection and appointment process giving fair opportunity to all trainees.
- 4.3. Wider Forum: Membership of the wider forum is currently by non-competitive selection process. Expression of interest to be part of wider forum will involve submission of a mini-CV and acknowledgement that they are aware of the commitments of the role. Should there be multiple applicants from the same specialty/rotation/school where attendance at meetings impact on service delivery, the applications may require a

selection process and this will be reviewed on an “as required” basis.

- 4.4. Application process to the wider forum will be reviewed on a minimum yearly basis, depending on numbers and spread of applicants.
- 4.5. Tenure for a seat on the trainee forum will be 2 years.
 - 4.5.1. It is acceptable to remain on the forum for a maximum of 2 consecutive terms.
 - 4.5.2. Tenure will automatically end should a trainee cease to be a HEE YH trainee for any reason including gaining an outcome 4 or 6 and being released from training.
 - 4.5.3. Trainees on OOP periods can hold their seat on the forum provided their OOP is within YH for a maximum of 1 year at which point they must return to training or relinquish their seat. With the exception of the academic lead where an ACF on OOPR may continue to hold the post for the full 2 years but may only seek a second term if they remain with an academic NTN for the duration.
 - 4.5.4. Trainees serving as member of the Trainee Executive Forum taking periods of parental or other statutory leave or sick leave may be deputised for during their absence. This pauses the trainees 2-year tenure which resumes on their return from leave.
 - 4.5.5. If a trainee wishes to be released from their role on the TF they should give written notice to the Chair of the TF giving 3 month’s notice. In exceptional circumstances a shorter notice period can be negotiated.
- 4.6. When in post support should be granted from the trainee’s educational supervisor, training programme director and school to allow appropriate leave arrangements for TF work and attendance.
 - 4.6.1. TFE members will have 2 sessions of professional leave per month to complete trainee forum work. This is not study leave and should not be deducted from the trainees’ study leave allowance. This is the same entitlement for both full time and less than full time trainees (i.e. is not calculated pro-rata) in order to allow sufficient time to complete duties and attend meetings.
 - 4.6.2. Trainee forum members who are not part of the executive will have 1 session of professional leave per month to complete TF work. Similarly, this is the same for trainees working full and less than full time.
 - 4.6.3. Additional leave will be granted for the quarterly meetings (1/2 day per meeting, therefore max 2 days per year). Additional meetings beyond this will need to be accommodated in the individuals’ professional leave allowance.
 - 4.6.4. Leave for the TF courses that are offered will be taken from the trainees’ usual study leave allowance as this is classed as continuing professional development

- 4.6.5. Professional leave will be booked using the recognised study leave booking process, i.e. following the local arrangements through the postgraduate medical education centre.
- 4.7. An Executive Committee will be elected biennially, to comprise a Chairperson, Vice Chairperson, Secretary, Quality lead, Employers lead, 3 x Locality leads, Diversity and Inclusion Lead, LTFT Lead and an Academic Lead. Ad hoc elections will be held for roles becoming vacant during the 2-year tenure.
- 4.8. Notice of vacant TF executive positions should be given at least 2 weeks prior to the closing date for nominations.
- 4.8.1. Notice must be given electronically to all forum members but may also be announced at meetings.
- 4.8.2. Trainees may self-nominate for a role on the TEF and requires a seconder for the nomination. The seconder is required to be on the Trainee Executive.
- 4.8.3. Applications requirements for vacant TF executive positions will be competitive, and have previously included submission of a CV, poster and video. Applications will be scored and decided upon by the Deputy Dean, and Chair/Vice-Chair.
- 4.9. A minimum of 1 week's notice should be given prior to elections being held.
- 4.9.1. The Forum executive will be elected by Forum members eligible to vote.
- 4.9.2. Elections can be held during a meeting or electronically. Where a vote is held during a meeting votes may be submitted electronically by members unable to attend the meeting.
- 4.10. The Chair and Vice Chair of the Trainee Forum will aim to meet monthly with the Postgraduate Dean (PGD). If this is not feasible, a quarterly basis is the minimum required. Monthly meetings with the TEF with attendance from PGD, or Deputy Dean or Associate Dean, or HEE Business Manager (i.e. Senior management from HEE) is recommended, with a minimum quarterly attendance.
- 4.11. TF members will be expected to seek and represent the views of their trainee colleagues, as well as offer an individual perspective.
- 4.11.1. TF members will be representatives of all trainees regardless of their specialty or grade.
- 4.11.2. TF members will feedback any relevant information to their assigned represented specialty or trainee group.
- 4.12. The Forum may appoint sub committees or representatives to lead specific areas of work following the process set out in section 5.6
- 4.13. Additional members may be co-opted onto the forum from time to time to contribute to discussion about specific agenda items or lead work in their area of expertise.

- 4.14. If required the forum may consult or invite other trainees to contribute to the work of the trainee forum, particularly in areas where specialist knowledge or expertise are required. Examples include BMA reps, chief registrars, future leader fellows, school trainee reps.
- 4.15. All wider TF voting processes will require a minimum of 50% of the forum to participate to reach the threshold for a valid electoral process.
- 4.15 In exceptional circumstances where a rapid or time-critical decision is required the Chair/Vice-Chair will call upon TEF members to review and vote without involvement of the wider TF.

5. Meetings

- 5.1. Trainee Forum meetings and email communications will facilitate the collection, collation and dissemination of the views of trainees on matters pertaining to training and professional needs.
- 5.2. The Trainee Forum will meet quarterly unless extraordinary circumstances require additional meetings.
- 5.3. Meeting dates will be agreed for each training year (August-August) and circulated 3 months in advance (before the first Wednesday of May each year), unless changed due to unforeseen circumstances.
- 5.4. The secretary will request agenda items from members two weeks in advance of the meeting; work with the Chair or Vice-Chair if the Chair is unavailable to agree the agenda; and electronically circulate the agenda and meeting papers at least one week in advance of meetings.
- 5.5. The Postgraduate Dean or a representative will attend Trainee Forum meetings to update the Forum on developments, answer questions and report back on progress made on issues previously raised by the Forum. They will provide appropriate support, guidance and accountability. It is expected that this will be a minimum of quarterly.
- 5.6. Meetings will consist of an open section and a closed section. The open section will allow HEE YH faculty/employees and other interested parties^{1*} to attend to feed into the TF functions. The closed part of the meeting will include only trainee forum members.
 - 5.6.1. The meeting will usually last around 3 hours depending on the agenda items.
- 5.7. Some sub committees may be formed and require additional meetings.
 - 5.7.1. Sub committees must be approved by the Chair of the Trainee Forum Executive (or the Vice Chair in their absence)

¹ This may include but is not restricted to the following roles: BMA representation, HR/Employer representatives, College representatives, People with appropriate specialist knowledge, trainees invited to support the TF work but not elected onto the TF, Quality/Business Managers, School Faculty representation, Directors of Medical Education/ Medical Education Managers, Post Graduate Dean and/or their nominated representative

- 5.7.2. Following approval, the TF will vote to instate the subcommittee. Elections for this reason can be held between meetings electronically.
- 5.8. The forum will be quorate if the Chair or Vice Chair plus at least three additional executive trainee members, and three non-executive trainee members attend.
 - 5.8.1. Records of attendance and apologies will be kept, which may be requested by HEE YH.
 - 5.8.2. A TF member will be expected to attend a minimum of 3 out of 4 meetings per year (75%).
- 5.9. TF members should send an update in advance of the meeting date if they are unable to attend. The use of technology to encourage participation (e.g. teleconferencing) will be facilitated.
 - 5.9.1. It is expected that the majority of TF meetings will be held virtually in order to maximise participation. Face to face meetings will be arranged at the discretion of the Chair/Vice-Chair if safe to do so.
 - 5.9.2. Face to face meetings must occur in accessible buildings which cater to the needs of all TF members.
 - 5.9.3. Expenses for travel to and from meetings will be reimbursed through the standard process via your local postgraduate medical education centre
- 5.10. The Secretary will ensure minutes and action notes are recorded at meetings, or will nominate a deputy to do so.
 - 5.10.1. Minutes and action notes from meetings will be circulated to the Forum membership within 14 days of the meeting.
 - 5.10.2. Finalised Minutes of the forum meetings will be public documents that will be published on the HEEYH TF webpage.

6. Communications

- 6.1. A specific Trainee Forum account will be used to circulate and receive Forum communications. The Chair, Vice Chair, Secretary and Dean's Office will be able to access the email account.
- 6.2. Information about the TF and TEF will be available on the HEE YH website following consent from individual members. The Trainee Forum will appoint a website lead who will liaise with the website manager to ensure this information is up to date, relevant and informative.
- 6.3. The PGD and Heads of Schools will ensure that HEE YH trainees are aware of the Trainee Forum either through direct communication or by allowing the Trainee Forum to cascade communications through their contact lists.

- 6.4. HEE YH trainees will be able to contact the Trainee Forum directly via the Forum email address to raise issues and make enquiries. Trainees will also be able to contact the Trainee Forum through an anonymised form, accessed via the HEE YH website.
 - 6.4.1. The Trainee Forum will not deal with potentially sensitive or serious issues relating to individual trainees. In cases such as this, that are referred to the TF, the trainee will be signposted to appropriate sources of help or support.
 - 6.4.2. In the event of a serious disclosure to the Trainee Forum (such as a life threatening situation or workplace bullying/harassment) the TF reserve the right to escalate this to the appropriate bodies.
- 6.5. Information specific to individual training programmes will be communicated directly from the relevant school's coordinator or administrator and is not the remit of the trainee forum.
- 6.6. All communications will comply with HEE Comms regulations. Specifically, Arial fonts and appropriate letter head/document templates should be used.

7. Responsibilities of TF Representatives

- 7.1. Trainees who sit on the wider TF are required to:
 - 7.1.1. Recognise and celebrate the beautiful differences that we all possess and be open, respectful and inquisitive about opposing viewpoints and different experiences.
 - 7.1.2. Attend quarterly meetings (min 3 per year) in order to receive acknowledgment of TF membership
 - 7.1.3. send apologies and an appropriate update for meetings they are not able to attend.
 - 7.1.4. prepare for and read papers for any meeting they attend and have access to them during the meeting.
 - 7.1.5. Ensure they have the capacity to meet the requirements of the role.
 - 7.1.6. Disseminate information and outcomes of the TF to trainee colleagues as and when directed by the Chair.
 - 7.1.7. Seek opinion and present the views of all trainees.
 - 7.1.8. Contribute and suggest items for the TF agendas.
 - 7.1.9. Be a point of contact for trainees wishing to raise issues and/or signpost as appropriate.
 - 7.1.10. Develop links with schools/directorates and other groups and committees as appropriate.
 - 7.1.11. Organise a handover for incoming TF representatives

- 7.1.12. Work towards continuous improvement and sharing of good practice.
- 7.1.13. Attend and participate in other meetings and events where trainee involvement is required and at the request of the PGD.
- 7.1.14. Promote and help raise awareness of TF amongst trainees.
- 7.1.15. Maintain full confidentiality to trainees raising issues with the TF. All members will be required to adhere to professional standards of Confidentiality should any sensitive matters arise as part of the TEF business. All TF members should declare any conflicts of interest when/if they become apparent during the course of their tenure or prior to taking up the post. There will be a requirement to show that information governance training has been undertaken. Appropriate modules taken by implying trusts are adequate.
- 7.1.16. Understand that HEE is not the employer and although the TF can campaign and collaborate to address employment issues locally HEE is unable to dictate employment conditions.

8. Development opportunities and Portfolio

- 8.1. All members of the executive forum will have the option to attend 2 courses during their tenure funded by HEE YH. These are:
 - 8.1.1. Effective meetings
 - 8.1.2. NHS structure and power dynamics
- 8.2. All members of the executive TF will have the opportunity to complete the healthcare leadership 360 appraisal during their 2-year tenure.
- 8.3. An annual letter of contribution/confirmation of attendance will be issued (electronically unless otherwise requested) provided the TF member has attended a minimum of 3 meetings and submit their apologies for meetings they are not able to attend.

9. Accountability

- 9.1. The Trainee Executive Forum is accountable to the Postgraduate Dean.

10. Review

- 10.1. These Terms of Reference will be reviewed annually.