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

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| Date and time | 13th November 2024 |
| Venue details | **Virtual** MS Team |
| In attendance | **Name** | **TEF Role** |
| Person | *Role* |
| Shrita Lakhani | *Chair* |
| Sophina Mahmood | *Employment Lead* |
| Theresa Ugalahi | *Equality and Diversity Co-Lead* |
| Michelle Horridge | *Less than Full-Time Co-Lead* |
| Sanah Sajawal | *West Locality Lead* |
| Juanita Oriaku | *Wellbeing Lead* |
| **External Speakers** |
| **Name** | **Role** |
| Chloe AndersonMaria Carlise | *NHSE North East & Yorkshire* *Programme Support Co-ordinator**Service Designer from Mastek working for NHSE* |
| Apologies | Zehra NaqviJanaky NamYamen JabrSarah LongwellSindhu PavuluriWaqas Din |

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| **Item No.** | **Item** |
|  | **Introductions, apologies & moment of joy from attendees**Ice breaker – one word to describe how you are feeling. Apologies noted.  |
|  | **Action log from Oct reviewed** Closed Items: (1), (2), (5), (6), (8), (11), (12), (14), (15), (16), (18), (20), (22)Ongoing actions * + (3) ZN/TU to consider ideas for celebrating cultural/religious festivals as TEF committee and discuss with SLa
	+ (4) TEF members interested in leadership mentoring as part of Deanery Buddy System to contact SLa by 25th Nov.
	+ (9) EDI Co-leads to consider if Conscious Decision Workshop could be suitable topic for wider forum meeting
	+ (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.
	+ (17) SLa to provide answer to query about chronic health conditions at Nov WF meeting
	+ (19) YJ contact Sheffield RDF members regarding joining WF
	+ (20) TEF members to contact SLa with comments regarding Academic Lead on TEF Committee

**General Discussion**Reminder for all TEF members to send apologies if unable to attend meetings – earlier the better.**FLP 2025 Conference** Conference organising committee have asked Trainee Forum’s to submit proposal for a breakout room in line with their theme of ‘paying forward’. Discussion that workshop should be inclusive and applicable to all but at same time raises awareness of TEF, showcasing what a unique opportunity it is and assist with recruitment of future members. Ideas include: * What the TEF has done over the last 5yrs, successful projects and where TEF is going in the future.
* Inviting original or founding members to discuss what the TEF gave them and how it has influenced what they have done since

**Actions:**1. **SLa to present TEF proposal to FLP conference committee**
2. **Open actions to be added to action plan for Nov TEF** (NB actions number 10 and 20 completed during meeting)
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|  | **Wider Forum** Agendas for future Meetings:Nov Meeting – format changed to accommodate speakers.Future Meetings:* + presentation on training and job landscape for Physican Associates been arranged for Dec TEF meeting. If suitable, potential topic for wider forum meeting.
	+ SLa to discuss with EDI co-leads outside of meeting if Conscious Decision-Making workshop could be modified for WF meeting

Application Process:Changes to WF application process discussed (i.e. new members currently applying using Google form). All agreed that this negates the need for a CV to be sent to chair and CV will only be requested if multiple applicants apply from same speciality. This is because it could impact service provision or be an indication of an issue that may need further exploring. The agreement of this proposal today and combined with the agreement from the Oct TEF meeting, decision made to change WF application process. To update ToR and trainee forum website to reflect this. Wider Forum WhatsApp Group Since last meeting, SP has posted about the opportunity to assist with testing of the incoming teaching platform Moodle, contacts in different specialities that are underrepresented by the trainee forum and a reminder for the Nov WF meeting. Newsletter: To date, no content has been submitted by the committee. SLa requests for committee support with content for Feb newsletter. **Actions:**1. **SLa to discuss with EDI co-leads if Conscious Decision-Making workshop could be modified for WF meeting**
2. **JN to update TF website with new details for applying to WF.**
3. **ToR to be updated with new process for applying for WF when reviewed in March 2025.**
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|  | **Meeting Update (DMT/ DEMQ/DEEF/ SOP / TEF Directorate**DMT * October DMT cancelled
* AT Nov DMT, SLa
	+ presenting raising concerns graphic. Discussion whether wellbeing category should be separate and if YH should have a policy on wellbeing (NE do). SLa to raise question at DMT. Recognition that this work is ongoing and likely to be further adapted once launched.
	+ Will explore capacity to relaunch Deanery Buddy System. Please inform SLa if interested (2 TEF members signed up so far)

DEMQ * Further discussion of ‘resident’ doctor terminology. NHSE YH consensus that unless any further change, to continue using PGDiTs
* NETS 2024 running from 1st Oct – 26th Nov 2024. All TEF members to encourage trainees to complete. YH has one of the lowest response rates in the country.

DME and TEF Directorate – No further meetings since Oct TEF. (Next TEF directorate is 15.11.24). SOP Meeting * Meeting on 27th Nov cancelled because national training SOPs not yet approved. PMO plans to review regional SOPs in Jan 2025.
* Date not yet been given for new meeting.

DEEF - no further meeting. But discussion with TEF members around developing principles for Self-Directed Learning (SDL).* Feeling from trainees is that employers find SDL difficult to deliver and it cuts into service provision resulting in several challenges.
* SDL is a curriculum requirement but unclear if it's written into employment contract. SLa to investigate.
* Agreement that flexibility around SDL is key to success. For example not expecting everyone to be at work and having an option to work from home. Concern that if SDL is not well managed, will lead to further drop in trainee moral.
* If trainees are using SDL inappropriately this must be addressed properly. However similarly will there be support for trainees from deanery if employers don’t provide SDL?
* Agreement from all that for principles to be successful they need to work for both trainees and employers. Report that in foundation training, SDL works well and so possible option is to investigate the model they use.

(NB.SLa, SP and SM meeting in Dec 2024 to work on this)PS Working Group (Delivered by JO)* Working on providing courses for GP trainers and delivering on the vision that each school has its own suppoRTT champion.

**Actions:**1. **TEF members interested in leadership mentoring as part of Deanery Buddy System to contact SLa by 25th Nov (this is an ongoing action).**
2. **SLa to raise question at DMT if YH should have a wellbeing policy**
3. **SLa to explore if SDL is written into employment contract.**
4. **TEF members to send any further comments regarding SDL by 15th Dec 2024.**
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| 5.  | **Team Updates****Quality – WD** – Apologies**West – SS** – Nil**East – CM** – Apologies**South – YJ** - Apologies**LTFT –** Survey exploring the barriers to LTFT now open. Survey been disseminated in various networks including LTFT whatsapp group and WF. **Employers – SM** – . SLa due to meet with TEF Directorate on 15.11.24 (J Cooper & K Cobb) to explore ways to overcome professional leave barrier that prevented TEF SOP from being approved. **EDI – ZN/TU –** Work ongoing to update IMG handbook. **Wellbeing – JO –** Attended Professional Support Working Group Meeting (see above for updates) . **Communications – JN –** Apologies |
| 6 | **Update on Study Leave Process by Chloe Anderson*** In Feb 2023 Accent Leave Manager (ALM) was rolled out in YH changing the study leave process. ALM manages the study leave requests and employing trusts manage the expenses.
	+ Entitlements and budgets are added by the NHSE study leave team. Individual study budgets no longer exist, including caps on discretionary spending. TPDs can still decide to part fund study leave.
* Since Feb 2023 work been undertaken to help further outline the process. This includes:
	+ FAQs available at [Frequently Asked Questions (Study Leave) | Health Education Yorkshire and Humber](https://www.yorksandhumberdeanery.nhs.uk/professional-support/policies/study-leave/faqs)
	+ User guide: [ALM Applicant User Guide (Study Leave) | Health Education Yorkshire and Humber](https://www.yorksandhumberdeanery.nhs.uk/professional-support/policies/study-leave/applicant-user-guide#AccountActivation) (This has been made very comprehensive due to the pressures on NHSE staff to respond to emails queries).
* English deans have agreed to look at early reimbursement of course fees for any curriculum activity. NHSE YH study leave team are currently working on this.
	+ Concept is NHSE would reimburse the cost of any course fees prior to trainees attending the course to help with financial flow. But this won’t include travel / accom / subsistence, which would be reimbursed afterwards (like it is in the current process)
	+ This will be much easier to do once each school has provided the study leave team with a list of pre-approved of courses. This should be received in Dec 2024.
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| 7.  |  **Study Leave Management Discovery Project by Maria Carlise**The discovery project is being led by Mastek, who have been nationally commissioned by NHSE to help with reforming the study leave process. They are currently undertaking an 8-week exercise in which they are collecting feedback from trainees around the country on the current processes, and particularly the issues with the ALM platform. * Interactive exercise in which attendees were asked. ‘If study leave was a day trip, what kind of trip would it be?’ Answers included a rocky and uncertain road, an endless loop in which you never got further than when you started and choppy boat ride.
* Members discussed personal experiences in which the reoccurring themes were:
	+ time consuming
	+ multiple systems are necessary (one for the request, another for the expense claim)
	+ Being out of pocket for several months.
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| **8.** | **Academic Lead for TEF**SLa met with the Academic SuppoRTT champions, who report that anecdotally the issues affecting academic trainees are: * a lack of integration between their clinical and academic training (academic training not well understood by clinical supervisors).
* Isolation (often don’t have other academic trainees nearby and as a new trainee it can be difficult to know where to seek support).
* Approximately 50-60 academic trainees across the region (ACF & ACL posts in both medicine and dentistry)

Since last meeting, its been found that NHSE YH have a Regional Academic Committee (RAC) that regularly meets and has trainee reps. Although it is not well known among academic trainees. Committee agreement that academic trainees clearly face unique issues. Discussion as to how TF could help with this. * An academic lead on the committee could be responsible for establishing links with academic networks such as RAC and signposting to academic and research opportunities for all.
* Concern that given recent challenges with TEF recruitment and currently vacant committee positions, it may not be the best time to add an additional post to the team. If role is given to an existing member, it needs to be someone who has sight of academic issues. Although this is possible currently, it could make future recruitment more challenging

**Actions:** 1. **SLa to explore with NHSE Senior Management regarding addition of Academic Lead to TEF committee**
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| **9** | **AOB**Information on deanery websitesMH was recently contacted by an emergency medicine trainee that is moving to YH (from out of area) and needed information from the deanery to move. The EM school website had no contact information for the relevant parties i.e. no names/email addresses etc. SLa had similar situation recently with a dermatology trainee moving into the area and asking for help with Deanery contacts because the information on the website was incorrect. Discussion that the NHSE YH webpages don’t have relevant information and consequently aren’t helpful to trainees especially those who are out of area. It doesn’t create a good welcome. Processes for producing statement as a trainee forum – limited time to discuss today and so agreed by all to return to this at a future meeting. **Actions:** 1. **SLa to raise issue regarding incorrect or missing information on the NHSE YH school webpages.**
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|  | **Next meeting: F2F on 11th December at Riverside House followed by an team building session in the afternoon.**   |

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| **Action Log** |
| **Item** | **Action** | **Allocated person(s)** |
|  **Outstanding Actions from Previous Meetings** |
| **1** | ZN/TU to consider ideas for celebrating cultural/religious festivals as TEF committee and discuss with SLa | ZN/TU/SLa- ongoing |
| **2** | TEF members interested in leadership mentoring as part of Deanery Buddy System to contact SLa by 25th Nov. | All |
| **3** | EDI Co-leads to consider if Conscious Decision Workshop could be suitable topic for wider forum meeting  | TU/ZN |
| **4** | SLa to provide answer to query about chronic health conditions at Nov WF meeting | SLa |
| **5** | YJ contact Sheffield RDF members regarding joining WF  | YJ |
|  **November Actions**  |
| **6** | SLa to present TEF proposal to FLP conference committee  | SL |
| **7** | JN to update TF website with new details for applying to WF.  | JN |
| **8** | ToR to be updated with new process for applying for WF when reviewed in March 2025.  | SLa |
| **9** | SLa to raise question at DMT if YH should have a wellbeing policy  | SLa |
| **10** | SLa to explore if SDL is written into employment contract. | SLa |
| **11** | TEF members to send any further comments regarding SDL by 15th Dec 2024.  | All |
| **12** | SLa to explore with NHSE Senior Management regarding addition of Academic Lead to TEF committee  | SLa |
| **13** | SLa to raise issue regarding incorrect or missing information on the NHSE YH school webpages.  | SLa |

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| Date of next meeting | 13.11.2024  |
| Completed by | S Sajawal / M Horridge  |
| Confirmed by | S Lakhani |