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

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| Date and time | 18/09/24 | |
| Venue details | **Virtual**: MS Teams | |
| In attendance | **Name** | **TEF Role** |
| Person | *role* |
| Shrita Lakhani | *TEF Chair* |
| Sophina Mahmood | *Employers Lead* |
| Sarah Longwell | *LTFT Co-Lead* |
| Zehra Naqvi | *Equality and Diversity Co-Lead* |
| Juanita Oriaku | *Wellbeing Lead* |
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| **External Speakers** N/A | |
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| Apologies | Michelle Horridge  Sindhu Pavuluri  Theresa Ugalahi  Sanah Sajawal  Janaky Nam  Yamen Jabr  Chioma Maduka  Waqas Din | |

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| Item No. | Item |
|  | **Introductions, apologies & moment of joy from attendees**  Welcome to new TEF member, Juanita Adaeze, our Wellbeing lead.  Introductions completed. Ice breaker is what things bring members joy. . Apologies noted. |
|  | **Action log from July reviewed**   1. LTFT survey / project    1. SLo/MH developing a qualitative survey and are working with Katherine Tandy (LTFT Champion at Leeds Teaching Hospital NHS Trust) to send out to LTFT trainees about their experiences.    2. SM mentioned there may be a dental LTFT project and will pass information and contact details to SLa and SLo. 2. August Recruitment window closed and 3 new members appointed. 2 vacant positions on TEF committee (Vice Chair and Secretary). See discussion later in meeting 3. Professional Support Unit (PSU) requesting TEF presence at Working Group meetings:    1. SLa unable to attend Oct and Nov meetings and asks if any TEF member can attend in place.       1. Update post meeting: JO attends PSU working group meetings in her FLP role. For Oct and Nov meetings, JO will also attend in TEF capacity after which SLa will provide TEF presence    2. SLa meeting with PSU team to discuss potential future collaboration 4. Review of TEF business plan   **Item 1: Exception reporting:**  SM and SP are collaborating to develop an exception reporting campaign for the JDF in Sheffield. Julie Platts has expressed interest in being involved.  **Item 8: TEF promotion** TEF slides / video was presented at Sheffield Dental Hospital Trainee Meeting. TEF members to continue to identify opportunities for promotion within individual networks  **Item 19: TEF championing and promoting EDI**  EDI section of Deanery website being built on and updated – ZN/TU working on this and have made good progress. Going to add details of EDI Leads in each Trusts and current ongoing work within Yorkshire and Humber.  **Item 20: Buddy system:** Linking TEF member with a 2 members of senior deanery team (business manager and clinician) for mentorship and networking. TEF members keen to re-start this. SLo express concern about time commitment, SLa suggest LTFT status on the application to ensure this is considered.  **Actions:**   1. **SM to pass contact of dental LTFT project to SLa/SLo.** 2. **SM/SP to contact Julie Platts regarding exception reporting project** 3. **All TEF members to identify opportunities for promotion** 4. **SLa to discuss possibility of relaunching deanery buddy system at TEF Directorate**    1. **TEF members interested in having leadership mentoring through deanery buddy system to contact SLa** 5. **SLa to complete Q3 update on TEF business plan** |
|  | **Meeting Update (DMT/ DEMQ/DEEF/ SOP / TEF Directorate**  SLa to disseminate directorate updates via weekly email and exec meetings  DMT – SLa attending today  DEMQ – WD attending next meeting on 24.09.2024  DEEF and SOP - SM attends SOP and Secretary Meeting (SS). DEEF attended by SM and Chair.  SOP - SM mentioned TEF SOP had been rejected. Issue is no professional leave (PL) entitlement for Postgraduate Dentists in Training. PL not referenced in the dental gold guide.   1. ZN mentioned that PL is not mentioned in medical gold guide, but there are BMA recommendations regarding this. 2. TEF members present today expressed no concern gaining PL for TEF meetings.     TEF directorate meeting 25.9.24 - SLa will discuss possibility of relaunching buddy system and deanery induction project.  **Actions:**   1. **SLa to provide weekly email update on the directorate meetings** 2. **SM to send DEEF/SOP dates to SLa** 3. **ZQ to send SLa the BMA recommendations on PL** 4. **SLa/SM to meet separately to discuss professional leave issue for attending Trainee Forum Activities** |
|  | **TEF Chair period**  SLa discussed TEF Chair post starts in August and this negatively impacts ability to promote the TEF.  SLa will advocate for opportunity for TEF Chair role to be extended to 18 months, should chair wish for this.  **Actions:**  1. **SLa to explore if scope to extend duration of TEF Chair role job for 6 further months i.e. 18 months in total** |
| 7 | **Wider Forum**  **SLa discussed options of speakers:**  WD may be able to present his work at November WF meeting (timetable dependent).  Discussed option of a presentation from Physician Associate Training Lead (Leeds) to talk. TEF members expressed concern over how it may be received by wider forum members. To consider inviting speaker to TEF exec meeting first to assess suitability for wider forum meeting.  ZN suggested Louise Buchanan from PSU.  SL commented TU has previously recommended Debbie Blake’s presentation on social prescribing  **Structure of meeting:**  TEF members happy with current structure  **Actions:**   1. **SLa to consider options as above and liaise with SP as Wider Forum Lead** |
| 8. | **Team updates**  **West – SS** – Apologies  **South – YJ** – Apologies  **LTFT –** Working on project to interview LTFT trainees  **Quality – WD** – Apologies  **Employers – SM** – Professional leave issue for dental trainees (see later for further discussion).  **EDI – ZN/TU –** Progress made on website and slowly updating IMG handbook ready for next year’s new intake. IMG handbook to be considered formal document once complete. Fiona Bishop involved.  **Wellbeing – JO –** No update  **Communications – JN –** Apologies  **Actions:**   1. **Ongoing project work – ALL** 2. **SLa/SM to discuss professional leave issue at separate meeting** |
| 10. | **Regional teaching committee**  RTC offered opportunity for TEF member to be involved. They aim to standardise teaching nationally through introduction of a national teaching platform, Moodle. TEF member wanted to help trial Moodle and upcoming changes.  **Actions:**   1. **Any TEF member wishing to be involved in assisting the regional teaching committee with introduction the new national teaching platform to email SLa** |
| 11. | **Dates and times for TEF / WF meetings**  SLa keen to maximise attendance for TEF/WF meetings and asked for feedback and suggestions regarding days/times for these meetings  Provisionally agreed 9.15am to 12.15pm for TEF meetings and continue with 9am-12am with WF meetings. Change of time for TEF meetings is to allow members time to deal with any urgent issues that arise that morning before the meeting whilst not significantly impinging on afternoon commitments  TEF dates to remain on second Wednesday of each month. October TEF date to remain as third Wednesday of the month and resume with second Wednesday of month from November. WF meetings to remain as 3rd Wednesday every quarter (Feb, May, Aug, Nov)  **Actions:**   1. **SLa to provide opportunity for members not present today feedback on provisional suggestions before finalising dates.** |
| 12. | **Conferences**  SLa aware that previous opportunities for TEF members to attend conferences together as a committee  Upcoming conferences:  FLP Spring 2025  Possible SuppoRTT conference in 2025 –  DEMEC bi-annually – next December 2025 (new chair may be in role)  **Actions:**   1. **SLa to enquire if SuppoRTT conference planned for 2025** 2. **SLa discuss with FLP Conference organising team regarding possibility of TEF workshop at 2025 conference** 3. **SLa to seek feedback from previous FLP conference attendees on TEF workshop and stall** |
| 14. | **TEF Teambuilding Opportunities**  Previous opportunities for TEF members to undertake team building activities as a committee. SLa discussed idea of running a full day TEF event, AM-TEF meeting followed by PM-Teambuilding exercise, followed by dinner for those who can attend. Positive response  **Actions:**   1. **SLa to confirm dates and details of team building session** 2. **ZN/TU to consider ideas for celebrating cultural/religious festivals as TEF committee and discuss with SLa** |
| 15. | **Recruitment**  Few candidates applied for vacant TEF roles during the August round. Vacant positions of Vice-Chair and Secretary.  Timing of recruitment clashed with handover and inductions.  Agreement that TEF needs further promotion to help overcome these barriers.  Consider second round of recruitment in February 2025. If still vacant roles, may need to consider re-structuring roles of TEF.  Until then, Vice Chair roles to be divided between current TEF members.  Option of asking Susie Stokes to continue as Secretary.  If any issues with above proposal to discuss with SLa  **Actions:**   1. **SLa to speak to SS regarding Secretary role** 2. **SLa to plan for recruitment round in February 2025** 3. **All TEF members to support TEF promotion** |
|  | **Next meeting: Face to face 16th October at Blenheim House, Leeds.**  We will have guests to discuss issues regarding study leave applications snd results of 2023 NETs survey |

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| Action Log | | |
| **Item** | **Action** | **Allocated person(s)** |
| 1 | SM to pass contact of dental LTFT project to SLa/SLo | SM |
| 2 | SLa to contact dental LTFT project team | SLa |
| 3 | SM/SP to contact Julie Platts regarding exception reporting project | SM/SP |
| 4 | All TEF members to identify opportunities for promotion | ALL |
| 5. | Discuss possibility of relaunching deanery buddy system at TEF Directorate | SLa |
| 6 | TEF members interested in having leadership mentoring through deanery buddy system to contact SLa | ALL |
| 7 | Complete Q3 update on TEF business plan | SLa |
| 8 | Weekly email update on the directorate meetings | SLa |
| 9 | SM to send DEEF/SOP dates to SLa | SM |
| 10 | ZN to send SLa the BMA recommendations on PL | ZN |
| 11 | SLa/SM to meet separately to discuss professional leave issue for attending Trainee Forum Activities | SLa/SM |
| 12 | Explore if scope to extend duration of TEF Chair role job for 6 further months i.e. 18 months in total | SLa |
| 13 | Consider speaker options for Wider Forum meetings | SLa/SP |
| 14 | Any TEF member wishing to be involved in assisting the regional teaching committee with introduction the new national teaching platform to email SLa | ALL |
| 15 | Provide opportunity for members not at meeting to feedback on provisional suggestions for future TEF/WF meetings before finalising dates. | SLa |
| 16 | Enquire if SuppoRTT conference planned for 2025 | SLa |
| 17 | Discuss with FLP Conference organising team regarding possibility of TEF workshop at 2025 conference | SLa |
| 18 | Seek feedback from previous FLP conference attendees on TEF workshop and stall | SLa |
| 19 | SLa to confirm dates and details of team building session | SLa |
| 20 | ZN/TU to consider ideas for celebrating cultural/religious festivals as TEF committee and discuss with SLa | ZN/TU/SLa |
| 21 | Discuss with SS regarding extending term as secretary | SLa |
| 22 | Plan for recruitment round in February 2025 | SLa |

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| Date of next meeting | 16.10.24 |
| Completed by | Sophina Mahmood |
| Confirmed by | SLa |