

HEE Trainee Forum Proposal

Aim

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

Key tasks

The main objectives of the Trainee Forum (TF) are:

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 HEE YH 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

Membership and representation

TF Membership Model

- Forum made up of elected or nominated representative from each specialty (see appendix 1)
- 1st Executive Committee appointed in competitive process. Moving forwards Executive Committee elected by forum members
 - Chairperson (post held for initial year by the appointed FLP for trainee engagement)
 - Vice Chairperson
 - Secretary
 - Quality lead
 - Employers lead
 - 3 x Locality leads
 - Equality and Diversity lead with responsibility for IMG
 - LTFT Lead
 - Academic Lead
- 2 year term with option for max 2 consecutive terms
- Non-members with specific expertise may be invited for meetings when needed
- Co-opted members with specific skills/knowledge for a term (max 2yrs) to address any long-standing issues that may arise (eg currently might consider a COVID rep)

Meetings

- To meet quarterly - teleconferencing will be available to maximise participation
- Meet within normal working hours on a rotating day to maximise access

- Professional leave to be granted for attending meetings (usually 1/2 day)
- **Part** of each meeting attended by:
 - Postgraduate Dean or the Deans representative
 - Quality team member
 - Senior business manager
- **Part of relevant** meetings to be attended by:
 - Relevant programme support team/managers
 - HEE senior faculty including Deputy Deans and Associate Deans
 - BMA representative
 - Guests of the forums choice
- Expenses for attending meeting to be paid by HEE YH
- Face to face meetings to be held in HEE facilities or alternative 'no cost' venues

Communication

- A generic TF HEE email address should be available for trainees to contact the TF
- A contemporaneous webpage with details of the TF executive committee and how to join
- The agenda and documents should be sent to TF members 2 weeks prior to the meeting
- Minutes will be circulated within 1 week to all TF members and posted on the webpage

HEE Support

1. HEE YH admin support of 1/2 a day per week.
 2. A page on the HEEYH website for the TF
 3. HEE email addresses for all executive committee members (subject to committee members complying with the HEE process of references and vetting).
 4. Protected time for all TF members to support TF work
 - 4.1. Executive committee 2 sessions per month
 - 4.2. TF members 1 session per month
 5. Provision of leadership courses:
 - 5.1. Effective meetings
 - 5.2. Structure and Power dynamics in the NHS
 6. Funding for a leadership 360 MSF to be completed during their term
- Appendix 1: HEE YH Schools and proposed number of reps

This document and the following expectations of roles describe in brief the details of the trainee forum. More detail is available in the terms of reference.

Appendix 1: Composition of Trainee Forum

The forum will comprise of 40 people, 11 of these 40 will form the Trainee Forum Executive and have a dual role of representing their school as well as the executive role. Representation from each of the schools will be as follows:

School	Number of reps	Notes
Anaesthesia	2	1 higher and 1 core
Dentistry	4	1 foundation, 1 core, 2 higher specialty
Emergency Medicine	2	Any level aim for 1 junior 1 senior
Foundation	4	2 FY1s and 2FY2s (first FY2s will be for 1yr only)
Medicine	4	2 higher and 2 core
Obstetrics and Gynaecology	2	1 higher and 1 core
Ophthalmology	2	1 higher and 1 core
Paediatrics	2	1 higher and 1 core
Pathology	2	Any level aim for 1 junior 1 senior
Psychiatry	2	1 higher and 1 core
Public Health	2	Any level aim for 1 junior 1 senior
Radiology	2	Any level aim for 1 junior 1 senior
Surgery	4	2 higher and 2 core
General Practice	6	From different VTS
Total	40	

Expectations of The Role: Secretary

Duration: The maximum term is 2 years. There is no minimum term. 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 of this term.

Accountable to: The Postgraduate Dean HEE YH

Responsible to: The Chair of the Trainee Forum

Base: This role predominantly involves working from home, using remote working options including video conferencing meetings, email and telephone. There is anticipated to be a limited amount of face to face meetings at a time when it is safe to do so.

Summary description: 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 aim of the Trainee forum is to improve trainee engagement with the work of HEE YH as greater trainee engagement is linked to an improvement in the training quality and experience. 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 with in the Trainee Forum.

Objectives of the Trainee Forum Executive

- a) To increase trainee engagement in the HEE YH region
- b) Represent trainee views from all medical and dental specialties in all localities in the region
- c) Through engagement improve the quality and experience of training in the region
- d) Enable communication amongst the regions trainees and between trainees and HEE YH
- e) To grow and develop their personal leadership skills

About the role

The Trainee Forum meets quarterly. At least 50% of meetings will be virtual. All face to face meetings will have a 'dial in' option. Meetings will be held in working hours and professional leave will be granted (in line with usual policy).

The Trainee Forum Executive may have additional meetings in addition to the TF quarterly meetings. These will be predominantly be virtual.

There is no minimum term of service but the maximum term you can serve in this role is 2 years.

You may do a maximum of 2 consecutive terms on the Trainee Forum (provided it is in different roles).

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

You will have the opportunity to complete 2 courses should you choose. These are:
Effective meetings
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 (2hr 1:1 session).

Expenses for travel will be paid in accordance with the JDC terms and conditions.

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. You are expected to be able to attend >70% of meetings.
2. You should action tasks assigned to you within the time set during the meeting and disseminate this to the relevant parties.
3. Take minutes at meetings and distribute the finalised version of these within a week of meetings. If unable to attend arranged a nominated deputy.
4. 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.
5. Support recruitment to the trainee forum and executive roles as required to ensure all positions are filled.
6. Support development of the TF website.
7. To 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.
8. Comply with the governance structure of HEE YH.
9. Hand over comprehensively to your successor.

Trainee Forum Executive
Person Specification

	Essential	Desirable
Eligibility	Doctor or dentist in training in HEE YH of any grade or specialty	
Skills, Abilities and 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 etc</p>

Experience	Evidence of participation in audit, evaluation, QIP or research projects.	Evidence of previous leadership role Evidence of previous effective trainee representation (in a formal role or otherwise)
Teaching	Evidence of contributing to teaching & learning of others.	Enthusiastic and experienced in teaching in workplace or training environment.
Fitness To Practice	Is up to date and fit to practice safely.	