

**Trainee Engagement Forum**

**Terms of Reference**

Role:	Name:	Sign Off / Approval	Date:
Chair	Charlotte Wyeth		

Role:	Name:	Sign Off / Approval	Date:
Postgraduate Dean	Professor Graeme Dewhurst		

**Revision History:**

Version:	Author:	Version Status:	Date:
01	LF	Draft	07/06/2021

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**1 Introduction**

The Trainee Engagement Forum has been established to provide a forum for trainees to meet and share information and experiences linked to improving educational experience. It will also provide a link from the National Trainee Engagement Group to share information and provide feedback on issues impacting on educational experience.

**2. Purpose**

The Trainee Engagement Forum will meet monthly for one hour. The agenda will be split into 2 parts to ensure effective use of time. The first 30minutes will be for trainee representatives only and provide a forum for raising and discussing issues related to education. The Chair will agree with representatives what may benefit from wider discussion/action with Deanery representative for second part of the agenda.

The second part of the agenda will have an

- update from Post Graduate Dean, Associate Deans and Heads of School
- update from NTEF provided by the Chair.
- Q and A forum for trainee representatives and Deanery team

Please note that this forum is **not** to raise concerns around educational experience linked to the HEE Quality Framework. Concerns should be raised via local reporting routes, through schools or the escalating concerns process.

### 3. Terms of Reference

- Promote quality improvement and ensure quality of education and training in KSS through the sharing of innovative practice.
- Discuss areas of commonality to support improving trainee experience and provide a direct link to Deanery team.
- Receive and consider updates on national programmes and developments.
- Disseminate key headlines with other local networks and forums.
- Propose areas of work that may benefit trainee experience for Deanery consideration.
- Provide feedback on proposals from Deanery to support improvement of processes linked to education.

### 4. Reporting

The forum will disseminate and share information as required by the National Trainee Education Forum and Chair. Any escalation or agreed actions will be disseminated and agreed by members as appropriate.

The Forum is not a decision-making board so no formal reporting or governance structures required at this time.

### 5. Membership

Members are all expected to:

#### Pre- meeting

- Contribute to the development of the agenda.
- Read relevant papers in advance, these should be sent no later than 5 days prior to the meeting.
- Notify the chair of Any other Business 24hours before a meeting.

#### During the meeting

- Share examples of good practice
- Contribute to discussion, decision making and share responsibility for decisions.

#### Post meeting

- Cascade key headlines to their relevant teams/networks/schools following the meeting.

### Membership

Trainee representatives from across Kent, Surrey and Sussex (Both parts of agenda)

Deanery representatives (Part 2 of agenda)

Postgraduate Dean

Associate Dean for Quality

Associate County Deans

Associate Deans

Head of Primary and Community Care

Heads of School when appropriate to agenda

### 6. Declaration of Interest

Members will declare any conflict of interest concerning any agenda items to the Chair in advance of the meeting.

If members are excused from all or part of a meeting due to a conflict of interest, it will be at the discretion of the Chair whether they should receive the minutes.

**7. Frequency**

Monthly meetings.

**9. Quorum**

Six members, to include the Chair or Vice Chair.

**10. Administration**

Meeting logistics will be managed by the Chair with administration support provided by HEE. The agenda will be distributed 1 week prior to the meeting with opportunity for trainee members to propose agenda items to the Chair in advance.

**11. Confidentiality**

Members should consider papers and discussions to be confidential unless indicated otherwise by the Chair.