

# KSS Trainee Engagement Forum Minutes

28<sup>th</sup> September 2022, 12.30pm – 1.30pm

Chair: Charlotte Wyeth (CWy)  
Dean: Jo Szram (JS)  
Notetaker: Harvey Booker (HB)

*Attendees from KSS:*

Jo Szram (JS), Sarah Rafferty (SR), Jon Nodding (JN), Marc Terry (MT), Debbie Robertson (DR), Sophie Watts (SW) Harvey Booker (HB - notetaker)

## Items

### 12:30-13:00 Trainees only

Key introductory points:

- CWy introduced herself and explained/reminded attendees of the purpose of the monthly forum: to improve connection and engagement between postgraduate medical trainees and the deanery.
- JN circulated a link to the TEF website. Terms of Reference and other information can be viewed at <https://kss.hee.nhs.uk/resources-information/trainee-engagement-forum/>.
- No items for this month's agenda had been submitted, so CWy opened the meeting to trainees.

The following points were discussed/questions raised:

- Do trainees need to submit their P45 to trusts or the deanery? CWy – The deanery does not need P45s; your local trust will ask you for it if they need it.
- Some trainees are unclear on who their educational supervisor is – should this be advised during the induction?
- Tips/advice on how to make the most of inductions. CWy – This depends on where a trainee is in their career. However, inductions are useful for learning key contacts, including educational supervisors, medical education managers, and contacts for rota queries.
- Rotas for CST1 and GP ST1 placements starting in October – some trainees have not had their work schedules yet.
- CWy reminded attendees that they are welcome to contact her with any issues for the next meeting.

### 13:00-13:30 Deanery team joins meeting

CWy led on the queries discussed in the first 30 minutes which needed deanery advice:

- Some trainees are unclear on who their educational supervisor is – [This should be provided at induction. Your Medical Education Manager can advise.](#)
- Rotas for CST1 and GP ST1 posts starting in October – some trainees have not received their work schedules yet – [SR noted that the deanery will remind trusts of their code of practice – she would bring this up at the next Regional DME Meeting. Trainees should normally be notified of rota slots at least 6 weeks in advance. Notice for GP trainees was 12 weeks for the forthcoming year's rotations. MT noted that sometimes there may be an issue at individual level, rather than the](#)

whole trust or specialty. Trainees are advised to sign up to TIS (Trainee Information System); this is the main channel between HEE and trusts. MT will send out some info on TIS.

- CWy reminded attendees that they are welcome to contact her with any issues they would like to discuss at the next meeting (or outside the meeting if preferred). JS would remind KSS Heads of School to ask trainee reps to attend the TEF. Some trusts run workshops for trainee reps, please ask your employers about these.
  - JS noted she had given a talk to trainee reps, please use the following link: <https://youtu.be/jPrQnXbM2j0> .
  - DR introduced herself as the new Head of Quality for HEE KSS, please contact her if you have any quality issues you would like to discuss.
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- The next meeting has been **rescheduled to 21<sup>st</sup> October 2022.**