

**NATIONAL SCHOOL OF HEALTHCARE SCIENCE THEMED BOARD MEETING  
CELLULAR SCIENCES**

**27<sup>th</sup> February 2014  
Maple House, Corporation Street**

**Chair:** Jennie Bell  
**Co-Chair:** Val Davison (EVD)  
**Attending:** Jason Kasraie (JK), Victoria Brown (VB), Nicola Monks (NM), Lorraine Gaunt (LG), David Baty (DB), Jane Moorhead (JM), Andrew Usher (AU), Louise Lindsay (LL) until 11:45, Suzanne Chamberlain (SC) until 12:30, Chris Penfold (CP)  
**Apologies:** Nicky Fleming (NF), Allan Wilson, Gordon McNair, Gerry van Schalkwyk

**ACTION**

ACTION DESCRIPTION	OWNER	DUE		STATUS
<b>Welcome</b>				
Mike Thomas – Blood and Infection Sciences Lead				
<b>Update from NSHCS</b>				
<p><b>Competencies</b>            The School is reviewing the numbers of competencies trainees are being asked to do as they vary in numbers significantly across specialisms. The professional leads will select some ‘commonly themed’ competencies and perform an audit on the type of evidence currently being used. Input will be sought from training officers and professional bodies and the theme board.            Stronger guidance will be developed based on findings            The intention is to have something in place for the 2014 intake but it is not guaranteed            Curriculum was written in separate groups and it doesn’t come together as a whole            Use the leads on theme board to take back to professional bodies            The offer has come forward from the theme board to help support the school to review the competencies</p>				

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<p>GW / MT / JB to take back to School and Chris Gibson</p> <p><b>HSST</b> Scaling the heights document now available on HEE website LETBs have submitted commissions for 2014 – mostly in service Advert likely to be in April. Programme will start in January 2015. £16,000 supplement available for posts.</p> <p>KH – raised the issue that the reduction in funding to £16k from a 50:50 model means that the employers would need to give up a band 7 post in order to afford to run the programme (they used to have 50% funding in the North West). Would prefer to see a lower number of HSST posts funded at a higher amount</p> <p>Funding is held by the individual LETBs, any issues with funding available need to be directed to the relevant LETB Lead.</p> <p>Commissions need to tie in with workforce plans regardless of funding so could not have lower numbers if more are needed</p> <p>PhD curriculum will be out to tender for HEIs shortly in time for 2015.</p> <p>There is a FAQ on the NSHCS website in regards to HSST in the next week</p> <p>HENW – career breaks within the 5 years training – e.g. maternity lead. What will this mean in terms of finance and ability to provide the training? – It is the responsibility of the Trust and the LETB to sort out how to deal with career breaks / maternity during trainee. The School can advise but decisions need to be made locally</p> <p><b>NSHCS update</b> NSHCS is merging with the National Genetics Education Centre Chris Gibson is now Head of School Val Davison is an advisor to the genomics programme Anneke Seller genomics scientific advisor Angela Daly programme manager</p>	<p>GW / MT / JB</p>	<p>04/03/14</p>		<p>Closed</p>

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<p>Manjit Kaur recruitment lead Many more posts being created</p> <p>OLAT is being updated to support HSSTs, enhance reporting capabilities, increase user engagement, working with Academy for how we can use OLAT for equivalence / registration purposes</p> <p>NSHCS now on Twitter, new website underdevelopment</p> <p>NSHCS will be responsible for accreditation – HEI and Departments - and for curriculum maintenance in the future</p>				
<b>2014 Recruitment Update</b>				
<p>Shortlisting closes 28<sup>th</sup> Feb 2014. Interviews March / April</p> <p>Interviews – there will be 1 generic science, 1 specialist science, 1 values and behaviours and 1 leadership station Allocations will be based on interview scores</p> <p>SP to distribute presentation to the group</p> <p>Board to send volunteers for interviews to <a href="mailto:mcrecruitment@wm.hee.nhs.uk">mcrecruitment@wm.hee.nhs.uk</a> We will need help with writing interview questions, professional leads will be in touch. We need the questions at least a week in advance of interviews</p> <p>The information for the HEIs will be through the lead commissioner – pass this query to Anne Gilford. HEIs need to know as soon as possible</p> <p>There will be a separate guidance document for HSST</p> <p>There will be 2 genetics trainees in Glasgow, Scotland for 2014</p>	<p>SP</p> <p>All</p> <p>SP</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	<p>SP has passed on this questions from the Physiological Board to Raj Sunner (commissioning team)</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p>
<b>PTP Update</b>				
<p>Questionnaire is out with placement providers. NSHCS/MSC team/HEIs/placements will work together to review</p> <p>Group to send any comments on PTP to NF</p>	<p>All</p>	<p>19/06/13</p>		<p>Closed</p>
<b>OSFA Update</b>				

ACTION DESCRIPTION	OWNER	DUE		STATUS
<p>Deadline for Mock OSFA station questions is 28<sup>th</sup> February</p> <p>Timetables are currently being worked on for trainees and assessors. Don't have confirmed list of assessors and we still need more volunteers please let the School know your availability and your intention to assess by emailing <a href="mailto:nshcs@wm.hee.nhs.uk">nshcs@wm.hee.nhs.uk</a></p> <p>Training sessions are being held on the 14<sup>th</sup> / 19<sup>th</sup> / 21<sup>st</sup> March in Birmingham</p> <p>There will be a standard setting panel. Pass mark review and after the mock there will be an evaluation</p> <p>Guidance document for trainees is being created and it will also be sent to training officers</p> <p>iPads will be used to mark the stations</p> <p>Please let the School know asap if any of your stations will require any specialist equipment</p> <p>School to inform HEI of dates of the OSFAs in the future</p> <p>Remove from the trainee guidance the line about trainees needing to arrange cover because not all trainees are supernumerary</p>	All	ASAP		Closed
Academy Update				
<p>The Academy need to have a regular slot on the agenda to update on equivalence and registration – STP to add to future agendas</p> <p>Equivalence – different routes, the best route for the person applying will be taken into account by ACS/AHCS</p> <p>HSST equivalence for those who are already at that level to get on the register</p> <p>Write to the academy from the theme board regarding senior scientist</p>	SP	19/06/14		Closed

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registration. Equivalence? Grand parenting? Board will feedback to academy and Academy reps to feedback to ask for clarification				
<b>BOARD MEMBERS SPLIT INTO THEME SPECIFIC MEETINGS</b>				
<b>Theme specific Minutes and Matters Arising from the previous meeting</b>				
<p><b>DB: HSST molecular pathology – no programme.</b>  EVD: Help with developing curriculum (DB, JM &amp; AU) for Molecular pathology STP, aim to do it with a plan to commission it.  Action for EVD to get group intervened ASAP</p> <p><b>Assessor training day, Mock OSFAS</b>  Scores will be recorded on to iPads during the OSFAs</p>	DB, JM & AU EVD	19/06/14	On agenda	Closed
<b>Theme Specific Update</b>				
<p><b>Items for further discussion from morning meeting:</b>  NM – Concern of supporting trainers</p> <p>More training is needed for trainers as an on-going process.  The School is looking at developing a formally recognised train the trainer programme but this will take time to achieve.  It may be useful to have previous trainees involvement</p>				
<b>Feedback from Trainee Representative</b>				
<p>Cytology competencies are out of date. It was suggested that a group should meet to discuss and include a cytology expert - EVD will pick up</p> <p>The future of Histopathology depends on workforce needs.  Histopathology issue – in molecular side, 4-5 trainees only, small number huge challenge!  AU – To go back to department and ask what they envisage this person doing.  JM –to publish something for the bulletin I.e. A day in the life of a ....  /Perspective of my role in histopathology. This will alleviate some of the fears faced by trainees. This could go on the NHS Careers website  JM suggested that trainees can visit them in where she is based and is happy to accommodate this. If trainees want this, this can be organised.</p>	EVD   AU   JM JM	19/06/14   19/06/14   19/06/14 19/06/14		Closed   Closed   Closed Closed

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Differences in number competencies between different specialisms JB: looking at it but not in a quick fix, this has been discussed before- reinforce the possibility of cross referencing between competences, where relevant.	JB	19/06/14		Closed
<b>Feedback from Employer Members</b>				
<b>JK(WM): There is a lack of understanding of HCS and potential lack of post being commissioned for Repro Science particularly within London</b>  Contact Gary Dakin/Eddie Ramlakhan regarding commissioning process, LETB have responsibility on workforce planning, LETB governs area in London, people in labs do not know how to go about accessing trainees - This depends on region & trust - Also talk to lead scientist in London	JK & NM	19/06/14		Closed
<b>Feedback from Professional Bodies</b>				
<b>LG – (Genetics)</b> Doing OSFAS for genetics – 3 <sup>rd</sup> time. Mock questions done, meeting set up, enough writers & senior staff for validation of questions <b>JK &amp; NM (Reproductive)</b> - 12 volunteered good turnout - Written up to four mock stations by Monday 3 <sup>rd</sup> March - Confident that 6 more will be developed - Tie up loose ends and will take from the 1 <sup>st</sup> time <b>AU (Histopathology):</b> told not to get involved and cannot write it, they are to QA it. The view of the Academy is to oversee the process of the exam, professional responsibility. Barbara Lloyd has written mock stations				
<b>Feedback from HEI's</b>				
<b>CP: (Nottingham):</b> Histopathology, final module is out, Reproductive science – will be taught face to face. Cytopathology – Modules running for September 2014 are well underway and on track with lots of improvements. Is there any way to work with Nottingham University to match the order modules are taught to the work based training. CP will try and accommodate that, however may impact examinations – this was the issue before	CP	19/06/14		Closed

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<b>Any Other Business</b>				
<p>Reproductive science Accredited Scientific Practice, graduate diploma Developing programme, try to work towards curriculum &amp; work base learning guide, this will go to education training group, might meet needs of people exiting PTP, could possibly come out of this and go onto volunteer register.</p> <p><b>Final year for VB (trainee rep)</b> VB – Ask for nominations through the school, as it is her end of year JB – School will ask for volunteers VB was asked to attend next Themed board meeting to allow hand over. VB was thanked for her excellent contribution to the Themed Board and it was noted she had represented the trainees very well during her tenure.</p> <p>DB raised that there was a lack of clarity surrounding the Equivalence process for 2011, there was a need for urgent agreement between NSHCS and AHCS on specific details of how this might be assessed.</p>	<p>JB</p> <p>DB/AU/ JB</p>	<p>19/06/14</p> <p>19/06/14</p>		<p>Closed</p> <p>Closed</p>
<b>Review Trainee Progression</b>				
<p>JB explained the RAG rating system for trainees that were undertaken by the PLs at regular monthly intervals. Trainees appearing as red will be contacted via Training Officers and offered support as necessary.</p> <p>The 2011, 2012 and 2013 cohorts were reviewed in detail.</p>				
<b>Date and Time of Next Meeting</b>				
<p>Thursday 19<sup>th</sup> June 2014 Friday 7<sup>th</sup> November 2014</p>				