

**NATIONAL SCHOOL OF HEALTHCARE SCIENCE THEMED BOARD MEETING  
CARDIOVASCULAR, RESPIRATORY AND SLEEP SCIENCES**

**Wednesday 19<sup>th</sup> November 2014, 11:00 – 15:30  
Strathallan Hotel, Hagley Road, Birmingham, B16 9RY**

**Chair:** Theresa Fail (TF) and Huw Thomas (HT)

**Attending:** Nicky Fleming (NF), Louise Lindsay (LL), Suzanne Chamberlain (SC), Chris Gibson (CG), Andrew Williams (AW), Su Baxter (SB), John Hutchinson (JH), Teresa Robinson (TR), Crispian Oates (CO), Stephanie Pinches (SP), Michaela Tucker (MT), Martin Stout (MS), Joanne Shakespeare (JS), Dave Edwards (DE), Alison Charig (AC), Keith Pearce (KP), Helen Rimington (HR), Richard Clements (RC), Elisa Wrightham (EW)

**Apologies:** Michael Lang, James Pearson, Johnathon Sibley, Tracey Fleming, Sonia Crossman, Andrew Hall, Ian Kay, Andrea Penter

**ACTION**

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
<b>Minutes and Matters arising from previous meeting</b>				
<p>Trainees are having difficulties for their projects, which is causing delays in process. The school is aware of the problem and will find out who is going to solve the matter.</p> <p>The Academy for Healthcare Science will be getting in touch with LETBs to find out about the STP subjects and the amount of trainees being trained.</p> <p>A lot of research department don't know what a healthcare scientist is</p> <p>Issues can be brought up at the MSC leads meeting on the 27th November</p>	TF	Feb 2015		Open
<b>Update from NSHCS</b>				
<p>CG presented</p> <p>There will be more patient involvement in the future with a patient representative on each Board.</p> <p>All Learning guides / curriculums will be stored on our website</p> <p>Genomics education website has been launched <a href="http://www.genomicseducation.hee.nhs.uk/">http://www.genomicseducation.hee.nhs.uk/</a></p>				

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<p><u>ASP and Careers 2-4</u>            There is going to be more emphasis on Accredited Scientific Practice and Careers 2 – 4            The challenge is assessments as there are many pathways that need to be assessed at different times            Type 1 ASP – themed board would review and support trainees            Type 2 ASP – board will have a bigger role in terms of creating curriculums</p> <p>Professional bodies and employer representatives need to help spread information on ASP across the country as many departments don't know about it and ASP is an employer driven programme</p> <p>A route to upskill the workforce is to take some STP modules and put them in a 1 year programme that gives a PgCert at the end            Newcastle HEI modules are available as stand-alone module and they will be running a PgCert as an introduction to healthcare science.</p> <p>ASP will be on the agenda at the next meeting</p>	SP	Feb 2015		Closed
<b>Programme Office Update</b>				
<p><u>Recruitment</u>            Some STP posts have not been filled due to applicants withdrawing too late in the process</p> <p>Communications will be improved with and between applicants and employers            A guide for HR departments so they understand what STP is and what they have to do would be useful</p> <p>Timetables for next year are available and will be distributed shortly</p> <p>As a result of feedback from applicants, we will be introducing assessor online training to improve and standardise the interview assessment process with an emphasis on values and behaviours</p> <p>Full report will be publicly available. School to circulate</p>	LL	When available		Open

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<p>Event booking system for assessors and interviewers will be available for recruitment and OSFAs Intend to use the IPads to score recruitment as well as at OSFAS</p> <p><u>Outcomes report</u> 2 trainees incomplete – don't have an extension agreed, will be taking to HCSING to see how we progress this Very good performance for the majority of trainees See paper for recommendations</p>				
<b>Accreditation</b>				
<p>Reviewing departments and HEIs Accreditation provided by professional bodies will be used to make the process more efficient</p> <p>The process for awarding interim accreditation is based on department's self-assessment however not all have returned their forms. Looking to form a working group to look at how training needs to be done to ensure that departments have all the necessary processes in place</p> <p>Only STP departments are being accredited at the moment</p> <p>If a department fails to be accredited future funding will not be available and current trainees would be withdrawn and found other placements</p> <p>Trainees aren't comfortable with raising issues when they cannot remain anonymous as there aren't many in the department. Trainees can also feedback through universities</p>				
<b>Education and Assessment</b>				
<p>The board was thanked for their work on the OSFA's</p> <p>There will be a trainee focus groups to get feedback from them</p> <p>Station writing training 26<sup>th</sup> November and 2<sup>nd</sup> December – email the school if you would like to be involved or know people who would OSFA reflection days 10<sup>th</sup> and 16<sup>th</sup> December</p> <p>The mock OSFAs in February will be using stations that are already available</p>	All	26/11/14		Closed

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<p>The OSFAs in July will need a small number of new stations and we can reuse other stations by just changing the context HCSING will be asked about progression rules for STP and eligibility of trainees to attend OSFAs</p> <p>Comments field in the scoring was important when judging the pass rate in the exam board.</p>				
<b>PTP update</b>				
<p>PTP internal review has been approved with many recommendations There are quality, delivery and investment groups involved Plan of action will be agreed by March 2015. Pilot agreed by September 2015</p> <p>Sue Hill wants demonstrations of fitness to practice at the end of PTP year 3 Want to present Sue with discussion document- NF to contact all to sense check the document before presenting to Sue</p> <p>Some funding is available to departments, £3000 per trainee. There should be a placement model for HEIs and employers for 2016</p> <p>HEE expect improved patient/public involvement. NSHCS working on a PPI strategy – working with employers &amp; HEIs to highlight importance of PPI. PPI to be added as an agenda item</p> <p>NF spoke to her briefing document especially noting that:</p> <ul style="list-style-type: none"> <li>o HEE MSC has undertaken a review across the whole of HCS for PTP. A number of recommendations from the report are currently being implemented which fall within three overarching categories for delivery by three working groups 1)quality management, 2)investment and 3)Implementation group</li> <li>- TB members who want more info – please contact NF</li> <li>- TB members that want more input – please let NF know</li> </ul>	<p>NF</p> <p>SP</p> <p>All</p>	<p>Feb 2015</p> <p>Feb 2015</p> <p>Feb 2015</p>	<p>On agenda</p>	<p>Open</p> <p>Closed</p> <p>Closed</p>
<b>Review of Trainee Progression</b>				
<p>Looks at competencies and levels at which trainees should be at that point in time- this highlights problems.</p> <p>Training officers need to take an oversight and ensure trainees are progressing as</p>				

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<p>they should.</p> <p>Local expectations should be set, so if not met then goes on to performance management</p> <p>Progression rules will be set in time to use for 2015 cohort, they will be reviewed in the meantime.</p>				
<b>Feedback from Trainee Representatives</b>				
<p>Questionnaires' sent to current 2nd and 3<sup>rd</sup> year trainees</p> <p>Had 2 weeks to complete- if given longer may have got more responses</p> <p>17 agreed, 5 strongly agreed, 16 mutual and only 1 disagreed with -regular meetings with training officers</p> <p>5 disagree, 2 strongly disagree, 18 agreed that training officer aware of level of learning</p> <p>Surprising- OLAT useful and appropriate- more disagree than agree to this- question split next time to separate work from uni</p> <p>Majority happy with their department</p> <p>Year 2 trainees- feel they don't get as much time to learn competencies before going into year 3</p> <p>Department supportive?- majority agree however considerable numbers still having problems</p> <p>Survey Monkey is used to share data and get information relating to trainees and their support and progression in different departments. This is completely anonymised.</p> <p>Richard Clements will send out the summary results of the survey monkey to attendees to review – theme board members to come up with questions that could maybe added in the future to focus on targeted problems within departments. Experience, the way their perceived etc...</p> <p>Should maybe add a specific question- Would you work in the department should you be successful in completing the programme?</p> <p>29 responses to the questionnaires in 12 days- this is good</p>	<p>RC All</p>	<p>Feb 2015</p>		<p>Open Open</p>

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<b>Feedback from Employer members</b>				
<p>Martin Stout ( NW &amp; MMU) Asked about research aspects of programme frequently NW specific research day 27<sup>th</sup> November 2014 at Manchester Royal Infirmary aimed at all HCS and training officers to offer advice and support.</p> <p>Key speaker at Castlefield NW made up of STP and PTP group- developed a programme in December to talk about the journey of where they started in HCS to where they are now- provides positive key comments</p> <p>NF-to take the NW model to the different networks Need clarity about when and how decisions should be made about choice of 3rd year route in Cardiac Science STP</p> <p>£250,000 worth of funding will be available for research aspects of HCS used to fund small projects- not yet approved but underway</p> <p>Advertise events onto the school website</p>	NF	Feb 2015		Open
<b>Feedback from Professional Bodies</b>				
<p>Create, working with LETB a training consortia/ network model of using funding for STP for those not willing to take on STP in full. ASP may help with this. JH highlighted hub and spoke arrangement in East of England.</p> <p>Next theme board- to have exit questionnaires for 2011 cohort for review</p> <p>Next agenda item- Roles of STP, exit questionnaires and include job descriptions and roles theme board members can share</p> <p>BSE- NSHCS to find STP rep for BSE Council. Have allocated funding to support STP echo projects as well as dedicated time at conference for E&amp;Tsessions (e.g. research/ ethics)</p> <p>SCST- supporting STP by having a trainee rep on council, and to look at funds and support through council to allow STPs support for research. Also plan to allocate time to celebrate some of work and presentations STP trainees have done.</p>	SP	Feb 2015		Open

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BHRIS- Considering embedding the BHRIS exam and would like the school allow adoption of this onto OLAT. Discussion needs to be had with Suzanne	MT	Feb 2015		Open
Critical care-General feeling that nationally the STP commissioning process isn't recognising the need to CCS STP posts. CCS departments not being contacted for expressions of interest. Send commissioner details and latest LETB's details to all professional bodies- (Dave and Joanne)	MT	ASAP		Closed
CCVRS GI & Uro OSFA Mock date- February 3 <sup>rd</sup> 2015 in London- Send these to all the Themed board members- both Live and Mock dates				
Vascular-impressed with levels of volunteers for station writing- really encouraging SVT are putting on study days and will encourage STP to take part Problem – Concerns over lack of uptake for STP trainees. Some departments will tend to take on their own trainees and train in house as they know who they will be getting. Still lack of awareness of STP and commissioning process, particularly for small specialisms, Take to HCSING- particularly smaller departments not being contacted properly HSST-worth spending time on assessments strategy if it's not going to be recruited to imminently.	TF	ASAP		
<b>Feedback from the HEIs</b>				
Newcastle – Programmes and modules now available as stand-alone modules. Complaints regarding different funding levels regionally across the nation- this issue is being taken to HCSING				
MMU – Martin Stout see above				
<b>Feedback from the Academy</b>				
There has been restructuring Practitioner register exists, HSST register to go live next year Academy working on Icepts- this has a training element to it Annual congress to take place 8 <sup>th</sup> and 9 <sup>th</sup> December with guest speakers				
<b>Dates &amp; Times of the Next Meetings</b>				
Tbc February, June, October-email these to attendees				
Post Meeting				

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Board members were asked to supply a question for the STP interviews. SP needed to send a template to them	All SP	Feb 2015 asap		Open Closed