

National School of Healthcare Science
LIFE SCIENCES THEMED BOARD
Tuesday 7th November 2017, 11:00-15:30
Jury's Inn, 245 Broad Street, Birmingham B1 2HQ

Chair: Graham Wilson (GW), Jennie Bell (JB), Mike Thomas (MT)

Attending: Alison Taylor Beadling (ATB), Amanda Robson (AR), Chris Penfold (CP), Dan Smith (DSm), Dave Walker (DW), Deborah Sage (DSa), Frances Boa (FB), Gerry van Schalkwyk (GvS), Jason Kasraie (JK), Julie Molloy (JM), Kathryn Ainsworth (KA), Laura Boyes (LB), Rachel Webster (RW), Rosemary Harris (RH), Sheila O'Connor (SO), Stuart Sutherland (SS), Suzanne Chamberlain (SC)

Apologies: Alan Wainwright (AWa), Alex Richter (AR), Allan Wilson (AWi), Andrew Usher (AU), Andrew Williams (AWm), Angela Daly (ADa), Angela Davies (AD), Behdad Shambayati (BS), Berne Ferry (BF), Bryan Woodward (BW), David Eccleston (DE), Derren Ready (DR), Elizabeth Bateman (EB), Gary Robinson (GR), Gordon McNair (GM), Hazel Borthwick (HB), Katharine Hayden (KH), Kathryn Jones (KJ), Kirsty Dodgson (KD), Kristie Nurse (KN), Loraine Gaunt (LG), Louisa Lee (LL), Louise Ayers (LA), Lucinda Hall (LH), Michael Carroll (MC), Michele Branscombe (MB), Michelle Bishop (MB), Mike Scott (MS), Nicky Fleming (NF), Nicola Monks (NM), Paul Ganney (PG), Philip Macdonald (PM), Rachel Cutting (RC), Rob Shorten (RS), Robina Qureshi (RQ), Ross Sadler (RS), Sandie Gay SG, Vivek Dhir (VD)

Minutes: Chris Allen (CA)

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DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
Welcome and apologies				
MT welcomed the Board and noted apologies				
Minutes & Actions outstanding from previous meeting: 28th February 2017				
Minutes from 27 th June 2017 were approved with minor corrections to be published on the School website. Action Log was updated.				
STP Improvement Review				
Suzanne introduced the STP improvement review, to look at the design and structure of STP and at what works and what doesn't; The School has commissioned an external research consultancy firm, Alpha Plus to perform an independent review. The review will focus on structure, design and delivery through interviews, focus groups, questionnaire surveys and will be followed by a report produced by March 2018. Phase 1 – Interviews and Focus Groups				

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Phase 2 – Questionnaire Survey to trainees, heads of departments, HEI's, Alumni etc. All recording and data outputs will remain confidential to AlphaPlus.				
Focus Group Breakout				
Members split in to two breakout sessions hosted by the independent Assessment agency – AlphaPlus. The discussions are independent (without school input) to discuss the STP programme, ways in which it could be improved, what works well etc. This will be reviewed and a feedback report produced.				
Feedback on Future Work				
SC requested feedback from Focus group members: <ul style="list-style-type: none"> • Time was sufficient with smaller groups, if larger groups, allocate more time to the session • Acronyms and understanding of assessors • Mix of specialism representation necessary 			A survey based on focus group outcomes would be launched approx. December	
Academy for Healthcare Science Report				
<ul style="list-style-type: none"> • Clarification is still required from the Academy regarding the status of FRCPath and the doctorate level qualification required for registration. • The Academy do not have a Professional Lead for Bioinformatics yet, It was agreed that the ACGS would be consulted through their Board representative. • Meetings with genetic counselling registration board to discuss STP Equivalence for existing Genetic Counsellors are on-going. 				
HEI Reports				
<u>Nottingham</u> <ul style="list-style-type: none"> • Year 2 exam board recently competed; all distinctions 				
<u>MMU</u> <ul style="list-style-type: none"> • Written report submitted in absence of MC 				
Professional Body Reports				
<u>Association of Clinical Biochemistry</u> <ul style="list-style-type: none"> • Enquired re the status of a HSST Train the Trainer event. • MT stated that the School are working on TtT days in February and March; as well as an additional C2 focussed event in late January for Cohort 1 trainees and supervisors. Further information will be announced as soon as the dates are confirmed. 				

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<ul style="list-style-type: none"> Reported that departments were struggling to get Immunology placements across the country Enquired whether the school could communicate to trusts who their allocated trainee is following recruitment as soon as possible. It was noted that the School passes on this information to employers as soon as it is available. It was noted that trainees have a deadline within which they are required to accept any offered posts. As the School passes the information on to both the Trainee and named Trainer. It is important for workplaces to ensure the Trainer details are correct. <p><u>Genomics Counselling</u></p> <ul style="list-style-type: none"> Curricula now approved by European Board of Medical Genetics Training day for genomic counsellors trainers has been arranged by the profession for February 2018 Commented on the STP shortlisting process, asked if it were possible to have work experience in one place on the application form, as well as a modification to the matrix for shortlisting to help with consistency. It was noted that this suggestion can be taken to the Recruitment Steering Group but that it would not be possible to make any modifications to the process this year. <p><u>British Society of Haematology</u></p> <ul style="list-style-type: none"> SO reported that members of the BSH were working hard to raise the clinical scientist profile Recruited some new members to the board <p><u>British Society of H&I</u></p> <ul style="list-style-type: none"> DSa reported that the new learning guides have been received well and expressions of interest for next recruitment phase have increased. The new e-portfolio has been received very well by those new STPs embarking on training. <p><u>Institute of Biomedical Scientists</u></p> <ul style="list-style-type: none"> DSm reported that the IBMS were unlikely to look to become end point assessors for apprenticeships 			<p>The School passes the information on to both the Trainee and named Trainer. It is important for workplaces to ensure the Trainer details are correct</p>	

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<ul style="list-style-type: none"> He reported concerns over the uncertainty as a result of networking and restructuring going on across England and that with the number of genetics departments reducing significantly, it was important to sort Year 1 rotations for STP as a matter of urgency. 				
PPI Report				
<p>RH had visited the genetics lab at Birmingham Women's and Children's Hospital, on 30th August and was very impressed by the trainees, professionalism and enthusiasm and the excellent day they prepared for her visit.</p>				
Employer Reports				
<u>NHSBT</u>				
<ul style="list-style-type: none"> Work continued on an on-going gap analysis for transfusion science and immunology and the proposed changes in OSFA domain marking 				
<u>North West</u>				
<ul style="list-style-type: none"> AR Noted that 2nd year STP trainees in H&I have adopted the new learning guide strategy She also commented that skype e-learning sessions would not work for all trusts due to IT systems and local policies. 				
<u>London Consortium</u>				
<ul style="list-style-type: none"> FB noted that many part time clinical scientists were interested in HSST and that at the moment the School were unable to deliver a part time programme. MT noted that this was in discussion at the School The Consortium were looking at expressions of interest for recruitment in 2018 this Friday, and would be agreeing numbers at that meeting. The Board of the School of Pathology had raised concerns about the tenders going out for new centres hosting genomic counselling All training centres in London are now aware of the process for STP transfer of training 				
Trainee Report				
<ul style="list-style-type: none"> Access to e-portfolio. It was noted that trainees will continue to have access to their training portfolio on OneFile after they have finished the training programme Trainees will continue to have access to OLAT in 2018 but should consider export of the data before OLAT is shutdown. Trainees who are still experiencing problems in securing access to 1-day per week protected time at their training centre should contact the 				

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<p>School for assistance.</p> <ul style="list-style-type: none"> • Training budget issues should be raised with the local training department and Local Commissioning Office as these can vary across the country. 				
Programme Updates				
<p><u>Apprenticeships</u></p> <ul style="list-style-type: none"> • GW reported that the School now has a section for apprenticeships, updated yesterday. Intention is to direct people looking to take apprenticeships to this information. Levels 2,4 and 6 Apprenticeship Standards are available. • He reported that there were currently approx. 100 apprentices in healthcare science. • The School has applied to be an EPA for level 4 diploma. The intention is to then apply for Level 2 and 6. 				
<p><u>PTP</u></p> <ul style="list-style-type: none"> • NF is currently discussing a joint portfolio with BF but there are no further updates at this time. • It has been suggested that it would be appropriate to have a PTP trainee join themed boards. 				
<p><u>STP</u></p> <ul style="list-style-type: none"> • JB noted that the Cancer Genomics STP curriculum is being drafted (formerly Molecular Pathology) and will be shared soon. 				
<p><u>HSST</u></p> <ul style="list-style-type: none"> • MT reported that the HSST Network Day on 19th September and had been received very well by both Trainees and Training Supervisors • The first C1 innovation projects had recently been assessed by MAHSE. • The design of Train the Trainer days are progressing well and will be advertised once dates have been finalised 				
National School Reports				
<p><u>Programme and Recruitment</u></p> <ul style="list-style-type: none"> • Commissioning numbers have now been confirmed, and will be the same in 2018 for both STP and HSST as in 2017. 				
<p><u>Accreditation</u></p> <ul style="list-style-type: none"> • No formal report was submitted, but the accreditation team are actively pursuing laboratories that are not yet accredited 				

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<ul style="list-style-type: none"> SO asked if the school can issue official certificates for those departments that have been accredited? This suggestion received strong support from other Board members. 			Action:L speak to AW regarding certificates for accredited departments	
<p><u>Education and Assessment</u></p> <ul style="list-style-type: none"> A light version of ARP is currently running for HSST as a formative trial process. Release of outcomes is anticipated in early December. MRP is being further developed for STP following its trial earlier this year and will launch in April next year as a summative process SC thanked all who participated in the OSFA resits – overall pass rate for the last 2 years is at 94% - very good pass rate for Life Sciences An OSFA development day was held in October and the Education and Assessment Team are reviewing the actions and outcomes from that meeting which considered a change towards a Borderline Regression Method of assessment. SC Asked whether there were ways to support those trainee networks that run their own ‘mocks’ 				
<p><u>Digital System</u></p> <ul style="list-style-type: none"> E-Portfolio: SS reported that OneFile had been procured after extensive research on the needs of trainees and training officers. This has been rolled out to a small number PTP and STP Groups as well as all new HSST trainees Induction into the use of OneFile had been undertaken through a series of webinars with the new users and a number of short videos had been published on YouTube at: http://bit.ly/onefilehowto together with support pages on the School website: http://bit.ly/onefilehsst SS noted that all trainees completing after 2018 will be migrating from OLAT to OneFile in Autumn 2018. 				
<p><u>Curriculum</u></p> <ul style="list-style-type: none"> KA Noted that an online curriculum library had now been launched, hosting both academic and work based material in one place. She requested that if anyone see’s any issue in the curriculum library to please feed back to the school for correction She noted that the 2 trainees were now trialling the first ASP 			https://www.nshcs.hee.nhs.uk/curricula	

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programme to have been launched.				
A.O.B				
Jennie Bell informed members this would be her last Themed Board as she was stepping down from her role in the School as Professional Lead for Cellular Sciences and Genomic Sciences. She expressed her thanks to the Themed Board members for their support and contributions. Mike Thomas wished to extend his acknowledgement of Jennie's significant contributions to not only the Themed Board but also the development of the MSC programme more generally, and especially during the early days of the genetics pilot. Her knowledge and expertise will be a significant loss to the School.				
<u>Date and Venue of Next Meeting</u> To be confirmed				

ACTION

ACTION LOG					
Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
6. 21/6/2016	<u>Blood and Transfusion Trainees</u> Names of the 3 trainees to be confirmed to the NSHCS. It was requested that the Blood and Transfusion curriculum for HSST be distributed once it is confirmed.	Update 22/11/16 - The names have been confirmed but there is not yet a fully signed off curriculum. Update 28/02/17 – curriculum to be distributed once complete Update 01/07/17 – Curriculum <i>discovered</i> on RCPATH website but no formal communication from College that it has been approved. Update 07/11/17 Publication of the final approved curriculum is on the RCPATH website at: https://www.rcpath.org/resourceLibrary/hsst-curriculum---clinical-and-laboratory-transfusion-final-formatted-version.html	RE/MT	Closed	Closed

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3. 22/11/16	It was suggested that a survey could be done across representatives of all the themed boards to see how many are involved in events like healthcare science week ACTION MT to take to SMT for discussion	Update 28/02/17 – Taken to SMM. Update 07/11/17 Currently recruiting to Stakeholder Engagement Manager Post following departure of interim Comms Manager.	School	ASAP	Open
2. 28/02/17	The trainee representative group are doing a survey on participation in healthcare science week and could possible also capture how much departments are involved. Michelle Madeley from the School to be put in contact with the group		KJ	ASAP	Pending
2. 28/02/17	RE to have a conversation with Berne Ferry to explore how they can access training for the Armed forces in transfusion science.		RE/BF	ASAP	Closed
7. 28/02/17	JB asked the themed board members to think about what they might be able to do in regards to adapting the current Haematology curriculum (and any others where recruitment numbers are challenging). HEIs also need to be involved to see if it is feasible. This can be fed into the curriculum review. RE – asked for nominations from other specialisms. Liaise outside of meeting.		All	ASAP	Closed
8. 28/02/17	It was agreed that RH would provide reflections on her visit to Gareth Woods department at the next meeting.	Gareth Woods no longer able to support a visit; RH will visit the genetics laboratory at BWC. JAB will arrange	RH	27/06/17	Closed
16. 28/02/17	Haematology for Level 4 standard in Healthcare Science Associate – provide indicative content as examples to Gill Manning or Nicky Fleming		All	ASAP	Open
16. 28/02/17	The School welcomes feedback on the themed board meetings e.g. frequency, agenda items		All	27/06/17	Closed
5. 27/06/2017	School to look at MOU forms – and discuss the sharing of data between organisations	Update 07/11/17 Noted that Jo Brinklow at RCPATH was	CA	ASAP	Open

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		engaging with commercial advisers and would feed back to the School. CA to liaise with JB	JB@RCPath		
6. 27/06/2017	GW to raise concerns with commissioners at next HCSING meeting and will also email Pravjit Kaur in the interim		GW	ASAP	Closed
7. 27/06/2017	RC to email NF regarding ASP and Level 6 apprenticeships for her to follow up post meeting		RC/NF	ASAP	Pending
7. 27/06/2017	FB to send email to BF/SC and they can raise this with Anne Gilford's cover (Hold up is from the west midlands) JB to email Berne as well to follow up		SC/JB	ASAP	Closed
9. 27/06/2017	AR would it be possible to write an 'idiots guide' of what trainees expect and not expect from their training officers? MT this could possibly be something could be presented at induction?	Requested further feedback	Trainee Reps	ASAP	Pending
14. 27/06/2017	Board members to feedback comments to MT on the draft exit criteria document within 2 weeks		All	ASAP	Open
14. 27/06/2017	Board to put requests through their networks seeking a scientific volunteer for the C1 assessor role and email MT/School		All	ASAP	Closed
16. 27/06/2017	Take issue surrounding second choice specialisms to the recruitment annual review panel meeting		School	22/08/2017	Closed