

National School of Healthcare Science

LIFE SCIENCES THEMED BOARD

Tuesday 21st June 2016

Maple House, Corporation Street, Birmingham. B4 6TB

Chair: Mike Thomas (MT). Jennie Bell (JB).

Attending: Amanda Robson (AR), Andrew Williams (AW) (pm only), Angela Davies (ADa), Chris Penfold (CP), Dan Smith (DS), Deborah Sage (DS), Derren Ready (DR), Eileen Gallagher (EG), Emma Dewar (ED), Frances Boa (FB), Gary Robinson (GR), Jane Soden (JS), Jason Kasraie (JK), Lianne Rounding (LR), Melanie Watson (MW), Michael Carroll (MC), Michelle Branscombe (MB), Mike Scott (MS), Nicky Fleming (NF), Nicola Monks (NM), Philip Macdonald (PMc), Rosemary Harris (RH), Suzanne Chamberlain (SC),

Apologies: Alan Wainwright (AW), Alex Richter (AR), Allan Wilson (AW), Andrew Usher (AU), Angela Daly (AD), Barry Hodgson (BH), Behdad Shambayati (BS), Berne Ferry (BF), Bryan Woodward (BW), Chris Gibson (CJG), David Eccleston (DE), Gerry van Schalkwyk (GvS), Gordon McNair (GMc), Graham Wilson (GW), John Wadsworth (JW), Katharine Hayden (KH), Kathryn Jones (KJ), Kirsty Dodgson (KD), Lorraine Gaunt (LG), Louise Ayers (LA), Lucinda Hall (LH), Michelle Bishop (MB), Philip Padfield (PP), Robina Quereshi (RQ), Rob Shorten (RS), Ruth Evans (RE), (SCh), Sandie Gay (SG), Sheila O'Connor (SO'C), Stuart Sutherland (SS),

Minutes: Gill Stephens (GLS)

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DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
1.Welcome and apologies				
<p>MT wished to formally welcome Bryan Woodward, (who was unable to make today's meeting), as a member of the Life Sciences Themed Board. Bryan would be representing Andrology at future meetings. MT also wanted to record that Jane Moorhead was stepping down from the Board and he wished to register the Board's thanks to Jayne for all of the work that she has contributed over a considerable time as a member.</p> <p>Action: See Log</p> <p>GR noted that the apologies were from the same members that had not previously attended and had who had not submitted reports. MT informed members of the standard length of tenure and advised that</p>				

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<p>he would look to reviewing the membership in future.</p> <p>JB commented that Laura Boyes should be invited to the next meeting to represent Genomic Counsellors</p> <p>MT requested that members submit reports in advance of future meetings as previously agreed in order to focus discussion on areas that needed to be addressed.</p> <p>Action: See Log</p>	GS	NOV 16		Open
	MT/JB	Nov 16		Open
2. Minutes and matters arising from meeting held on 23rd February 2016				
<p>Matters of accuracy-no amendments to be recorded.</p> <ul style="list-style-type: none"> • <u>Rotations</u>: AW had taken the matter to HCSING on 9th June 2016 and MT was awaiting further feedback. • <u>Compulsory Competencies</u>: Board members discussed the issues around this which was currently pending due to lack of resources to facilitate further work. Action: See Log • <u>Andrology representation</u>: Bryan Woodward is to represent at future meetings. 	MT/JB/ CJG	Nov 16		Open
3. Matters not elsewhere on the agenda				
Nothing reported				
4. Reports from The Academy for Healthcare Science				
No representative and no paper submitted.				
<p>MT referred to the 6 areas that were reported by the AHCS at HCSING on 9th June 2016.</p> <ul style="list-style-type: none"> • Brendan Cooper (President) had been actively meeting with professional bodies and other UK groups. He had also been writing articles for journals and co-ordinating healthcare science responses to national consultations including: Changing how healthcare education is funded (a DH consultation on planned funding). www.gov.uk/government/consultations/changing-how-healthcare-education-is-funded <p>Interested organisations and the public were being asked to contribute to the consultation which is running until 30th June</p>				

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<p>2016.</p> <ul style="list-style-type: none"> Professional Council and web site developments: the refreshed website will have a more up to date look and will feature a series of guest blogs. Navigation is to be enhanced and will have a more user-friendly appearance. The Professional Council are to trial a new virtual council network on Linked In although this will initially be a closed group. Higher Specialist Scientist Register (HSSR): The Early Implementation Project was completed in March 2016 and over 20 people had applied. Due to high demand there are currently 30 people on the waiting list. The HSSR is now live and the Academy will be inviting expressions of interest in due course. Assistants and Associates: The Academy's IT infrastructure is now in place with the Academy working on the standards and will consult on them when in draft. Expansion of the Academy's Register: The high level talks being undertaken with a variety of groups is progressing well and the Academy are working closely with the Professional Standards Authority to keep them informed of all proposed developments. The Academy's Honorary Fellowship Award Ceremony: This is being held on Monday 18th July 2016 at the House of Lords. 				
5. Reports from HEIs				
<p><u>Manchester Metropolitan University</u> MC reported that the first cohort of students was graduating this year, year 2 trainees had progressed well and that one year 3 trainee had to re-sit the exam. MC informed the Board that Cellular Science students were all progressing well. The Board discussed the challenges of ascertaining destination data</p>				

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<p>for students. Board members were informed of the actions that were being taken by the NSHCS in an attempt to address this and gather the data required. It was acknowledged that there were multiple sources of information across the HEIs, employers and NSHCS and that there was a need to align this information.</p>				
<p><u>University of Manchester</u> PMc reported that year 1 trainees were progressing well although 1 trainee had withdrawn and was applying for a different specialism in 2016. PMc advised that 2 students were re-sitting but all year 2 trainees were progressing to year 3. PMc reported that in Blood Science there were 4 out of 19 distinctions and 2 students had received extensions. PMc informed the Board that the Programme Committee Meetings were very positive with increased lay representative involvement in the units. Helen Joplin was currently working on blood sciences. The Board were advised that for the new 2016 intake, names had been confirmed and Manchester would be contacting them shortly.</p>				
<p><u>University of Manchester-Clinical Bioinformatics</u> AD reported that they were holding the exam board on Thursday 23rd June 2016 and were not anticipating any problems with students. The Board were informed of ongoing issues although there was a very good evaluation across the programme. AD advised that there were continuing problems in relation to the very physics heavy content but were working with Liverpool University to resolve this. The Board were informed that a new Clinical Bioinformatics lecturer had been appointed and they were recruiting a Genomics Lecturer shortly. AD advised that that there was a MOOC being launched in June. It was reported that the continuing low numbers of Health Informatics trainees was a challenge and AD advised that there had been some good ideas suggested that would be forwarded on to JB. Manchester were also due to welcome 9 Bioinformatics HSST trainees for 2016</p>				
<p><u>Queen Marys University</u> The Board were advised that they had 2 students in the first year which had involved some challenging and innovative scheduling of work and in general they were progressing well. There were 4 trainees in the second year who were progressing. In year 3 there was 1</p>				

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trainee who required further support and one to graduate.				
<p><u>Nottingham University</u> The Board was provided with an update on the progression of trainees and recent presentations were reported as very positive with an event being well received and attended. It was reported that for third year trainees the majority had distinctions and merits with students knowing their awards subject to ratification. The Board were advised that Nottingham was currently out for tender for an assistant Professor.</p>				
<p><u>Birmingham University</u> No representation or report submitted</p>				
6. Reports from Professional Bodies and Colleges				
<p>BSHI A report had been submitted by DS indicating the further action and discussions that had taken place regarding the H&I STP curriculum and Learning Guide.</p>				
<p><u>Royal College of Pathologists</u> MS reported that in_Molecular Pathology the first exam had been taken this year with 6 out of 8 students passing. MC brought the Board up to date on the current situation. MT advised that there were 3 students following the Blood and Transfusion specialism and the NSHCS wanted formal confirmation from NHSBT with regards to the trainees' names. ACTION: See Log Board members discussed the curriculum being followed and further clarity was sought in relation to this.</p> <p>MS reported that the College stand at the Chelsea Flower Show had won a Silver Gilt medal and had been attended by a STP trainee who had found this really helpful in engaging with the public. A low allergy garden book had been submitted to the Queen and a leaflet about plants grown and presented on the stand had been well received. Board members discussed the FRCPath and C1 requirements with further discussion taking place around HSST requirements for Part 1 and Part 2.</p>	RE/MT	ASAP		Open

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<p><u>ACB</u> FB reported that students had participated in the support for the London Marathon and had fed back that this was an invaluable experience for trainees. FB advised the Board of concerns around vacancies and numbers for commissions going forward and that this was in relation to both Scientists and Medics. The Board members discussed how this could be addressed and the potential for employers developing their own trainees.</p>				
<p><u>The Association of Clinical Embryologists</u> NM highlighted the issues around commissions and in-service challenges and the impact this had on service delivery and ultimately patient safety. MT acknowledged the challenges of local workforce planning and the importance of 4 nation planning for future workforce needs. RH queried who made these decisions and where the information was sourced to inform these decisions. MT provided an overview of how this is facilitated and the challenges that had been encountered in the 2016 commissions. Further discussion took place around what actions could be taken as organisational representatives and individuals to highlight the concerns. PPI representatives offered to write to relevant bodies as required. Action: See Log MT advised that Modernising Scientific Careers had provided the mechanism for the Boards to meet and for issues and concerns be reported via HCSING.</p>	<p>MT RH/GR</p>	<p>ASAP</p>		<p>Open</p>
<p><u>IBMS</u> DS brought members up to date on the situation in his area and the work that was being undertaken to address the challenges.</p>				
<p>7. Reports from Employer Representatives</p>				
<p><u>NHSBT</u> A report had been submitted in advance of the meeting and distributed</p>				

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<p>to Board Members. LR reported that there were ongoing challenges with STP placements and a discussion took place around rotations which would be discussed with AW (pm) who would be providing an update to the Board.</p> <p>RH raised a query around H&I and DS provided clarification in relation to the paper submitted by DS.</p>				
<p><u>London Consortium</u> FB reported concerns around future funding issues and the impact this could have on training.</p>				
<p><u>South West</u> MW reported that her organisation had undertaken an improved workforce plan for 2016 which had been “knocked back”. MW provided feedback from a meeting held with SRH and Pearson in relation to apprenticeships.</p>				
<p><u>PHE/Microbiology</u> DR reported similar challenges around workforce issues that other Board members had discussed. DR informed members of an organisational restructure within PHE that was impacting on workforce stability.</p>				
<p><u>OUH</u> DS brought members up to date on the situation in his area and the work that was being undertaken to address the challenges.</p>				
<p><u>North West</u> AR informed members of their local situation and the challenges of commissions and placement sourcing for H&I trainees especially for Immunology rotations. It was reported that this had been discussed in the Angoff meeting recently. SC discussed the potential options in relation to the OSFA.</p>				
<p>8. Reports from PPI Representatives</p>				
<p>RH raised concerns around the mechanism for reporting into HCSING and for feedback to be communicated to Themed Boards. MT provided clarity around how this is facilitated.</p> <p>RH expressed the need for more work to be done around promoting the image of Healthcare Scientists and MT reported that the AHCS were working on a further promotional programme and the work that</p>				

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Life Sciences were doing to support this. RH advised that a recent QA visit had highlighted the issue of consistency in relation to “naming” the speciality and a discussion took place on how this could be addressed.				
GR queried why hard copies of minutes were not received until last week. GR was advised that a soft copy of the previous minutes were distributed on 4 th April 2016 and the agreement had been that hard copies would be sent of all papers prior to the meeting and this was in line with the timelines sent out with agenda (attendees were asked to submit papers/reports by 5pm on 15 th June 2016 with hard copies sent on 16 th June 2016.				
9. Reports from Trainee Representatives (see submitted reports).				
<p>STP EG reported very positive feedback from trainees in relation to the recent webinars that had been held. RH queried if there was any PPI representation on these and the Board welcomed PPI representation on Webinars in the future.</p> <p>EG referred to feedback from trainees in relation to OLAT progression and how this is communicated and who is included in the communications both at a Trust/NSHCS level. A discussion took place around the approaches that could be taken and the rationale around these. ED asked for clarification as to whether the PLs included competences in draft as well as those that are completed. JB confirmed the process and criteria that was considered when reporting on OLAT progression and the overall view that was undertaken.</p> <p>Action: See Log</p>	MT/JB	ASAP		Open
<p>New Starters ED requested that NSHCS remind trusts of their obligations in relation to liaising with trainees regarding placements and HR processes. MT advised that it was important for trainees to communicate with the Trusts, and HR at the Trust(s) themselves.</p>				
<p>Clinical Bioinformatics JB advised that she would be meeting with Genomics in due course and will feed back at the next meeting in November 2016.</p>				
Research Projects				

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
The Board discussed how this could be managed and addressed.				
<p><u>Long term sickness/absence</u> ED queried what mechanisms were in place for trainees who had these types of issue. MT advised that due to funding implications the NSHCS were only in a position to recommend actions and that they were currently in the process of developing policy around this matter. JB advised that the Trusts had their own policies and that it required communication between employers, Trusts and HEIs as well as the NSHCS.</p>				
<p><u>HSST Training</u> JS raised the previously highlighted issue in relation to “clashes” of dates and MT informed Board members of the work that had been undertaken to address this. Board members discussed the challenges of HSST training and the commitment required from both employers and trainees. JS referred to the lack of consistency across employers and the need for an acknowledgement of what is required for HSST training.</p>				
<p><u>Webinars</u> JS reported positively in relation to the webinars and a query was raised as to whether invites went to the Training Officers It was confirmed that Training Officers were invited. There were some challenges reported regarding technical issues within trusts and lack of time available.</p>				
<p><u>OLAT for HSST</u> It was acknowledged that further investment would not be taking place in relation to OLAT at present due to the imminent end of contract.</p>				
<p><u>Engagement of Trainers with HSST</u> MT and AW provided Board Members with the actions that had, or were taking place in order to address some of the issues raised. SC referred to the ARP process and how data analysis may assist in addressing some of the issues in the future.</p>				
10. Review of Trainee Progression and Annual Review of Progression Update				
MT advised that the OLAT progression 2016 completion cohort had been reviewed and a generic e-mail had been sent (Monday 20 th				

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June) to those trainees who were yet to submit an EEC and were highlighted as giving cause for concern.				
11. PTP Curricula Review				
<p>NF reported that the PTP curricula had been reviewed but that the learning guides were still subject to review. Once these were agreed the curricula would be uploaded onto the NSHCS website.</p> <p><u>OSFA style end of assessment for PTP</u> NF provided information around a research exercise that had been undertaken and the outcomes from the project. The option of an OSFA style exit had not been favourably received and it was noted that recommendations around communications could be improved.</p>				
12. CF 2-4				
<p>NF reported that Level 2 had been approved and that Level 4 and EPA were currently going through the process of approval. NF advised that Pearsons were responsible for providing the framework with the NSHCS being responsible for training the assessors.</p> <p>AW informed the Board that HEE had submitted an expression of interest to BIS.</p> <p>NM queried what work was going to be undertaken by the NSHCS to ensure that appropriate assessors were in place to facilitate the assessment of the workforce. NF advised that the mechanism for this was still being discussed with Pearsons and Board Members discussed the NSHCS role around this.</p>				
13. ASP				
<p>NM informed Board Members of the current situation and of the timelines involved. Further discussion took place around CPD modules that could become available.</p>				
14.STP				
<p>MT wished to record huge thanks to the Board Members who had</p>				

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<p>been involved in the OSFA preparation for 2016. DR wished to thank the NSHCS for their support in relation to him being the new lead station writer for microbiology.</p>				
15.HSST				
<p>MT summarised the discussions that had already taken place earlier in the meeting as well as the report that had previously been circulated to Board Members.</p> <p>RH queried the level of support that was being undertaken for supporting potential HSST trainees in relation to developing leadership skills.</p> <p>AW referred to work that was being facilitated with employers in relation to their assessing the trainees that were put forward for HSST posts.</p>				
16. Update and Reports from the National School				
<p><u>Programme and Recruitment Office</u></p> <p>MT referred to the report that had previously been circulated and had been presented to HCSING recently. MT referred to the issues around commissions which had proved very challenging for the NSHCS Recruitment Team given the small amount of resources available.</p> <p>JB wished to thank the HEIs for the work they had undertaken which had been evident from the report. MT welcomed feedback from Board Members in relation to communications for recruitment advertising.</p> <p>EG referred to the work that trainee representatives had been involved in prior to recruitment and how this could be extended in the future.</p> <p>AD suggested that Google AdWords could be effective as a medium for advertising posts in the future.</p> <p><u>Exit Surveys</u></p> <p>MT referred Board Members to the paper 16.22 that had been produced from the research project and invited comment.</p>				
<p><u>Accreditation</u></p> <p><u>Rotations</u></p> <p>AW acknowledged the concerns that had been raised across Themed</p>				

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<p>Boards and HEI partners around rotations. AW advised that consideration had been made around the options available and that this was likely to be part of a wider review overall.</p> <p>MT referred to previous feedback from the Life Sciences Themed Board around the length of rotations and the impact that this had on departments. Board Members discussed the merit of undertaking a variety of CBDs (Case Based Discussions) across rotations. JB sought clarity from AW around rotations and its resolution. AW was unable to provide definitive timelines other than the issue being in relation to a wider review overall. DS referred to earlier discussions around the challenges of workforce planning and the impact of this.</p> <p><u>Accreditation Update</u> AW provided a verbal update to Board Members on the progression of work to date. AW advised that the whole 600 organisations should be accredited within the next year. AW asked that if Board Members were interested in participating in accreditation for their specialisms to register their interest with the relevant PL.</p> <p><u>Quality Framework</u> AW provided an overview and recommended Board Members access the information on line in relation to the 6 standards of the quality framework. AW confirmed that the NSHCS were aligning their frameworks to this standard.</p> <p><u>Training Centre Handbook</u> AW confirmed that this was now available on the NSHCS website and included a variety of documents that could support trainers and training centres to deliver training.</p> <p><u>HEI Accreditation</u> AW advised that the current status could be accessed via the NSHCS website.</p> <p><u>Workplace / HEI Engagement</u></p>				

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<p>AW invited feedback from Board Members on what would be their expectations in relation to the sharing of information between HEIs and employers. Action: See Log</p> <p><u>HEI Feedback</u> AW advised that the intention was to gather employer and trainee feedback on HEIs to inform the process for future working with HEIs in improving and enhancing delivery. AD advised that there were already mechanisms in place for trainee feedback and processes within the HEIs to address any issues. AW acknowledged the processes already in place and agreed that these processes needed to be followed but wanted to provide more comprehensive feedback overall and particularly in relation to employers.</p>	ALL	ASAP		Open
<p><u>Education and Assessment</u></p> <p><u>ARP</u> SC informed Board Members that the trial had been launched a few days ago for HSST Trainees. SC provided an overview of the content of the policy and mechanisms involved in the assessment process. The anticipated date for trainees receiving feedback was 30th September 2016 although it was acknowledged that given that this was a trial process there may need to be flexibility around timelines. SC informed members that as an informative trial there would be the need for feedback. RH queried at what point in the process the Lay and External representation would be involved. SC provided clarity around this involvement. MT acknowledged the need for Professional Body representation from within the Life Sciences Board to provide the externality required. Board Members referred to support that may be sought from Royal Colleges to facilitate the process.</p> <p><u>OSFAs</u> SC registered thanks to Board Members who had participated in the OSFA preparations to date and acknowledged the volume of work involved in its delivery.</p>				

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<u>Information and Systems</u> No report received.				
AOB				
NF referred to a report delivered to the Physiological Themed Board this week and provided data that would be reported to HCSING in due course. AW informed Board members of the successful delivery of a Train the Trainer event recently with a further event planned for September 2016.				
<u>Date/Time of Next Meeting</u> Tuesday 22nd November 2016 11:00-15:30 Macdonald Burlington-Birmingham				

ACTION

ACTION LOG					
Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
6.15/6/2015	<p><u>Andrology</u>-moving forward however, there remains an issue with training numbers and the prospect of a future shortfall in clinical scientists-the impact of this is challenges to rotations/funding in the independent sector and workforce impacts. Advised to contact Healthcare science representative for their LETB. Action: CJG to take to HCSING re: the importance of independent providers.</p>	<p>CJG has drafted a document to send to healthcare science LETB leads. Hoping to send this out shortly. Concern that the impression funding is very difficult to gain Private sector companies do not fit in to the workforce model – (A) CJG to raise the question should independent sector have access to STP? 21/6/2016 Update: No further update at present. Funding is the main issue, unlikely HEE would support this – but will raise the question.</p>	CJG	June 2015	Closed
6. 15/6/2015	<p>In the North West, ARo noted that there still continued to be a need to revise the current curricula for H&I. Further discussion took place and concerns were noted. The group suggested a rotation-based network. CJG advised that he is working on a consortia model to build resilience and to reflect medical models. It was agreed that where commissioning for posts LETBs should ensure that department have a viable training plan. Aware of need to review curricula but NSHCS not in a position this year to undertake. Action: Examples to be sent to MT.</p>	<p>Update 21/6/2016-SRH suggested a change to 1st year rotation. Information has been sent to Sue Hill end of April 2016 and awaiting an update. To be followed up with SRH by e-mail and ccd to NSHCS</p>			Closed
7. 15/6/2015	<p><u>North West</u> Concerns also raised re: “disciplines in crisis”. The group felt that the NHS has responsibility to provide appropriate staff with appropriate training as this was impacting on others. The group agreed that everyone had a responsibility to raise this within</p>	<p>Update 21/6/2016-no feedback at present.</p>	CJG	ASAP	Closed

ACTION LOG

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	their own department. CJG advised of the need to ensure that everything done before curricula re-written completely. Action: Evidence to be provided to CJG to escalate the need for this to be addressed urgently for some specialisms (Genetics & H&I).				
8. 15/6/2015	OLAT-HSST Trainees who had been STPs could not re-register. This also impacts on trainees becoming supervisors. NHCS talking to provider.	Is being discussed with DLS, variation of accounts is an issue, but are in discussions with provider. Update 21/6/2016-MT advised the Board that minimum spend is now being invested in OLAT due to the current contract which is due to end in April 2017 and SS is preparing for a tender process following feedback from users.	NSHCS	ASAP	Closed
8. 15/6/2015	Trainees in difficulty-issues around where placements are the problem as opposed to the generic inbox.		CJG	ASAP	Closed
5. 23/2/2016	<u>Accommodation</u> Action: GW to take back to the recruitment steering group if links could be provided by HEIs.	Update 21/6/2016- an up to date information pack has been produced and an accommodation booklet is being produced for trainees.	GW	ASAP	Closed
6. 23/2/2016	<u>Andrology Representative</u> Action: JB to discuss with Andrology curriculum lead representation of the discipline on the Themed Board	Update 21/6/2016- Bryan Woodward was unable to attend but is the nominated representative in future.	JB	By next Themed Board	Closed
6. 23/2/2016	<u>Lead Communications Representative</u> Action: MT to speak to Ann Gilford re: representation at Themed Board.	Update 21/6/2016-This has been actioned but due to resources a representative could not attend the June 2016 meeting. November's meeting date has been sent.	MT	ASAP	Closed
6. 23/2/2016	<u>Commissioning and Planning</u> Issues regarding the disconnect between	Update 21/6/2016- This was escalated to HCSING on 9/6/2016.	MT/JB	ASAP	Closed

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	accreditation and commissioned posts to be escalated to HCSING				
6. 23/2/2016	<u>BSHI</u> Action: JB request members send in evidence of issues around filling posts so that this can be collated and feedback collectively.		JB	ASAP	Closed
6. 23/2/2016	<u>H&I</u> Escalate continuing concerns regarding the fitness of trainees exiting the H&I programme to contribute to the forward planning of initiatives such as Transplant 2020		MT/JB	ASAP	Closed
7. 23/2/2016	<u>PhD</u> Action: It was agreed to highlight issues which may arise through recruitment of candidates who possess a PhD prior to appointment and whether this was appropriate		GW	ASAP	Closed
9. 23/2/2016	<u>OLAT progression feedback to trainees direct</u> Feedback was that the trainee wanted to be sent the information as well as the Training Officer. Action: This to be taken back via the TRG meeting.	Update 21/6/2016-Response was that Trainees did wish to be informed.	Trainee Reps	Next TRG meeting	Closed
9. 23/2/2016	<u>Webinar Timing</u> Consideration to be given to offering Webinar in morning and afternoon slots to facilitate attendance	Update 21/6/2016-This will be taken into consideration as requested. Timing is often dependent on the presenter's availability	MT	ASAP	Closed
11. 23/2/2016	<u>PTP review</u> Survey to be sent to HEIs with a view for this to be completed by end of March 2016. Action: NF requested PTP employer names (geographic spread) to obtain feedback to inform the survey.		ALL	ASAP	Closed
14. 23/2/2016	<u>Webinars</u> The Board agreed that webinar usage was a good mechanism going forward.	Update 21/6/2016 – Swapping the timings of these is currently being looked at. The next webinar may be hosted by trainees and	Trainee Reps	Next TRG meeting	Closed

ACTION LOG

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
	Action: Trainee Reps to take back to the TRG meeting	under discussion with CD.			
1. 21/6/2016	<u>Genomic Counselling Representation</u> Need to formally invite Laura Boyes on behalf of the Genomic Counsellors. Need to review membership lists and tenure of office for representatives	Update 22/11/16 - Laura Boyes is now on maternity leave we will need to chase for deputy Gary Robinson been invited back for second term	GS MT/JB/GW	ASAP	Open
2. 21/6/2016	<u>Compulsory Competencies</u> To be reported back to CJG and a formal report to be requested from CJG to the next Themed Board meeting.	Update 22/11/16 - Chris Gibson has retired, successor is being appointed. Action will be taken up with successor	CJG/MT/JB	Nov 2016	Open
6. 21/6/2016	<u>Blood and Transfusion Trainees</u> Names of the 3 trainees to be confirmed to the NSHCS.	Update 22/11/16 - The names have been confirmed but there is not yet a fully signed off curriculum	RE/MT	ASAP	Open
7. 21/6/2016	<u>Workforce Planning</u> MT to provide PPI representatives with the name of who to write to re: workforce planning concerns	Update 22/11/16 - MT apologises that he did not send the details across and will do so if the PPI representatives	MT/RH/GR	ASAP	Open
9. 21/6/2016	<u>OLAT Reporting & Communication to Trainees</u> SMT to discuss communication of OLAT reporting with trainees and provide clarity around what is considered.	Update 22/11/16 - Agenda item on 22.11.16	MT/JB	ASAP	Closed
16. 21/6/2016	<u>Workplace / HEI Engagement</u> Feedback from Board Members in relation to their expectations for the sharing of information between HEIs and employers to be sent to AW.	Update 22/11/16 - This is on the Schools agenda and it will be taken forward	ALL/AW	ASAP	Closed