

Meeting Title  
**For Member's use ONLY**



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

Tuesday 23<sup>rd</sup> February 2016

11:00-15:30

Regus Birmingham, 43 Temple Row, Birmingham, West Midlands. B2 5LS.

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

**Co-Chair:** Graham Wilson (GW)

**Attending:** Alan Wainwright (AW), Amanda Robson (AR), Andrew Usher (AU)), Chris Penfold (CP), Dan Smith (DS), Deborah Sage (DS), Derren Ready (DR), Eileen Gallagher (EG), Frances Boa (FB), Gary Robinson (GR), Gerry van Schalkwyk (GvS), Jane Soden (JS), John Wadsworth (JW), Kathryn Jones (KJ), Melanie Watson (MW), Michael Carroll (MC), Nicky Fleming (NF) Nicola Monks (NM), Philip Macdonald (PMc), Rachael Peters (RP), Rob Shorten (RS), Rosemary Harris (RH), Ruth Evans (RE), Sheila O'Connor (SO'C), Stuart Sutherland (SS), Suzanne Chamberlain (SC), Vivek Dhir (VD)

**Apologies:** Alex Richter (AR), Allan Wilson (AW), Andrew Williams (AW), Angela Daly (AD), Angela Davies (ADa), Anneke Seller (AS), Barry Hodgson (BH), Behdad Shambayati (BS), Berne Ferry (BF), Chris Gibson (CJG), David Eccleston (DE), Gail Norbury (GN), Hannah Fearon (HF), Jane Moorhead (JM), Jason Kasraie (JK), Katharine Hayden (KH), Kirsty Dodgson (KD), Lorraine Gaunt (LG), Louise Ayers (LA), Lucinda Hall (LH), Michelle Bishop (MB), Michelle Branscombe (MB), Mike Scott (MS), Robina Quereshi (RQ), Sally Chappell (SCh), Sandie Gay (SG), Tracy Thurgood (TT), Val Davison (EVD),

**ACTION**

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<b>1. Welcome</b>				
Apologies recorded on attendance list.				
<b>2. Minutes/Actions from 4.11.2015</b>				
Minutes confirmed as correct subject to the following amendments.				
Page 7 under discussion item MW was not in attendance. Salary part of funding to be attributed to Lorraine Gaunt (LG). Rosemary Holmes this should read Rosemary Harris.				
Action log from previous meeting reviewed and items updated:				
<ul style="list-style-type: none"> <li>Page 2 issue about AHCS representation. AHCS does have</li> </ul>				

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<p>some representation 23.2.2016.</p> <ul style="list-style-type: none"> <li>• Page 2 comment from CJG-Professional body to pick up and (Closed).</li> <li>• Bioinformatics-Paul Ganney was coming in to assist the NSHCS until 31.3.2016- (closed)</li> <li>• Page 3-aware that bioinformatics group. To be raised as an agenda item for HCS leads meeting- leave open.</li> <li>• CJG meeting with James Creed-(remains open)</li> <li>• University of Nottingham progress report-has been sent to NSHCS-(closed)</li> <li>• Page 3-Item 6-JB to take issue re: modules to SMT. Feedback from CJG raised at HCSING. Given the feedback this matter is intended to be raised again and a meeting arranged with Shelley Heard (remains open)</li> <li>• Page 4- The Board the Board expressed a wish to retain the Cellular Science STP routes along with the newly developed Molecular pathology STP.</li> <li>• Apprenticeship working group- (on agenda 23.2.2016) – (Closed)</li> <li>• Compulsory competencies on other themed boards-JB having conversations with variety of groups to take to HCSING-(remains open).</li> <li>• GW-LETB leads recruitment steering group-(Closed)</li> <li>• Comments to assessment team re: ARP-fed back to SC to be looked at. (Closed).</li> <li>• Page 8-Closed</li> <li>• Page 9-Feedback on items presented by SG-not aware of any comments (Closed).</li> <li>• LA paper on Prog Office and Recruitment (Closed)</li> <li>• Accredited departments– CA completed action (Closed)</li> <li>• Page 11-feedback on OLAT-SS to discuss later (Closed)</li> <li>• MT advised looking for volunteers for STP / HSST interviews-not too late to volunteer or submit questions. (remains open)</li> </ul>				

**3. Matters not elsewhere on the Agenda**

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
No further matters were raised.				
<b>4. Reports from the Academy of Healthcare Science</b>				
<p>Academy advised they had reviewed OLAT records for trainees exiting the programme. One issue with trainee picked up but overall evidence is that the system is robust.</p> <p>Equivalence process is on-going through March / May (interviews). Issues were raised re: equivalence delays / issues. Advised that there is a shortage of assessors in some specialisms. There was also a need for new Professional Leads and the AHCS were going out seeking applications for these.</p> <p>Academy representative (AU) will take back to AHCS that no one has been approached regarding representation. The Board requested that a strong message go back to the AHCS re: equivalence issues.</p> <p>Query raised at the Royal College re: professional fees.</p> <p>RH queried where assessors were from and how they were recruited- and AU offered an overview.</p> <p>Good practice process due to start soon.</p>				
<b>5.Reports from HEIs</b>				
<p>University of Manchester</p> <ul style="list-style-type: none"> <li>Blood Sciences Year 1 PMc offered good feedback on 1<sup>st</sup> year assignments and exams- pleased with the level of competence. There had been problems with exam content which had now been rectified. Accommodation remained an ongoing problem. MAHSE are trying to find a solution to this and would be producing a response once clarity had been obtained. The Board queried if something could be done through the recruitment process to improve matters. MW advised that the NSHCS manage applications and it was down to local processes to get contracts sorted and checks complete. JB suggested that through recruitment process trainees could be informed that they need to get in touch with employers early. Timetables are usually set early summer.</li> <li>Blood Sciences Year 2 Teaching blocks nearly completed. The Board were brought up to</li> </ul>	GW	ASAP		Open

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<p>date with current situation regarding ethics approval for projects.</p> <ul style="list-style-type: none"> <li>Biochemistry Year 3 were awaiting their exam results</li> <li>Haematology-Years 2&amp;3 there had been some issues with teaching hours and clinical input. A P/T lecturer has been appointed for Blood Science and Haematology.</li> <li>A new Public Patient representative had been appointed.</li> <li>There had been progress with MOOC and collaborative working with Genomics.</li> </ul>				
<p><u>MMU</u></p> <ul style="list-style-type: none"> <li>An overview of the number of students by year. There were no issues highlighted.</li> <li>For Reproductive Science an overview was provided on work undertaken/content of assessment/teaching.</li> <li>No issues were reported.</li> </ul>				
<p><u>University of Nottingham (UoN)</u> CP reported that:</p> <ul style="list-style-type: none"> <li>Generally student learning and performance was good.</li> <li>Following exams in January 2016 all students have done well.</li> <li>Year 1 were awaiting their results.</li> <li>Communication skills had been delivered over 1 day with reflective component.</li> <li>There will be a research symposium in June 2016 at which Year 3 will present posters and have a viva on their research project. There will be prizes for the best poster/presentation.</li> <li>He noted that they continued to teach Genetics.</li> </ul>				
<p><u>University of Birmingham (UoB)</u></p> <ul style="list-style-type: none"> <li>VD reported that) they were looking to graduate year 3 students following exams in June (results July 2016). There were no year 2 students</li> <li>There had been good feedback overall</li> <li>Year 1- had benefitted from a lot of input from Academics and HC professionals. A further block was scheduled for April 2016.</li> </ul>				

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<ul style="list-style-type: none"> <li>There were concerns with the delivery of projects for Year 3. The university does not have much control over laboratory support to the trainee and one student is having difficulty in completing the MSc.</li> <li>Accommodation for students is seen as an issue. Students are requesting block booking to be implemented and that's being looked into. Discussed challenges for changing timing of blocked teaching.</li> <li>PPI rep has been in to observe mock assessments and provided feedback.</li> <li>Year 1 students found difficulties in delivery of teaching in block and the query was raised if there was any scope for change. The Board discussed the challenges of laboratories being able to accommodate this given the number of students that have to be accommodated during the year.</li> <li>VD raised the issue of overlaps seen in modules- and what could be done to address that. JB advised that the Professional Bodies provide the content of the modules and acknowledged the need to undertake curricula review.</li> </ul>				
<b>6. Reports from Professional Bodies and Colleges</b>				
Reproductive Science <ul style="list-style-type: none"> <li>NM advised that the development of an andrology STP was progressing well and may be ready for 17/18. The Board queried if a rep from Andrology should be invited and JB agreed to discuss this with the curriculum writer.</li> <li>There had been some success from funding from private sector but this remained variable.</li> <li>NM noted that accredited scientific practice had been discussed previously.</li> <li>Recruitment at Bands 2-4 was going ahead.</li> </ul> MT suggested that it would be helpful to invite a commissioning representative to the Theme Board so that funding issues could be debated.	<p style="text-align: center;">JB</p> <p style="text-align: center;">MT</p>	<p style="text-align: center;">By next Theme Board</p> <p style="text-align: center;">ASAP</p>		<p style="text-align: center;">OPEN</p> <p style="text-align: center;">OPEN</p>

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<p><u>IBMS</u> The representatives had nothing to raise.</p>				
<p><u>BSH</u> <u>SO'C</u> noted that there continued to be issues around workforce planning and asked that this fed back to HCSING. <u>SO'C</u> confirmed that they were struggling to fill posts.</p>				
<p><u>ACB</u> <u>FB</u> spoke of the disconnect between commissioning numbers and accredited departments and supported the concerns of others that the current training planning would see a shortfall in qualified individuals exiting STP programmes. Here still remained a lack of understanding of the role of the clinical scientist in many departments.</p> <p><u>ACB: Microbiology Professional Group</u> <u>RS</u> noted that <u>CMFT</u> had been proactive in avoiding situations of trainees getting into difficulty by prior thought regarding placements.</p> <p>The <u>ACB</u> was concerned that that there remained challenges and a disconnect between the manner in which posts were commissioned locally by laboratories as yet unaccredited to deliver training in the specialism and without due consideration to appropriate resource availability to undertake that training but also the future requirement for an appropriately trained manpower base for the future.</p> <p><u>ACB: Immunology Professional Group</u> There was no representative present and no report had been received.</p>				
<p><u>RCPATH</u> <u>GvS</u> noted that the Conjoint programme established between <u>RCPATH</u> and <u>IBMS</u> in Cellular Pathology was progressing well. The scope of this programme was outside the remit of this Board.</p> <p>He noted that there was a need for detailed and urgent discussion</p>				

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
with Mike Scott (Chair: RCPATH Clinical Science Committee) regarding curriculum development and approval.				
<p><u>BSHI</u>  <u>DS</u> reiterated the issues of workforce planning around recruitment/appointing to programmes. MT advised that the difficulties with curriculum content had been reinforced by the comments made to the School in an exit interview from a trainee leaving the H&amp;I programme.</p> <p>The Board discussed the issues overall with H&amp;I and the challenges and potential resolutions. It was agreed that this would again be escalated through to HCSING as these concerns raise a prospect that those exiting the H&amp;I programme will be ill-equipped to contribute to NHS England Transplant 2020 initiative.</p> <p>It was recommended that the PB feed back their concerns directly to the CSO.</p>				
<b>7. Reports from Employer Representatives</b>				
<p><u>South West</u>  <u>MW</u> provided a verbal update provided. She emphasised that there was a strong lead scientist network and that they were looking at investment planning and how to address workforce planning issues.</p>				
<p><u>NHS London</u>  <u>FB</u> offered a verbal update and confirmed the challenges as already highlighted for providing services.</p>				
<p><u>NHS North West</u>  <u>AR</u> spoke strongly in support of the difficulties around H&amp;I training and concerns regarding the suitability of the curriculum.</p>				

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<p><u>NHSBT</u> RE provided a verbal update and highlighted the particular issues of trainees withdrawing from programmes and of supporting trainees with training/ accommodation. Reported a success with PTP distance learning. HSST (2 reports independently received)-massage and relaxation techniques was reported as a long slot (part of leadership module) There was a discussion around recruitment of candidates who possess a PhD prior to appointment</p>				
<p><u>NHS South Central</u> <u>NM</u> highlighted the challenges of providing a 24-hour service and highlighted supervision as a particular issue/risk.</p>				
<b>8. Reports from PPI Representatives</b>				
<p><u>Rotations</u> GR raised the issue of rotations and that this is still being reported as an issue that does not appear to be being addressed. JB responded that this was an intrinsic part of the programme and that to get them changed was an enormous piece of work and resource. This was reiterated by the trainee representative as an area of frustration.</p>				
<p><u>Interviewers</u> GR queried why this was still an issue. MT advised that this was a matter of resources and time. The Board agreed that those who request trainees should contribute interviewers.</p>				
<p><u>Accommodation</u> GR queried why so much spent on this. The Board advised of the situation and challenges around this matter. GW raised the question of a consortia approach. The Board discussed the challenges of this.</p>				
<p><u>Patient involvement</u> RH stated she was impressed with the reports from HEIs involving patients with feedback.</p>				
<p><u>Attrition</u> RH queried if the NSHCS were picking up all of the trainees issues in the form of surveys etc. The trainee representatives stated that this was part of their role to report back to Themed Boards. The Board</p>				



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<p>explained the mechanisms in place within the NSHCS for the raising of issues from trainees/departments. JB advised that exit surveys are undertaken.</p> <p>RH stated that she felt that actions were being taken on board from the issues highlighted by the Life Sciences Board and commended the Board for that.</p>				
<b>9. Reports from Trainee Representative</b>				
<p>JW-submitted report prior to the meeting.</p> <p><u>Placement issue</u> Discussed an issue for one trainee reported to him that the NSHCS were aware of. MT emphasised the need to raise these issues early on to ensure that action is expedited.</p> <p><u>MSC MMU</u> Issues had been raised re: haematology. A verbal response was provided (submitted in absentia by P Padfield) to the Board. The Board noted that that one of the issues may have been down to exceptional circumstances-trainee to feedback.</p> <p><u>OLAT progression feedback</u> Feedback was that the trainee wanted to be sent the information as well as the Training Officer. The Board noted that this was a matter that had been discussed previously and with varying views. SS advised that some of these issues have already been raised within the TRG meeting. However it was recommended that this should again be discussed through the TRG</p> <p><u>HSST</u> HSST trainee representatives present for the first time at the Board provided verbal feedback based on their recent survey and reported that responses received by trainees from the NSHCS were in general viewed as being of a positive nature.</p> <p><u>HSST OLAT</u> Reported several issues in relation to this system and its usefulness for HSST. MT acknowledged the challenges and advised that it had always been indicated that the recommendations for OLAT use allowed for local variation/interpretations. MT advised the Board of the</p>				

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<p>Annual Performance Review situation in relation to HSST and how the trainees could best provide the evidence for this. SC informed the meeting of the requirements to meet competences given that there is currently no structured review of OLAT for HSST.</p> <p><u>HSST Mandatory requirements</u> It was reported that there is confusion around this. MT advised that an informal statement had been issued a few weeks ago and a teleconference was to be held on Thursday 25<sup>th</sup> February 2016 to formalise this. MT provided a verbal update on the situation and requirements as proposed to date.</p> <p><u>Curriculum Issues</u> These had been discussed previously in the meeting and the outcome was pending clarification from the Royal College of Pathologists.</p> <p><u>HSST Webinars</u> There was a request that these be held in morning on some occasions to open up access to others unable to participate in the afternoons. Agreed that this would be facilitated.</p> <p><u>Genomics</u> There was a verbal update that generally trainees are happy although there had been confusion over the genetics/genomics.</p> <p><u>Bioinformatics</u> The Board acknowledged that they were aware of issues raised regarding this specialism. JB advised that she had recently had a meeting with the AHCS who are happy to facilitate discussions to look at what a Professional Body for Bioinformatics would look like. JB informed the Board that they were looking at holding a focus day in June 16 to assess what is required and how this could be addressed.</p> <p><u>Rotations</u> Trainees reported that there was a desire to include genetic counselling as part of the rotations. JB advised that they could already look at the modules and undertake them through reflective practise. A query was raised if there was a minimum time for a rotation and the Board advised that the usual minimum requirement was 12 weeks.</p> <p><u>Curricula issues</u> Feedback should have been made to inform the new curricula.</p> <p><u>Liverpool University</u></p>				

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<p>The Board was advised that there were requirements to use a software package which is not accessible in some trusts. The Board advised speaking with the local IT department to determine if access could be granted. Otherwise work with MAHSE and report to NSHCS Information &amp; Systems department for support if necessary.</p>				
<p><b>10. Review of Trainee Progression &amp; Annual Review of Progression Update</b></p>				
<p><b>ARP</b>            SC advised that due to funding challenges the pilot was being undertaken with Year 2-3 transition trainees only. It was envisaged that this would be ready for trial in late April 2016.</p>				
<p><b>11. PTP Curricula Review</b></p>				
<p>NF advised that they were on target to send a document to ETSG being held on 16<sup>th</sup> March 2016. The intention is to have one learning curriculum.  <u>PTP review</u>            She reported that one recommendation was to look at an end point assessment to determine FTP (fitness to practice). Work is being undertaken at present which includes a survey to be sent to HEIs with a view for this to be completed by end of March 2016.</p>				
<p><b>12. Career Framework 2-4</b></p>				
<p><b>Apprenticeships</b>            GW advised that the closing date for feedback on the level 4 Standard was 22 February 2016.            GW gave notification of a meeting in London 24 February for discussion on the level 2 diploma for the apprenticeship/CF 2-4. The Level 2 standard has been previously approved subject to minor changes.</p>				
<p><b>13. ASP</b></p>				
<p>The Board discussed the issues of funding for this and the challenges of this being prioritised given the workforce need. Advised that having a commissioner representative on the Board would be useful for this matter.</p>				

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<b>14. STP</b>				
<u>Webinars</u> GW advised that although currently not resourced to facilitate this he invited the Board to consider the merits of this should that become available in the future. The Board agreed that webinar usage was a good mechanism going forward. Trainee representatives would discuss this matter at the next TRG meeting.	Trainee Reps	Next TRG meeting- 16/5/2016		ASAP
<b>15. HSST</b>				
<u>Phase II Assessments</u> Mt reported that these are still in draft form for Life Sciences and that other themes need to be developing theirs for upload to OLAT as soon as possible. <u>Webinars</u> MT reported that these had received very positive feedback <u>HSST Handbook</u> MT noted that this had been published on the School website and was open for comments from today.				
<b>16. Update &amp; Reports from the National School</b>				
<u>Programme &amp; Recruitment Office</u> JB made a presentation on behalf of CJG and AD from the NSHCS. CJG and AD wished to register thanks to those who have participated in the recent mock OSFAs. Other matters included in the presentation were: <ul style="list-style-type: none"> <li>• STP Recruitment: Figures were provided on applications and progress.</li> <li>• HSST Recruitment: this was imminent.</li> <li>• Comprehensive Spending Review: Update provided.</li> <li>• New Programmes and Curricula Review: Update provided on progress to date.</li> <li>• MOU-discussions have been undertaken with some</li> </ul>				

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<p>professional bodies.</p> <ul style="list-style-type: none"> <li>• Governance Issues were discussed regarding the publishing of STP pass list to be made on website.</li> <li>• Some Professional Bodies were wishing to make awards. The process for this was still unclear and caused some concern.</li> <li>• The NSHCS is working with HEE to develop a unified quality model for all healthcare professionals.</li> <li>• There remains an unknown impact of CSR on postgraduate and salary supported schemes.</li> </ul>				
<p><b><u>Accreditation</u></b>  RP provided the Board with an update on progress on work-based accreditation to date.  This included the following:</p> <ul style="list-style-type: none"> <li>• Self-assessments had been sent to any department not yet accredited but that was intending to host a trainee from 2017.</li> <li>• HEI accreditation-a number of these have been completed.</li> <li>• HSST accreditation visits are on-going.</li> <li>• Publication of the Trainer Handbook is imminent.</li> </ul>				
<p><b><u>Education &amp; Assessment</u></b>  Papers distributed prior to the meeting as detailed below:</p> <ul style="list-style-type: none"> <li>➤ Paper 1a-Mock OSFA Summary</li> <li>➤ Paper 1b- Mock OSFA Generic Stations Summary</li> <li>➤ Paper 1c- Mock OSFA Analysis-Life Sciences</li> <li>➤ Paper 2- 1<sup>st</sup> Advert for University of Birmingham/NSHCS Research Hub for Healthcare science Education</li> </ul> <p><b><u>OSFAs</u></b>  SC thanked the Board for support at the mock OSFAs. Her department was looking to distribute the schedule for the live OSFAs as soon as possible.</p> <p><b><u>Mock OSFAs</u></b>  SC referred the Board to papers 1 a-c and provided a verbal overview of the content of these. She reminded members to keep the</p>				

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<p>information detailed confidential to avoid misinterpretation.  <u>Advert for University of Birmingham</u>            SC reported that the advert for a research PhD had now been placed.</p>				
<p><b><u>Information &amp; Systems</u></b>  <u>E-portfolio</u>            SS provided the meeting with an overview of progress in relation to future e-portfolio provision. He stated that he would be reporting back to Themed Boards in June 2016.            OLAT            He noted that a number of developments were currently in progress over the next few months and these will be communicated in the March newsletter.  <u>NSHCS website</u>            Research was being undertaken and the website was to be updated prior to the next Themed Boards to reflect user need and feedback.  <u>Recruitment Activity</u>            Electronic marking was to be introduced this year</p>				
<b>A.O.B.</b>				
<p>GW requested that trainee representatives ask the TRG members to remind all trainees to keep the NSHCS informed of any changes in circumstances e.g. mat leave, sick leave etc.</p> <p>RE queried whether the Board should be looking at bringing in trainees internationally. MT advised raising this with HCSING.</p> <p>JB requested that the Board reflect on the meeting and how these could be improved for the future. She suggested looking at possible innovations for future meetings e.g. webinars, 6 monthly frequency etc. Any comments to be made to JB.</p>				
<b>Time and Date of Next Meeting/s</b>				
<p>21<sup>st</sup> June 2016 11:00-15:30            Maple House, 150, Corporation Street, Birmingham. B4 6TB</p>				

## ACTION LOG

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
2. 15/6/2015	MT noted that there was still a requirement for Themed Board members to submit general and specialist questions for interviews. Submit questions in the appropriate format to: Recruitment.NSHCS@wm.hee.nhs.uk <b>Action:</b> GW advised any queries to him direct.		PB Reps/GW	ASAP	Ongoing
6. 15/6/2015	<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. <b>Action:</b> CJG to take to HCSING re: the importance of independent providers.	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? Funding is the main issue, unlikely HEE would support this – but will raise the question.	CJG	June 2015	Ongoing
6. 15/6/2015	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. <b>Action:</b> Examples to be sent to MT.				

## ACTION LOG

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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 their own department. CJG advised of the need to ensure that everything done before curricula re-written completely.</p> <p><b>Action:</b> Evidence to be provided to CJG to escalate the need for this to be addressed urgently for some specialisms (Genetics &amp; H&amp;I).</p>		CJG	ASAP	
8. 15/6/2015	<p>OLAT-HSST Trainees who had been STPs could not re-register. This also impacts on trainees becoming supervisors. NHCS talking to provider.</p>	Is being discussed with DLS, variation of accounts is an issue, but are in discussions with provider	NSHCS	ASAP	Open
8. 15/6/2015	<p>Trainees in difficulty-issues around where placements are the problem as opposed to the generic inbox.</p>		CJG	ASAP	
15. 15/6/2015	<p><u>Programme and Recruitment</u> As previously noted new interview questions are still required and should be submitted for inclusion.</p>		ALL	ASAP	Ongoing
15. 15/6/2015	<p><u>Accreditation</u> RP asked for expressions of interest to be sent to the School for individuals who would wish to engage with assessment visits. <b>Action:</b> Expressions of interest by Board Members in participating in Accreditation visits should be forwarded to the Accreditation team at the NSHCS.</p>	Agenda Item	ALL	ASAP	Open
5. 23/2/2016	<p><u>Accommodation</u></p>		GW	ASAP	Open



## ACTION LOG

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	<b>Action:</b> GW to take back to the recruitment steering group if links could be provided by HEIs.				
6. 23/2/2016	<u>Andrology Representative</u> <b>Action:</b> JB to discuss with Andrology curriculum lead representation of the discipline on the Themed Board		JB	By next Themed Board	Open
6. 23/2/2016	<u>Lead Communications Representative</u> <b>Action:</b> MT to speak to Ann Gilford re: representation at Themed Board.		MT	ASAP	Open
6. 23/2/2016	<u>Commissioning and Planning</u> Issues regarding the disconnect between accreditation and commissioned posts to be escalated to HCSING		MT/JB	ASAP	Open
6. 23/2/2016	<u>BSHI</u> <b>Action:</b> JB request members send in evidence of issues around filling posts so that this can be collated and feedback collectively.		JB	ASAP	Open
6. 23/2/2016	<u>H&amp;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	Open
7. 23/2/2016	<u>PhD</u> <b>Action:</b> 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	Open
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. <b>Action:</b> This to be taken back via the TRG meeting.		Trainee Reps	Next TRG meeting	Open
9. 23/2/2016	<u>Webinar Timing</u> Consideration to be given to offering Webinar in morning and afternoon slots to facilitate attendance		MT	ASAP	Open

**ACTION LOG**

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Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
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	Open
14. 23/2/2016	<u>Webinars</u> The Board agreed that webinar usage was a good mechanism going forward. Action: Trainee Reps to take back to the TRG meeting		Trainee Reps	Next TRG meeting	Open

FINAL