

**NATIONAL SCHOOL OF HEALTHCARE SCIENCE THEMED BOARD MEETING  
 NEUROSENSORY 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), Kelly Bill (KB), Andrew Williams (AW), Stephanie Pinches (SP), Michaela Tucker (MT), Martin O'Driscoll (MoD), Wahid Zaman (WZ), Dorothy Thompson (DT), Rachel Hutchings (RH), Claire Thwaites (CT),

**Apologies:** Amanda Casey, Saira Hussain, Wendy Stevens, Nick Thyer, Amy McLauchlan, Rakesh Patel, Chris DePlacido, Nigel Hudson, Laura Lea-Thomas, Mathew Thomas

**ACTION**

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
<b>Minutes and Matters arising from previous meeting</b>				
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.  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. A lot of research department (HEI) don't know what a healthcare scientist is  Issues can be brought up at the MSC leads meeting on the 27 <sup>th</sup> November	TF	Feb 2015		Open
<b>Update from NSHCS</b>				
CG presented  There will be more patient involvement in the future with a patient representative on each Board.  All Learning guides / curriculums will be stored on our website  Genomics education website has been launched <a href="http://www.genomicseducation.hee.nhs.uk/">http://www.genomicseducation.hee.nhs.uk/</a>				

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
<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 applicant feedback, 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> <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>	LL	When available		Open

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
<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            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>	All	26/11/14		Closed

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Comments field in the scoring was important when judging the pass rate in the exam board.				
<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:           <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>	<p>NF</p> <p>SP</p> <p>All</p>	<p>Feb 2015</p> <p>Feb 2015</p> <p>Feb 2015</p>		<p>Open</p> <p>Closed</p> <p>Open</p>
<b>Review of Trainee Progression</b>				
Progression was reviewed				
<b>Feedback from Trainee Representatives</b>				
<p>Study Days – a lot of people aren't getting study days, or they have to do them in the department where they get called up to work during them</p> <p>A study day should be day with no patient contact to be used to study or catch up on admin.</p> <p>Trainees should speak to their departments and contact Huw Thomas if they need</p>	CT	ASAP		Open

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<p>help. Claire to take back to the trainees</p> <p>A list of recommended hotels and accommodation for the trainees for OSFA's would be useful. Huw to inform the assessment team</p> <p>Trainees feel they don't receive enough contact from the NSHCS It would be good if the professional leads emailed the trainees directly to introduce themselves</p> <p>BAA doesn't see STPs as students and trainees have to pay the full rate and not the student rate. Huw will raise with BAA</p> <p>Claire to contact Aimee Moss to ask about her presentation and if she can come to present</p>	<p>SP</p> <p>TF / HT</p> <p>HT</p> <p>CT</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Feb 2015</p>		<p>Closed</p> <p>Open</p> <p>Open</p> <p>Open</p>
<b>Feedback from Employer members</b>				
<p>Wahid to provide contact details of James Wilson to Huw so he can contact him regarding using the Vision labs at Aston for the Ophthalmology rotation</p> <p>City University at London also has vision labs – Dorothy to forward contact to Huw so he can make contact</p>	<p>WZ</p> <p>HT</p> <p>DT</p> <p>HT</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>		<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>
<b>Feedback from Professional Bodies</b>				
<p>Association of Neurophysiological Scientists would like to recognise the achievement of the neurophysiology trainees graduating this year. Louise Lindsay should be contacted</p> <p>School is looking into doing a graduation ceremony. It was suggested that it could be done as a CPD day with speakers and then presentations at the end.</p> <p>Dorothy Thompson is coming to 10<sup>th</sup> December station writing day</p>	<p>RH</p>	<p>ASAP</p>		<p>Open</p>
<b>Feedback from the HEIs</b>				
<p>There are 2 Scottish trainees in neurophysiology STP at Aston and 3 vision trainees in their second year have transferred from Manchester to Aston</p> <p>Aston is running a PgCert in Neurophysiology which has 14 in service trainees on it. It is a pilot and is at practitioner level. £2700 pounds for academic programme. Working with BAA British Association of Audiology in order to offer a PgCert in Audiology in October</p>				

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Looking at including patients in academic training				
<b>Feedback from the Academy</b>				
No representative present				
Put on next board's agenda to bring good evidence for competencies	SP	Feb 2015		Open
<b>Dates &amp; Times of the Next Meetings</b>				
Tbc February, June, October				
<b>Post Meeting</b>				
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