

National School of Healthcare Science
PHYSICAL SCIENCES THEMED BOARD MEETING
 Thursday 4th June 2015, 10.30-15.30
 MCR, St. Chad's Court, 213 Hagley Road, Birmingham B16 9RG

Co-Chairs: Richard Scott (RS), Claire Hardiman (CH)

Attending: Alison Mackie (AM), Andrew Williams (AW), Andy Irwin (AI), Azzam Taktak (AT), Bev Ellis (BE), Chris Allen (CA), Gill Stephens (GS), Grace Hodgetts (GH), Jason Watson (JW), Julie Horrocks (JH), Louise Ayers (LA), Ruth Barnes (RB), Stuart Green (SG), Suzanne Chamberlain (SC), Tina Jones (TJ)

Apologies: Angela Daly (AD), Anthony Fisher (AF), Chris Gibson (CJG), Damian Chick (DC), Fiona Wall (FW), Gill Clark (GC), Jilly Croasdale (GC), Mark Tooley (MT), Nicky Fleming (NF), Philip Mayles (PM), Shazmeen Hansrod (SH), Slavik Tabakov (ST), Stuart Sutherland (SS)

ACTION

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
Minutes and Matters Arising				
RS asked for review of accuracy of last minutes from March meeting, members agreed were accurate. Then reviewed actions from previous meeting:				
CH suggested creating a structured report for raising issues and work streams at the board	CA	June	CA has circulated reporting document to board members to be used for reporting at all future meetings	Closed
School asked members to each submit 1 question for the STP recruitment process to keep in a 'question bank'	Board	ASAP	Questions have been submitted and STP recruitment is closed, however RS/CH asked board to keep action open and asked members to consider questions for submission	Ongoing
Section 3, regarding NSHCS paying travel expenses – this needs to have 'where necessary and/or appropriate wording in to the MOU	Board	ASAP	JH suggested wording was to be slightly revised, and HEI's work to be recognised – to be revised – (A) CH asked the other professional bodies to review and offer opinions on the MOU	Open
(A) MT to email CJG regarding their concerns	MT/RS	ASAP	(A) RS to email MT to chase this action	Open

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
(A) Training officers need to send a clear message to trainees to use OLAT progressively – some 2012 trainees still do not have any MSF's completed	TO's	Ongoing	Continuing open action to demonstrate good practice – (A) CH asked members to ask trainee/training officers to inform school on changes of Training officers	Ongoing
(A) Chairs/School need to look at how we are presenting trainee progress at the themed boards	School	Ongoing	Suggested writing a report from scope, but not enough information back yet to complete	Open
Shirley Fletcher has been commissioned to create model framework, very employer focused	SF	Ongoing	(A) School will share with the board when available, paper is currently being re-written	Open
(A) SS to email board with accommodation links for OSFA's	SS	ASAP	(A) CA to chase SS for accommodation link for OSFA's	Open
Glasscubes' online software, a tool for sharing, editing and revising documentation, amongst other functions. (A) requested that any station writers who wanted access contact the school to request access	Board	ASAP	User found there were some initial teething issues with glasscubes, but station writers found very useful once resolved (A) Board to email any information and system questions to CA to collate and send to SS for reply	Open
Matters not elsewhere on the Agenda				
Board should have 4 nation representation and CH will be inviting Wales, Scotland and Northern Ireland reps to next board	CH	ASAP	Contact NI, Scotland and Wales for reps	
EEC forms have been distributed to all STP trainees finishing in 2015				
Paper now approved by HCSING about Less Than Full Time (LTFT) training. STP currently not offered part time, but certain circumstances will allow for this, but can only be granted once on the initial 3 year scheme				
STP progression rules will be put in place, but still some work to be done – AI asked about timescale, hopefully be by Sept 2015	SC	ASAP		

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HCSING want to review those specialisms with very small cohorts, some will be having a fallow year				
RS asked about HEI representatives for recon science – isn't a lead at the moment (A) RS to extend an invitation to Reconstructive Science representatives. HSST HEI representative required	RS/RB	ASAP		Open
Report from the Academy for Healthcare Science				
No Academy representative present to give report				
Brendan Cooper has been appointed as President of the Academy				
JH to forward email to CA to circulate to board members	JH/CA	ASAP		Open
Reports from HEI's				
<u>Newcastle</u> Alison Mackie presented report from Newcastle. Board comments based on questions raised in report below: <ul style="list-style-type: none"> • D1 – (A) RS said that they are not technically allowed but we should write to Trusts to ask if all trainees can be given access • D2 – Board open to the idea, CH suggested individual training officer to confirm if the HEI is a suitable person to sign off on OLAT • SG questioned numbers of students, and AM said they would ideally like no more than 25 	RS	ASAP		Open
<u>Liverpool</u> Azzam Taktak gave a verbal report to the board, no written report was presented: <ul style="list-style-type: none"> • Year 1 and 2 trainees are currently sitting their exams • Final year presenting their thesis/presentations in 2 weeks • Cohort next year 2015 23/24 • 1 final year student has submitted a request for deferral • HSST cohort will be starting soon, A modules delivered by Manchester and B modules by Liverpool – is it possible to get email contacts to inform student of dates of modules. (A) AT to 	AT/CA	ASAP		Open

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<p>contact CA following meeting to request emails addresses.</p> <ul style="list-style-type: none"> • SG asked what can be done due to trainees being behind due to not starting at the beginning of the academic year. • RS suggested adding an attachment regarding who the HSST providers are, and suggested the board should have representation from a HSST trainee – (A) RB offered to bring an update from Phil Padfield about HSST at next meeting • AM asked if they will be offering HSST trainees MSc academic material for self-learning on areas they may potentially lack knowledge? AT confirmed they would. 	RB	Oct 2015		Open
<p><u>Manchester Academy of Healthcare Scientist Education - CPS</u> Ruth Barnes gave a verbal report to the board, no written report was presented:</p> <ul style="list-style-type: none"> • Second year trainee's submitted reports and standards were excellent • Work based element – production based element is an area they are finding difficulty – has spoken to chair of national production committee who is keen to help organise – as soon as we know training officers are they can communicate to 2015 trainees (A) - CH to investigate, RB to email CH as reminder and copy BE • Students commented on intensity of teaching blocks, looked at 12 month education, HEI, were able to extend the student blocks by a couple of months 	CH/RB	TBC		Open
Reports from Professional Bodies and Colleges				
<p><u>National Maxillofacial Prosthetics/Reconstructive Science Update</u> Jason Watson gave a verbal report to the board, no written report was presented: On behalf of the Institute of Maxillofacial Prosthetists & Technologists (IMPT) for Reconstructive Science</p> <ul style="list-style-type: none"> • Commissions for STP have been low (6 for Sept 2015-18), discussions have taken place to discuss a fallow year as the HEI's were commissioned on a basis of 10 students per year. The HEI's (Manchester Met and Kings) wanted the fallow year this year 2015 with only 6 trainees but the West Mids LETB 				

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<p>have said that they have to honour their commitment for this the 3rd year of commissioning.</p> <ul style="list-style-type: none"> • IMPT concerns for the trainees already offered places in 2015, if the HEI decides to have a fallow year 2015-16 will the trainee be offered the placement in 2016? • IMPT holding events (AGM Pool e/Congress Sept 2015) to raise awareness and see this as a possible period of reflection where the profession can catch up with the MSC team's drive for STP to start. • We would not like to see any longer than a 1 year fallow period • STP Equivalence applications have started for Reconstructive Science, a lot of resistance from senior staff who don't fully understand why they have to take a large step back to match to STP, many of whom have post graduate degrees and are in Consultant level posts. The IMPT are undertaking a substantial amount of work to explain the process. It would be useful to understand further the process for HSST Equivalence. • I will invite the HEI's representatives (Dr Trevor Coward; Kings/Mrs Liz Gill; MMU) for RS on behalf of the theme board to attend the next meeting. 				
<p><u>Institute of Physics and Engineering in Medicine (IPEM) for PTP</u> Tina Jones gave a verbal report to the board, no written report was presented:</p> <ul style="list-style-type: none"> • Not had a meeting yet, taking place later in June (17th) • Swansea University PTP B.Sc. accreditation visit coming up shortly (1/7/15), and proposed IPEM accredit alongside school • Have written a report on equivalence but have not yet had any feedback, but will hope to have this by 17th 				
<p><u>UK Radiopharmacy Group</u> Bev Ellis gave a verbal report to the board, no written report was presented:</p>				

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<ul style="list-style-type: none"> Lack of commissions to CPS STP is felt to be a communication issue - there is a need to communicate better to get more expressions of interest in commissions –Q&A paper in final stages this will then be endorsed by NSHCS and PB's and disseminated widely. Sue Hill to use this in discussions with Chief Pharmacist (A) JH to send information to CH to communicate to Sue Hill to disseminate information to Chief Pharmacist 				
<p><u>Institute of Physics and Engineering in Medicine (IPEM)</u> Julie Horrocks gave a verbal report to the board, no written report was presented:</p> <ul style="list-style-type: none"> PSC has had a task and finish group to review structure to make more aligned to the national training framework. The MoU between NSHCS and IPEM has been reviewed and includes: <ul style="list-style-type: none"> Accreditation of courses and training centres, and the relationship between IPEM/school for joint visits Requested clarity on standards for accrediting training centres – (GH advised a T&FG are producing a handbook) – also would like a list of approved assessor taking part in the process 				
Reports from Employers				
<p><u>NHS Midlands and East</u> Stuart Green presented report from NHS Midlands and East, further comments below:</p> <ul style="list-style-type: none"> RS suggested looking at the possibility of using Glasscubes to start discussions on curricula / Learning outcomes using T&FG type model. The Board needs to consider who should be involved. – Suggested groups: <ul style="list-style-type: none"> RS,IIR,RT Phys, Clin Eng, INIR (SG suggested involving trainees who have been through the process) – (A) 	RS	Ongoing	<ul style="list-style-type: none"> (A) Board to come back with proposals of members and suggest who may lead each group – suggestions to be sent to school by 11th September 2015 	Open
<p><u>Joint NHS London</u> Andy Irwin gave a verbal report to the board, no written report was</p>	Board	01/07/15		Open

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<p>presented:</p> <ul style="list-style-type: none"> • Trainees on Graduate Diploma wished to know if they are eligible for registration at the end of their programme. The answer is yes, that they are eligible for both the AHCS register and the RCT (formally VRCT) • Are places to be commissioned on the Cumbria graduate diplomas for 2015? Yes HE West Midlands is commissioning places for September 2015 and will also be commissioning places for 2016. CH suggested AI go back to local LETB for clarification. • Concern in Medical Physics that due to some discrepancies between the M.Sc. curriculum and the Learning Guides that trainees were being assessed on different content than the learning guides for their specialism – CH this has been flagged by the school as an area that needs to be addressed 	RS/CH	Oct 2015		Open
<p><u>NHS North</u></p> <p><u>No report as no rep reappointed since David Brettle has stood down</u></p> <p>(A) RS/CH need to investigate getting a representative on the board for the North</p>				
Reports from Trainees				
No trainee representatives were present due to STP workload approaching OSFA's etc				
No questions from the board about report, but RS suggested how we look at communications from trainee network onto board – also proposed having representation from HSST and all individual specialisms? Proposed having a rethink about what representation is needed. It was agreed to circulate trainee network ToRs	Board	Oct 2015		Open
(A) Possible revision of TOR required to ensure equitable trainee representation CA/CH to investigate	CA/CH	Oct 2015		Open

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Review of Trainee Progression				
RS opened discussion on how we present and use Trainee Progression at themed board:				
SC has informed board the school is very aware that trainee progression is an issue and have been discussing set progression rules:	SC			
<p>The plans for an annual review of progression were introduced by SC. Progression rules are needed to identify trainees requiring support, remediation or an exit strategy, and to give feedback for trainees demonstrating satisfactory progression. The process would involve the training officer completing a short electronic form on their trainee's progress. The outcomes on the forms would trigger either progression to the next year of training, or a discussion at themed board. It is anticipated that the annual review of progression process will be trialled in early 2016, to allow for evaluation and feedback, before full implementation in 2017.</p> <p>Themed boards will make the recommendation to trusts that an unsatisfactory trainee is not fit for the role. JW suggested a rolling 12 month fixed term in STP contracts.</p>				
NEXT STEPS - document will be discussed at SMT, and has already been agreed in principle at HCSING. (A) SC to send document out to board for feedback before SMT but asked for confidentiality.	SC	ASAP		Open
RS/CH school will be supporting trainee progression on build up to OSFA's	TO's	Ongoing		Ongoing
PTP Update				
<p>Medical physics PTP was discussed at April 2015 HCSING meeting and CH presented paper to board and asked for comments</p> <ul style="list-style-type: none"> CA to circulate to board members – request that members feed comments back to CA/CH. 	Board	12/06/15		Open

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<ul style="list-style-type: none"> • Radiation Safety provision needs to be addressed • Swansea's proposal of taking on more PTP in Sept 2015 might be viable if departments have possible in service candidates that they can release or have vacant posts 				
Update and reports from the National School of Healthcare Science				
<p><u>HSST Update</u> Richard Scott presented paper on HSST, further comments below:</p> <ul style="list-style-type: none"> • Trainee induction event held in January 2015 and presentations can be found on the school website. • Summary from the below document: • It was asked if trainees have to complete a professional doctorate in order to complete HSST. (A) CH/RS to clarify – although stated that roughly 50% of HSST trainees already have a PhD • Trainees are now using OLAT in the same way as STP, and the school are drafting an HSST trainee handbook • Online surgery/webinar to share information and support HSST's 	CH/RS	Oct 2015		Open
<p><u>PPI</u> No one was available to report at this meeting. (A) DC has been asked to draft thoughts on PI to present to the board at next meeting.</p>	DC	Oct 2015		Open
<p><u>Career Framework 2-4</u></p> <ul style="list-style-type: none"> • Still very much a work in progress. An announcement will soon be available on the AHCS website • External academic providers will offer qualifications in healthcare science. Education will take place in FE colleges or work based education. 				
<p><u>Programme and Recruitment</u> Louise Ayers presented paper to the board but stressed the report is not complete as recruitment is still in the interim stage, further comments below:</p> <ul style="list-style-type: none"> • STP interviews have taken place, and posts have been offered • HSST interviews have taken place, post are yet to be offered. 				

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<ul style="list-style-type: none"> • Statistical significance: • Roughly same number of posts but a significant drop in applications compared to previous year • Increased number of applicants withdrawing from interview • Questionnaires for recruitment feedback will be sent to interviewer's, interviewees and short listers • Q&A being prepared by CPS representatives to raise awareness of clinical pharmaceutical science training (see section above – UK Radio pharmacy Group– (A) send info to chief pharmacists to raise awareness of the scheme so to increase expressions of interest • Email was circulated regarding completion of OLAT and completion of Training, extension requests need to be submitted soon and the school will send a reminder email out to trainees 	LA	Jul 15	Evaluations complete. Results collated and reviewed by the recruitment steering group 26.08.15. Wider report with details of actions taken to be published in due course.	Closed
	LA	Jun 15	Discussed with Lead Commissioner to pass on to HCS LETB leads	Closed
	LA	Jun 15	Reminder sent. All EEC's received processed and outcomes confirmed	Closed
<p><u>Accreditation</u></p> <ul style="list-style-type: none"> • Busy period, departmental accreditation is currently happening, and is in the stage of identifying those departments that are falling behind and requiring departmental visits. So far 1 department has not gained approval and a few more potentials. • How does this affect trainees in those departments that don't have accreditation? • Self-assessment form was redesigned to be more reflective of the department. • Priorities in order regarding self-assessment/visits: <ol style="list-style-type: none"> 1. Departments that are falling behind 2. New departments that have not previously taken trainees 3. Everyone else • Due to the amount of departments, the entire process can take considerable time. • Training department hand book is being drafted by a T&FG. First draft has been compiled, reviewed next week by T&FG then 				

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<p>circulated to the wider audience for review</p> <ul style="list-style-type: none"> AW asked if any board members would be interested in becoming a panel member for visits. 				
<p><u>Education and Assessment (also see section above Review of Trainee Progression)</u></p> <p>Suzanne Chamberlain gave a verbal report to the board, no written report was presented:</p> <ul style="list-style-type: none"> OSFA's are approaching, (A) CA will confirm dates to the board following the meeting on minutes Meetings are currently taking place for some last minute assessor training, as well as station Angoff meetings. Much more prepared this for OSFA;s this year compared to last, already have nearly sufficient assessors with 117 people awaiting training to become assessors SC to invite reconstructive science and clinical pharmaceutical science to attend the live OSFA's, BE to email names to SC All trainee timetables have been issued 	CA	ASAP	<p>Generic OSFA's 15th-17th July 2015</p> <p>Live OSFA's 20th-24th July 2015</p> <p>For more information on the school website, click here</p>	Closed
<p><u>Information and Systems</u></p> <p>(A) SS to send a questionnaire after the assessments to get opinions/feedback on the glasscubes software</p>	SS	Post OSFA's		Open
A.O.B.				
<p>RB asked when dates are confirmed for the STP induction day, as this clashes with the HEI's schedules –this must be avoided for 2016 – NSHCS to liaise with HEI's (A) LA to clarify</p>	LA	ASAP	LA passed on to the School's Communication Manager to coordinate with the HEIs for future events.	Closed
Time and Date of Next Meeting/s				
<p>10.30-15.30, 23rd October 2015</p> <p>(A) Venue TBC closer to meeting</p>	CA	TBC		Open