

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

**Friday 6th March 2015, 11:00 – 15:30
Annexe Meeting Room, St Chads Court, 213 Hagley Road, Birmingham, B16 9RG**

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

Attending: Andrew Williams (AW), Azzam Taktak (AT), Bev Ellis (BE), Chris Gibson (CJG), Damien Chick (DC), David Brettle (DB), Fiona Wall (FW), Gill Clark (GC), Jilly Croasdale (JC), Julie Horrocks (JH), Mark Tooley (MT), Philip Mayles (PM), Ruth Barnes (RB), Slavik Tabakov (ST), Stuart Green (SG), Stuart Sutherland (SS), Tina Jones (TJ)

Apologies: Alan Thompson (AT), Alison Mackie (AM), Andy Irwin (AI), Angela Daly (AD), Anthony Fisher (AF), Jason Watson (JW), Louise Lindsay (LL), Nicky Fleming (NF), Shazmeen Hansrod (SH), Suzanne Chamberlain (SC)

ACTION

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
Minutes and Actions arising from previous meeting				
Minutes agreed as correct and should be published on the school website – Several open actions remain as below: <ul style="list-style-type: none"> • RS suggested adding ‘school projects’ as an ongoing agenda item • CH suggested creating a structured report for raising issues and work streams at the board (<i>immediate issues are to be raised with PL’s in first instance instead of waiting for themed board meeting</i>) • School asked members to each submit 1 question for the STP recruitment process to keep in a ‘question bank’ – School to send our question template form – asked board to keep questions generic 	ALL RS/CH CA Board	June June ASAP	CA to circulate prior to the next meeting School now have enough medical physics questions, but have requested additional clinical engineering questions	Open Open Open
Matters not elsewhere on the Agenda				
<u>Reporting Document</u> New document has been created for any issues to be raised on the board – (A) CH asked that all members use this form for all future meetings <u>Guide on Assessment of Competency</u> <ul style="list-style-type: none"> • Proposed the document should be draft in a way that is understanding/knowledge/proficiency based as opposed to task based 	CA	June	Action raised as above	Open

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
<p>Radiotherapy trainees, having problem filling this specialism (LS)</p> <ul style="list-style-type: none"> • Problems with competencies – too many in certain specialisms • A comment regarding HSST stating “Yet another hurdle putting me off a career in the NHS” – CJG stated there will be an announcement regarding HSST Monday following the meeting • Lack of funding to training centres – suggestion of “golden handcuff” clause • PTP – Graduate Diploma – produces immediately useful output – suggests that should exist for all CE and MP <p><u>NHS North</u></p> <ul style="list-style-type: none"> • 1 trainee struggling with OSFA’s • More trainers are taking OSFA training • DB made the following suggestions regarding the OSFA’s: <ul style="list-style-type: none"> ○ Trainee behaviour unacceptable – perhaps create an OSFA etiquette card? ○ Trainees should introduce themselves ○ Lack of the ability to probe – cannot get sufficient info out of trainees, feeling that assessors are looking for buzz words. • This is the last meeting for DB, as he will be stepping down from the board due to other commitments – The board thanked David for his contributions and commitment <p><u>NHS Midlands and East</u></p> <ul style="list-style-type: none"> • Twisting arms for HSST • Alot of staff in RT – their careers will progress more quickly than other disciplines • Not training enough MP and CE overall • PTP – not functioning – <ul style="list-style-type: none"> ○ now costing money – ○ paying R&R bonus – ○ developing in-house schemes 				
Reports from Trainee Representatives				
<ul style="list-style-type: none"> • IPEM organised a highly successful and well attended training day on 9th January 2015 in York, which included a mock OSFA station • Received a letter from a 2013 trainee complaining about: <ul style="list-style-type: none"> ○ Amount of travelling required 				

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<ul style="list-style-type: none"> Shirley Fletcher has been commissioned to create model framework, very employer focused. (A) School to share information to board as and when it is available 	School	On-going		Open
<p><u>Programme and Recruitment</u></p>				
<ul style="list-style-type: none"> First time commissions have fallen for the first time – recruitment is plateauing CJG apologised for those struggling with login issues on Oriel School are short of interviewers for the 15th April (A) requested volunteers 	Board	ASAP		Open
<p><u>Accreditation</u></p>				
<ul style="list-style-type: none"> AW presented accreditation document to board members with the main pointers being: Currently 430 departments need accreditation - (A) AW will put self-evaluation form on the school website so it is accessible / downloadable 	AW	ASAP		Open
<ul style="list-style-type: none"> There are 3 different ratings that can be scored at this stage – Interim, Interim- vpd and visit First panel visit took place a few weeks before the board meeting – this is not just a critical evaluation, but a supportive/consultative exercise. (A) AW requested if any Scientific Advisors would like to volunteer if and when panel visits are required 	Board	On-going		Open
<ul style="list-style-type: none"> There is a task and finish group who are developing a department handbook for training departments – (A) AW invited board members if they would like to join the group 	Board	On-going		Open
<ul style="list-style-type: none"> Soon to have news on HSST, provider to be named soon. Feedback from surveys will go out in 2 weeks. 				
<ul style="list-style-type: none"> AT queried if standards were available anywhere? (A) AW to have published on school website 	AW	On-going		Open
<p><u>Education and Assessment</u></p>				
<ul style="list-style-type: none"> Focus group work regarding OSFAs is taking place involving past, current and new trainees, as well as assessors. Analysis of this will be done Introduced Alex Kirby as the new research and data associate for assessment. She has be analysing data from the mock OSFAs, showing consistent performance form trainees 				
<ul style="list-style-type: none"> CH thanked board members for their contribution to the OSFA's (A) SS to email board with accommodation links for OSFA's 	SS	ASAP		Open

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
<p><u>Information and Systems</u></p> <ul style="list-style-type: none"> SS discussed the 4 new systems introduced so far: <ul style="list-style-type: none"> '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 Qpercom assessment software – very please how well all the assessors have picked up the software Appointment booking system – has been very successful so far, very streamlined Oriel – the new recruitment software, some initial bugs but has been successful This year the school is working on a central trainee information system and an e-portfolio system OLAT contract expires in a few years, this will then have to go out to tender 	Station Writers	ASAP		Open
A.O.B				
No other items to discuss				
Date and Times of the next meetings				
<p><u>4th June 2015, 10.30 – 15.30</u> Main Conference Room, Ground floor, St Chads Court, 213 Hagley Road, Birmingham, B16 9RG</p> <p><u>23rd October 2015, 10.30 – 15.30</u> Main Conference Room, Ground floor, St Chads Court, 213 Hagley Road, Birmingham, B16 9RG</p>				