

National School of Healthcare Science
PHYSICAL SCIENCES THEMED BOARD MEETING
 Friday 23rd October 2015, 11:00 – 15:30
 MCR, St Chads Court, 213 Hagley Road, B16 9RG

Chair: Claire Hardiman (CH), Richard Scott (RS)

Attending: Alison Mackie (AM), Andrew Williams (AW), Angela Daly (AD), Azzam Taktak (AT), Bev Ellis (BE), Canice McGivern (CM), Chris Allen (CA), Gill Clarke (GC), Jason Watson (JW), Jilly Croasdale (JC), Julie Horrocks (JH), Mark Tooley (MT), Roz Parkes (RP), Shazmeen Hansrod (SH), Simon Ryde (SR), Slavik Tabakov (ST), Stuart Green (SG), Stuart Sutherland (SS), Suzanne Chamberlain (SC), Tina Jones (TJ), Anthony Fisher (AF)

Apologies: Andy Irwin (AI), Chris Gibson (CJG), Jessica Johnson (JJ), Louise Ayers (LA), Nicky Fleming (NF), Ruth Barnes (RB)

ACTION

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
Welcome and Apologies				
CH welcomed members, acknowledging there are new members and had round of introductions				
Minutes and Actions arising from previous meeting				
• See action log				
Matters not elsewhere on the agenda				
No other matters raised				
Report from Academy for Healthcare Science				
PM gave report feedback from AHCS: <ul style="list-style-type: none"> • Academy visited school to review OLAT portfolios and noted that there is still a lot of variability of assessor feedback. • Academy has HSST register accepted now as an approved register with the PSA – Philip commented that there was an early implementer programme running and he was aware 2 colleagues in the room have applied for HSST equivalence • AM asked if OLAT feedback is given to trainees and PM responded that as only samples were reviewed it would be unfair to only feedback to a small number of trainees 				
Reports from HEIs				

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<u>MAHSE</u> RB not present and no report submitted				
<u>University of Liverpool</u> AF provided verbal report from Liverpool <ul style="list-style-type: none"> Some Genomics trainees are finding the mathematical elements of the course challenging. and stressed this should be highlighted during recruitment HSST – Leadership etc. done, starting to do scientific elements, but believe trainees are underestimating the difficulty of course Concerns of amount of resources going in to cohorts with very small numbers of trainees CH - Should there be direct communication between the HEI and Employer for HSST trainees? Look at the STP Tripartite model. RS/CH (A) to look at communications to training departments to Action: guidance for recruitment stresses need for appropriate mathematical ability	CH/RS		See guidance on recruitment section of website	Closed
<u>King College London</u> ST presented verbal report for Kings				
<u>Newcastle University</u> AM presented verbal from Newcastle				
Reports from Professional Bodies and Colleges				
<u>IPEM</u> TJ presented verbal update UHB have developed a business case for PTP delivery Action: TJ and SG to forward a business case to NSHCS for circulation to Themed Board members JH presented verbal update to the board: <ul style="list-style-type: none"> Assessor approvals and course accreditation are main points being discussed Accreditation as a joint process has started STP curriculum review – IPEM Sigs would like to be involved - CH commented that there is not yet a mandate for a full curriculum review but that short term task and finish groups should be set up to provide guidance notes for best practice delivery of the work- 			TJ and SG to have a business case that needs circulating to board for discussion Board to email proposed names by week ending 6 th November AM to share her guidance document with group	

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based element. Action: See action log AT presented verbal update			CH/RS to feedback that employers are keen to know a date when a full curricula review will take place	
<u>UKRG and BNMS</u> Jilly Croasdale presented verbal update Action: See action log				
Reports from Employer Representatives				
<u>NHS London</u> GC gave verbal update			Need to take this issue to the new LETB group	
<u>Wales Consortium</u> SR gave verbal update Action: Comments requested on recruitment guidance for suitability of degrees.			Suitable degrees can be seen on the website – CH asked board members to email suggested criteria for collation. Comments within 2 weeks	Closed
<u>National Maxillofacial Prosthetics</u> Jason Watson presented verbal update				
<u>NHS South</u> MT gave verbal update report Local v national discussion: CH LETB leads have been asked to look at commissioning • Suggested looking at the HSST interview model			Ask AG (Anne Gilford) to attend a meeting for queries	
<u>NHS Midlands and East</u> SG gave verbal update report SG expressed concern that trainees who fail the resit do not receive feedback, as they do if they fail the Live OSFA's. Board members felt that it is important to give this feedback to support the trainees in their preparation for their next resit.				
<u>Belfast Health & Social Care Trust</u> CM gave verbal update report				
Reports from PPI Representatives				
RP did not have anything to report as first time attending themed board meeting, but looks forward to future contribution				
Reports from Trainee Representatives				
SH gave verbal update				

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<ul style="list-style-type: none"> • Progression rules, pilot to begin in 2016 but won't the outcome for any existing cohort will be for information only • CPS trainees felt content was too broad at OSFAs and voiced concerns – CH advised that the OSFAs will cover the curriculum • Concerns about lack of structure during their rotations – individual concerns can be addressed to the School. • 3rd year CPS are struggling to complete their number of competencies – CH suggested that a piece of work may cover a number of competencies across a number of modules. Working Groups are being set up to develop Guidance Notes for the Learning Guides • Trainees have asked for guidance and suggestions, CA/CD to circulate links on electives – CH there is information on the website • Concern from CPS with regards to career pathways following STP – CH – a FAQ document has been produced – CA/CD to send link <p>Action: See action log</p>			Proposed asking CD to send links on info for equivalence and useful websites etc for CPS Trainees	
Review of Trainee Progression and Annual Review of Progression Update				
<ul style="list-style-type: none"> • CH asked for feedback on progression template – will eventually be in electronic format kept online – RS – is there a section to report issue with the work based training or issues? 				
PTP Curricula Review				
The PTP curricula are under review. Volunteers were sought to participate in review groups. IPEM have already provided names. – Anyone who wishes to be involved please email RS/CH ASAP – Radiation Safety only have one volunteer currently				
HSST Update				
<ul style="list-style-type: none"> • An HSST rep will be present at future meetings, although due to already heavy workload, this may be a shared responsibility, with some attendance being by telephone. SG – will the HSST rep be asked to produce a report? CH – yes, in the same manner as all other board members 				
Update and Reports from the National School				
<u>Programme and Recruitment</u>				
<ul style="list-style-type: none"> • Report distributed by LA for information only, 				

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<ul style="list-style-type: none"> Feedback from the board welcomed following meeting Request to board members for volunteers for Shortlisting, STP and HSST interviews Action: See action log				
<u>Accreditation</u> AW presented an update on accreditations				
<u>Education and Assessment</u> SC presented report on the summary data from the 2015 OSFA <ul style="list-style-type: none"> More detailed information will be shared at the OSFA reflections and development days in November/December SG – is there an appeals process? Not against results, but there is a complaint structure on process SG asked why feedback cannot be given from resits SC responded that multiple reasons prohibit us from giving feedback. SC – all policies that are in place for the OSFAs follow the same principals as all other high stakes national programmes Summary of the marking standardisation scheme presented				
<u>Information and Systems</u> SS gave report on developments in the school				
<u>NSHCS Developments</u> AD presented updates on NSHCS developments				
Time and Date of Next Meeting/s				
11:00 – 15:30, Friday 26 th February 2016 Concept Conference Centre, 58-72 John Bright Street, B'ham B1 1BN				

ACTION LOG					
Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
04/06/2015	Training officers need to send a clear message to trainees to use OLAT progressively – some 2012	Continuing open action to demonstrate good practice – (A) CH asked members to	TO's	Ongoing	Ongoing

ACTION LOG

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	trainees still do not have any MSF's completed	ask trainee/training officers to inform <i>school on changes of Training officers</i>			
04/06/2015	Chairs/School need to look at how we are presenting trainee progress at the themed boards		School	Ongoing	Ongoing
04/06/2015	SS to email board with accommodation links for OSFA's	(A) CA to chase SS for accommodation link for OSFA's	SS	ASAP	Closed
04/06/2015	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	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	Board	ASAP	Closed
04/06/2015	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 contact CA following meeting to request emails addresses.	All but 2 MoU forms have been collected and list now available	AT/CA	ASAP	Closed
04/06/2015	CPS - Work based element – production based element is an area they are finding difficulty – JC/RB have spoken to chair of national production committee who is keen to help organise CH to investigate, RB to email CH as reminder and copy BE		CH/RB	TBC	Open
04/06/2015	JC to send information to CH to communicate to Sue Hill to disseminate information to Chief Pharmacist	FAQ published on NSHCS website and sent out to other PB's . http://www.nshcs.org.uk/clinical-pharmaceutical-stp-fags	JC/CH	TBC	Closed

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04/06/2015	(A) SS to send a questionnaire after the assessments to get opinions/feedback on the glasscubes software		SS	TBC	Closed
23/10/2015 - 5	CH to investigate the same model as STP for HSST communications, suggested replicating the tripartite approach.	MoU signed	CH/CD	ASAP	Closed
23/10/2015 - 5	All board members to feedback useful information on HSST trainees, programme etc for employers		All	ASAP	Open
23/10/2015 - 6	CA to follow up email from JC regarding RPS lead representation on the board		CA	ASAP	Closed
23/10/2015 - 7	TJ/SG to email CA PTP business case that need circulating to the board for discussion		TJ/SG/CA	ASAP	Open
23/10/2015 – 7	Request for volunteers to head up the short term working groups for each specialism area to develop guidance notes for Learning Guides		All	06/11/2015	Open
23/10/2015 - 7	AM agreed to share her department's guidance document with the board		AM	ASAP	Open
23/10/2015 – 7	CH asked board members to email their proposed recruitment interview criteria for collation to be passed to the recruitment team for discussion	Recruitment opened 14/01/2016	All	06/11/2015	Closed
23/10/2015 – 9	Requested useful links on equivalence and other websites etc to be sent to CPS trainees for guidance/information		CD/CD	ASAP	Open
23/10/2015 - 13	Request to board members for volunteers for Shortlisting, STP and HSST interviews		All	ASAP	Open