

National School of Healthcare Science

**PHYSICAL SCIENCES THEMED BOARD MEETING**Friday 26<sup>th</sup> February 2016, 11:00 – 15:30

Meeting Room 3, Concept Conference Centre, 58-72 John Bright Street, Birmingham, B1 1BN

**Chair:** Claire Hardiman (CH), Richard Scott (RS)**Attending:** Alison Mackie (AM), Andy Irwin (AI), Angela Daly (AD), Azzam Taktak (AT), Bev Ellis (BE), Canice McGivern (CM), Carol Winter (CW), Chris Allen (CA), Chris Dean (CD), Jilly Croasdale (JC), Philip Mayles (PM), Roz Parkes (RP), Ruth Barnes (RB), Sandie Gay (SGa), Simon Ryde (SR), Slavik Tabakov (ST), Stuart Green (SG), Tina Jones (TJ)**Apologies:** Andrew Williams (AW), Anthony Fisher (AF), Chris Gibson (CJG), Gill Clarke (GC), Jason Watson (JW), Jessica Johnson (JJ), Julie Horrocks (JH), Louise Ayers (LA), Mark Tooley (MT), Nicky Fleming (NF), Shazmeen Hansrod (SH), Stuart Sutherland (SS), Suzanne Chamberlain (SC)**ACTION**

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<b>1. Welcome and Apologies</b>				
<ul style="list-style-type: none"> <li>CH welcomed members and noted apologies</li> <li>CH requested reports be submitted prior to meeting so points can be raised and incorporated in to the future agendas</li> <li>Action points to be distributed following meeting prior to minutes</li> </ul>				
<b>2. Minutes and Actions arising from previous meeting</b>				
<ul style="list-style-type: none"> <li>Minutes discussed and agreed as accurate – with exception of clarification on final bullet point in Liverpool University section</li> <li>Action log reviewed and updated where appropriate</li> </ul>				
<b>3. Matters not elsewhere on the agenda</b>				
No matters raised				
<b>4. Report from Academy for Healthcare Science</b>				
PM provided update from AHCS				
<b>5. Reports from HEIs</b>				
<u>University of Manchester</u> RB presented verbal update:				

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<ul style="list-style-type: none"> <li>• 2013 Trainees are submitting research projects in March, with last 2 teaching blocks in March/April</li> <li>• 2014 Trainees recently presented posters for their research projects</li> <li>• 2015 Trainees are all progressing well to date</li> <li>• Recently appointed new staff member, Sue Renn</li> <li>• Recently appointed new Lay Representative, John McCormack</li> </ul>				
<p><u>University of Liverpool</u> AT provided update:</p> <ul style="list-style-type: none"> <li>• 2013 Trainees – 22 trainees, all taught modules complete, project work to be submitted in June 2016</li> <li>• 2014 Trainees - 21 trainees, working through specialist modules, exams in May/June 2016.</li> <li>• 2015 Trainees - 20 trainees, have completed year 1 modules, exams in May/June 2016.</li> </ul>				
<p><u>King College London</u> ST provided update:</p> <ul style="list-style-type: none"> <li>• 2013 Trainees - Continue their education (MSc project development): 39 students</li> <li>• 2014 Trainees - Continue their education (specialisation selected): 45 students</li> <li>• 2015 Trainees - Currently completed the core modules: 37 students</li> <li>• Both MSc programmes have passed IPEM Accreditation</li> </ul>				
<p><u>Newcastle University</u> AM provided update:</p> <ul style="list-style-type: none"> <li>• 2013 Trainees – 13 intake, 11 remaining</li> <li>• 2014 Trainees – 17 intake, 15 remaining</li> <li>• 2015 Trainees – 18 intake, 18 remaining</li> <li>• CD - Raised issue regarding scientific element of interview questioning, not enough scientific questioning – this may result in poor candidates ruling in attrition issues.</li> <li>• Issues were raised that PTP trainees want to join STP following completion and this leaves risk to workforce needs</li> </ul>			<p>(A) CH to take comments on attrition issues to recruitment group</p> <p>(A) ALL – requested 1 interview question from each member by 15th March – to be challenging and subject specific</p> <p>(A) CH to take workforce planning issues to HCSING (i.e. PTP – STP)</p>	

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<b>6. Reports from Professional Bodies and Colleges</b>				
<u>IPEM</u> JH not present, but submitted update digestion only: TJ presented verbal update; <ul style="list-style-type: none"> <li>• HEE confirmed the outcome of the Comprehensive Spending Review and will not be commissioning any PTP placements at Swansea.</li> <li>• HEWM are liaising with Trusts to find a local solution to support the programme</li> </ul>			CH/TJ – Issues surrounding PTP destination data, is this information addressed during accreditation?	
<u>IMPT</u> CW attended on behalf of JW and provided update: <ul style="list-style-type: none"> <li>• Competency mapping has been undertaken and will be piloted on Year 2 and 3 STP's</li> <li>• JW has completed OSFA training and Mock exams</li> <li>• IMPT continuing to help with OSFA station writing</li> <li>• NSHCS will be undertaking an accreditation visit to East Grinstead Unit this week</li> </ul>			(A) CW/CH to arrange discussions regarding competency mapping	
<u>UKRG</u> BE provided update: <ul style="list-style-type: none"> <li>• FAQ's for CPS are now finalised and will be included in the article being published in the Pharmaceutical Journal</li> <li>• OSFA writing study day attended recently</li> <li>• Assessor training part 1 and 2 completed in Jan/Feb</li> <li>• Mock OSFAs for 7 CPS trainees undertaken on 3rd February 2016.</li> <li>• Some Trusts have made enquiries about taking on 2013 CPS trainees once passed STP.</li> <li>• BE suggested trying to organise WebEx meetings for Assessor training</li> <li>• The process for expressions of interest / recruitment in CPS is poorly understood in the pharmacy profession, could the guidance document be circulated by the school?</li> </ul>			(A) RS/CH to investigate organising WebEx sessions for the (Part 1) element of OSFA Assessor Training (A) CH/RS to investigate if this can be circulated in order to raise awareness / understanding of the process in CPS	
<b>7. Reports from Employer Representatives</b>				

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<u>Wales Consortium</u> SR provided update: <ul style="list-style-type: none"> <li>• Funding request for 4 HSST trainees has been submitted, outcome will be known soon</li> <li>• First STP trainee in Radiation Physics is to finish in 2016 has been offered a permanent position in England</li> <li>• There are funding issues for clinical training for some elements of the rotational placements e.g INIR as trainees may need to travel outside the consortium.</li> </ul>			(A) CH to feedback concerns over trainee rotation placements	
<u>NHS Midlands and East</u> SG provided update: <ul style="list-style-type: none"> <li>• Feedback stressed the importance of the PTP</li> <li>• Does not feel that the candidate quality for STP bioinformatics is at a high enough standard</li> <li>• HSST related issues</li> </ul>			(A) CH to take feedback to Paul Ganney	
<u>London Consortium</u> AI provided update: <u>St Georges</u> <ul style="list-style-type: none"> <li>• Concerns over high engineering OSFA failure rates, as well as job prospects in rehab engineering</li> <li>• All 2<sup>nd</sup> year trainees have gone in to Radiotherapy Physics Specialism</li> </ul> <u>Kings</u> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> year trainees are 3 x Radiotherapy, 1 x IIR and 1 x Rehab Engineering</li> </ul> <u>North London</u> <ul style="list-style-type: none"> <li>• Enquired if a part time employee can access HSST – to pick up in the agenda item</li> </ul>				
<u>Belfast Health &amp; Social Care Trust</u> <ul style="list-style-type: none"> <li>• CM provided upate:</li> <li>• Organised a HSST/AESP update session with input from NSHCS and AHCS. The event was well attended (approx. 30)</li> <li>• Received confirmation from local DoH of future funding for trainee clinical scientists. Funding will allow the recruitment of 1STP in 2016, 2 in 2017 and 2 in 2018</li> </ul>				

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<ul style="list-style-type: none"> <li>BHSCT Medical Physics service received Medical Physics STP training centre accreditation from NSHCS</li> </ul>				
<b>8. Reports from PPI Representatives</b>				
Nothing yet to report on				
<b>9. Reports from Trainee Representatives</b>				
JJ not present, but submitted report for digestion only				
<b>10. Review of Trainee Progression and Annual Review of Progression Update</b>				
Update provided buy education and assessment team				
<b>11. PTP Curricula Review</b>				
<ul style="list-style-type: none"> <li>PTP Curricula have undergone review, IPEM reps helped review and this then went to consultation. Curricula now in their final stages before sign-off in mid-March</li> <li>Graduate diploma also needs to be reviewed in line with the curricula</li> </ul>				
<b>12. HSST Update</b>				
<ul style="list-style-type: none"> <li>Assessments are split on OLAT with predefined lists for CBD- but these are suggestions only, DOPS/OCEs are predefined and may be chosen from the list, although further suggestions are welcome.</li> <li>Assessment numbers are 12 per year, which is a recommended number – these may all be CBDs if appropriate</li> <li>Trainee handbook was launched on the website this week – CD commented that this does not give a rigid enough expectation on assessments, but feels hindered that they do not have an ARP to gauge their progress against</li> <li>The impression from trainees is that their trainers expectations are also not clear with requirements - CD suggested the school provide some official training and guidance to TO's</li> <li>It would be useful to trainees if the National School could give clarity on what they want/expect OLAT quality wise</li> <li>AT - Proposed peer review system with supervisor of training officers and school representation</li> <li>CD - Where can trainees get advice if their departments cannot provide enough work based training? – PL's would be the best first</li> </ul>			<p>(A) CH/RS – Take discussion back regarding the need for part time HSST</p> <p>(A) All suggest example DOPS and OCE for Medical Physics</p> <p>(A) PM and CH – to facilitate discussions next Thursday with trainees to review work quality</p> <p>(B) RS – to share practical suggestions on work</p>	

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<p>contact (AD stated that it is vital that trainees feedback red flags on work departments in order to help with accreditation and/or concerns)</p> <ul style="list-style-type: none"> <li>CD – what trainees don't want is that they should not get to the end of 2<sup>nd</sup> year without any kind of validation</li> </ul>			<p>based element of training where opportunities are limited</p> <p>(C) CH/RS investigate if IPEM can offer external support to trainees</p>	
<b>13. Update and Reports from the National School</b>				
<p><u>Programme and Recruitment</u> No report presented at this board meeting</p>				
<p><u>Accreditation</u> Update report circulated for information only, with comments / feedback from board members welcomed by email post meeting.</p>			(A) RS to find out if the University of West England have their PTP Accreditation visit scheduled	
<p><u>Education and Assessment</u></p> <ul style="list-style-type: none"> <li>SG presented reports on the summary data from the 2016 Mock OSFA's; no feedback was given however welcome comments by email post meeting.</li> <li>Dates of the live OSFA's released today and posted on the website.</li> <li>Lead station writers have been informed of the deadline for submission is 11<sup>th</sup> March 2016 There was also a paper presented for PhD Advert for information only</li> </ul>			<a href="http://www.nshcs.org.uk/images/assessment/Live_OSFA_2016_dates_v.3.pdf">http://www.nshcs.org.uk/images/assessment/Live_OSFA_2016_dates_v.3.pdf</a>	
<p><u>Information and Systems</u> No report presented at this board meeting</p>				
<p><u>NSHCS Developments</u> AD presented updates on NSHCS developments</p>				
<b>Time and Date of Next Meeting</b>				
<p>11:00 – 15:30, 23<sup>rd</sup> June 2016 Main Conference Room, St. Chad's Court, 213 Hagley Road, Birmingham B16 9RG</p>				

## ACTION LOG

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
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	(A) CH – to schedule a WebEx to discuss	CH/RB	TBC	Open
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	(A) CA to Check when returned	CA	ASAP	Closed
23/10/2015 - 7	TJ/SG to email CA PTP business case that need circulating to the board for discussion	Closed	TJ/SG/CA	ASAP	Closed
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	Closed	All	06/11/2015	Closed
23/10/2015 - 7	AM agreed to share her department's guidance document with the board	(A) CA to confirm this has been circulated	AM	ASAP	Closed
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	ASAP	Closed
23/10/2015 - 13	Request to board members for volunteers for Shortlisting, STP and HSST interviews	Closed	All	ASAP	Closed
26/02/2016 - 5	CH to take comments on attrition issues to recruitment group		CH	TBC	August
26/02/2016 – 5	Requested 1 interview question from each member by 15th March – to be challenging and subject specific		All	15/03/2016	Closed
26/02/2016 - 5	CH to take workforce planning issues to HCSING (i.e. PTP – STP)		CH	TBC	Ongoing
26/02/2016 - 6	JW to arrange discussions regarding competency mapping	JW leading on this and is an ongoing item	CW/CH	TBC	Open

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26/02/2016 - 6	RS/CH to investigate organising WebEx sessions for the (Part 1) element of OSFA Assessor Training		RS/CH	TBC	Open
26/02/2016 – 7	CH/RS to investigate if this can be circulated in order to raise awareness / understanding of the process in CPS		CH/RS	TBC	Open
26/02/2016 - 7	CH to feedback Wales consortiums concerns over trainee rotation placements		CH	TBC	Open
26/02/2016 – 12	To feedback discussions regarding the need for part time HSST	HCSING have agreed this in principal and proposals are being investigated	CH/RS	TBC	Ongoing
26/02/2016 – 12	All suggest example DOPS and OCE for Medical Physics		All	ASAP	Open
26/02/2016 - 12	CH/RS investigate if IPEM can offer external support to trainees entering their final year of training without validation		CH/RS	TBC	Open
26/02/2016 - 13	RS to find out if the University of West England have their PTP Accreditation visit scheduled		RS	ASAP	Open



