

National School of Healthcare Science  
**PHYSIOLOGICAL SCIENCES THEMED BOARD MEETING**  
**15<sup>TH</sup> JUNE 2016**  
**B5 Conference Centre - 4 Speedwell Road - Birmingham - B5 7PR**

**Chair:** Theresa Fail (TF) and Huw Thomas (HT)

**Attending:** Andrew Williams (AW), Chris Egget (CE), Crispian Oates (CO), Dave Edwards (DE), Deb Smith (DS), Elisa Skinner (ES), Felicity Woodgate (FW), Helena Edlin (HE), Joanna Shakespear (JSh), John Hutchinson (JH), Jonathan Sibley (JSI), Lealah Nouri (LN), Mark Squirrell (MS), Michael Lang (ML), Nicky Fleming (NF), Peter Bill (PB), Rachel Hutchings (RH), Ruth Hamilton (RuH), Saira Hussain (SH), Sherman Lee (SL), Sandie Gay (SG) and Trefor Watts (TW).

**Apologies:** Andrea Penter (AP), Angela Daly (AD), Chris Gibson (CJG), Dorothy Thompson (DT), Harriet Crook (HC), Helen Rimington (HR), Kai Uus (KU), Kelly Bill (KB Keith Pearce (KP), Martin O'Driscoll (MO'D), Martin Stout (MSt) Ted Killan (TK), Stuart Sutherland (SS), Wahid Zaman (WZ), Wendy Stevens (WS).

**Minutes:** Mehwish Khan

**FOR MEMBERS USE ONLY**

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<b>1. Welcome and apologies</b>				
<ul style="list-style-type: none"> <li>- HT welcomed the board members and noted the apologies.</li> <li>- TF and HW thanked CO as he is retiring from his role for his contribution to the Modernising Scientific Career Programme.</li> <li>- The Trainee Representatives contribution was also appreciated by the Chair and were requested and advised to encourage other trainees to become themed board members.</li> </ul>	HT and TF			
<b>2. To Agree minutes of the meeting held on: 24<sup>TH</sup> Feb 2016</b>				
HT apologised for delay in sending previous meeting minutes to the board members and asked for their feedback and comments on the	ALL			

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minutes to ensure they are factually correct and agreed by all the members. HT also emphasized that it is important that the minutes are all agreed and correct as they will be published on the NSHCS website.				
<b>3. Matters arising from the meeting held on: 24<sup>th</sup> Feb 2016</b>				
No concerns and/matters risen.				
<b>4. Matters not elsewhere on the Agenda</b>				
<ul style="list-style-type: none"> <li>• <b>Paediatrics and Cardiac STP</b> – TF informed the group that there is cardiac STP training in Paediatric Departments. One trainee will be starting this autumn at Children’s Hospital despite STP LOs being primarily adult focussed. TF requested the group for their suggestions and ideas to resolve concern/problem and how it could be taken going forward. The group agreed to arrange a meeting with relevant board members to address and discuss this issue. TF to meet and set a date for a meeting. Cardiac board members also agreed to advice on related training department accreditation issues.</li> <li>• <b>ASP</b> – Discussion took place between the members to address several questions with regards to ASP. TF advised the group to work together and come to a common solution. CE raised concerns about ASP at Newcastle University. There is a lack of interest to do ASP at the university. Also reported that the module information on HEE network is not up to date. PB informed the group that to get ASP certificate the trainee would need to registered with RCCP academy and professional bodies’ examination.</li> </ul> <p>The School need to clarify what is on the NHS network and the current position of ASP along with examples. The Professional Leads at School to work with Education and assessment team to discuss options for an ASP EPA, in particular for GI.</p> <p>TF and group agreed to have “ASP” as an agenda item at the</p>	ALL			

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<p>next meeting and to send 2 documents of ASP with the minutes.</p> <ul style="list-style-type: none"> <li> <b>Alignment of Professional Body Exams and STP</b> - Second year Cardiac and Vascular STP trainees have raised the issue that they have to sit professional body (SVT) exam which is not a STP requirements thus creating double workload for the trainees. Some trainees have reported that they will not be offered a job without sitting this exam. Cardiac trainees have reported similar concerns relating to BSE and BHRS </li> </ul> <p>JS and PB advised the trainee reps that this is a necessary requirement of Professional Bodies. Trainees have to sit this exam regardless of their academic records as not all trainees are following the same scientific career route. Trainees Reps were also advised by PB that this exam should be taken as an opportunity for their own development. HE informed the trainee reps that SVT is changing and trainees can sit the exam at any time in a year. Trainee Reps to take this back to the trainees and advise them accordingly.</p>				
<b>5. Reports from the Academy for Healthcare Science</b>				
No representative was present to report.				
<b>6. Reports from HEIs</b>				
<p><b>Aston University:</b> No representative was present to report. However, HT verbally updated the group member on the report provided by WZ. Exams board are taking place at the University. The university just completed the second semester for all three stages of the MSc Programme.</p> <p>Recent annual supervisor update that took place on 8<sup>th</sup> of June is now available and updated on University Blackboard. This date clashed with the TTT date organised by the NSHCS. HT confirmed co-</p>				

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<p>ordination of dates for future events to prevent such clashes Admissions for the next cohort will take place in July and induction is scheduled for 26<sup>th</sup> September.</p> <p>No issues and/or concerns were raised by the University. However, RH informed the Chairs that there have been issues of miscommunication between Aston university, supervisors and students. At the research project different information was given to two different groups of people that led to miscommunication. HT to follow this up with the Aston. RH asked if there is a project guide available for supervisors.</p>				
<p><b><u>Manchester University:</u></b> No representative was present to report. KU has sent her apologies.</p>				
<p><b><u>Newcastle University:</u></b> CE reported the group. A replacement is in place for CO and a smooth transition is planned. There are course developments for 2nd year student in terms of timings i.e. students to come back in September rather than the Spring. The change will be implemented from this year in September. CE highlighted that this change could potentially cause progression issues which they are addressing.</p> <p>Also, change in first year, the university has now introduced patient pathways workshops which actively involving patients. The workshops have been found very useful by the trainees.</p> <p>CE informed the group that they are experiencing significant issue with regards to the projects. Physiological trainees need more support with their project as not enough support from has been received from local area. Newcastle University own staff acted as an investigator to resolve the problem, but this also created some significant issues.</p>	CE			
<p><b>7. Reports from Professional Bodies</b></p>				
<p><b><u>Society of Critical Care Technologies (SCCT):</u></b></p> <p>DE thanked JSh and the School for their help and contributions towards OSFAs and reported positive feedback. No concerns and/or</p>	DE			

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issues were raised.				
<p><b><u>Society for Vascular Technology (SVT)</u></b>            HE – Asked for guidance on the length of rotations as there is some concern that Vascular rotations in particular are in some cases being completed in a few weeks.            MOU is being signed and will be returned.</p>				
<p><b><u>British Society of Echocardiography</u></b>            No representative</p>				
<p><b><u>Association of Respiratory Technology and Physiology ( ARTP) and ARTP Sleep:</u></b>            JSh updated the group that they have established a STP role on their Educational Committee Board. Also, informed the group that it's not possible to link the ASP postgraduate modules for Year 2 and Year 3 with master programme as all LOs are in 1 module. Therefore universities have to decide how they would like to credit the modules.</p>	JSh			
<p><b><u>British Heart Rhythm Society (BHRS):</u></b>            JS -No update and/or report presented to the group members.</p>	JS			
<p><b><u>Association of Gastrointestinal Physiologists (AGIP):</u></b>            ES – informed the group that a trainee representative and GP are now on their committee board. ES enquired about the ASP training opportunities. AGIP is working hard to develop a programme. The key issue at the present is an EPA as they don't have any professional Bodies Exams.            TF advised the members to work together with regards to ASP as they all are at different stages.</p>	EW			
<p><b><u>Society of Cardiology Science and Technology (SCST):</u></b>            MS informed the group that SCST, BHRS and BSE are working together in a more streamlined way with processes in place to deliver required workforce activities. There is a need to ensure</p>	MS			

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scientists/physiologists are involved in any discussions/ work.				
<b><u>Association of Neurophysiological Scientists (ANS):</u></b> RH - No update and/or reports presented to the group members.				
<b><u>BriSCEV:</u></b> RuH – no update and/or report provided. However, raised the concern of lack of clarity commissioning the Programme. BriSCEv is offering free places to STPs at their upcoming symposium.				
<b><u>BAA</u></b> <u>No representative</u>				
<b><u>RCCP</u></b> TW- RCCP has had discussions with AHCS and has made progress in discussions with the NSHCS around dual HEI undergraduate accreditation				
<b>8. Reports from Employer Representatives</b>				
<b><u>NHS North:</u></b> PB enquired about an ongoing issue regarding vision rotations and the necessary requirement to have 4 rotations. HT informed PB that it has been discussed with Aston University and the School had looked into it and need to get it through the HCSING. HT stated that some of the rotations are not working and our next step is to overcome this problem and resolve it. Also, there is a delay in commissioning process that is impacting the actions School would like to take to tackle this issue.	PB and HT		School had looked into this matter and looking into ways to resolve it.	Ongoing
<b><u>NHS Midlands and East:</u></b> CVRS - JH reported that they are experiencing shortage of staff. Recently recruit 6 new staff members and struggling to find local clinical staff.				

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<p>TF requested the group that we need CCVRS GI &amp; URO employer representative from London and North. Any suggestions and ideas would be welcomed.</p>				
<p><b>9. Reports from Trainee Representatives</b></p>				
<p><b><u>Audiology:</u></b></p> <p>SH informed that trainees in year 1 requesting Annual Review Progress (ARP). HT advised that it has been discussed at HCSING and agreed not to trial year 1 trainee at this stage. However, ARP for year 2 STP trainees will take place in September approx. and from 2017 ARP will be implemented for every STP trainee.</p> <p>SH asked whether the “content” or “amount” is taken into account while reviewing their OLAT. HT confirmed that “amount” is taken into account.</p> <p>Also, TF advised the trainees’ representatives that it is training officers’ responsibility to sign off the work/competencies on OLAT.</p> <p>As part of the discussion it was enquired if train the trainer is part of the accreditation process or the trainer have choice to attend. HT informed the group members that Train the Trainer must be attended by the training officers and supervisors. JH asked how often the event should be attended. The School need to find and respond</p>	SH			
<p><b><u>Neurophysiology:</u></b> LN asked if DOPs will be taken as a graduate for their OLAT review. Also, reported ongoing concerns with exam material at Aston University. Year 1 lectures material is different and not compatible. HT to discuss this with Aston.</p>	LN			
<p><b><u>Vascular Science:</u></b> FW looking for 2 vascular trainees to take the role of Themed Board rep. TF advised the group to inform FW and School if they know someone is interested to take this role.</p>	FW			

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<b>10. Reports from PPI Representatives</b>				
<p><b><u>Patient Representatives:</u></b></p> <p>DS - No update and/or concerns raised by DS. Requested a list of acronyms.</p>	DS			
<p>LS - PPI representatives at Manchester are engaging with universities including attending lectures.</p>	SL			
<b>11. Review of Trainee Progression and Annual Review of Progression Update</b>				
<p>HT informed the group members that number of year 3 trainees have projected not to complete OLAT. She emphasised the importance of completing OLAT. It should be progressed throughout the course and not at the last minute. The School doesn't want the trainees to work and progress in this manner. Trainees and training officers have been sent emails and deadline for OLAT completion i.e. 19<sup>th</sup> September 2016 has been reinforced.</p>	TF			
<p><b>ARP:</b> Trial for HSST trainees has launched in mid-June. All HSST training officer and supervisors have been sent relevant information and forms to complete in order to inform the School about the progress of the trainees down the route. The deadline to submit the forms is in July with the outcome of HSST trainees' progress in September.</p> <p>The School is also now looking into year 2 STP (2014 cohort) trial and the plan is to pilot in July to help trainees to evidence progression. It is also an opportunity to highlight any barriers to trainees' progress at the early stage rather than recognising the progress at the end.</p>				

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<p>The guidance for HSST ARP needs to be sent to the members by the School.</p>				
<p><b>12. PTP Curricula Review</b></p> <p>NF updated the group on PTP scientific content curriculum review and informed that it has been completed. The Learning Guides were not part of the review and the responsibility for the next phase of work on the learning guides will be within the NSHCS once the resources are made available from HEE post the comprehensive spending review outcomes.</p> <p>The Independent research project commissioned by the CSO has been completed with the outcome that end point assessment for PTP is not required as the current assessment strategy for PTP is satisfactory for registration with the AHCS and for life sciences the HCPC.</p> <p>However, apprenticeships are required to include an EPA. This will be at all apprenticeship levels. Work is progressing on the development of the level 6 standards and all employers and HEIs are invited to contribute to the consultation on the standards ASAP.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Apprenticeship_Standard_L6_Healthcare_</p> </div> <div style="text-align: center;">  <p>Stakeholder template letter-filled for Level 6</p> </div> </div> <p>PB stated that there is a concern of how trusts are going to fund these apprenticeships where salary is £120 per week for these apprenticeships. (N.B. Funding information for apprenticeships is available through the BIS website)</p>	<p>NF</p>			

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<p>The members requested the PTP outcome data from the HEIs that have provided the information to date. NF to share data with the group members at the next meeting.</p>				
<p><b>13. HSST Update</b></p>				
<p>Please refer to item no.14 HSST recruitment.</p>				
<p><b>14. Update and Reports from the National School</b></p>				
<p><b>Assessment:</b> SG reported the group members that OSFA preparations are underway.</p> <p>Train the trainer took place on 8<sup>th</sup> June 2016 and was well received. JH asked how often people should attend this event. The School need to produce some guidelines as to why the trainer has returned to the training.</p>	SG			
<p><b>HSST Recruitment:</b> HT reported HSST recruitment issues as number of in-service applicants were not appointable as they were not meeting the standards required for the entry to the programme. The School is looking into the process of making thorough standards for in-service candidates. One of the big concerns is that commissioning places are lost.</p> <p>TF asked for group's suggestion for how to resolve this issue in the future. RH suggested having a guide for employers with regards to HSST applicants to highlight the qualities that are expected from the candidates.</p>				

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<p>The School has been working with the commissioners to try and fill as many of commissioned places as possible.</p>				
<p><b><u>Accreditation:</u></b></p> <p><u>Work-based Accreditation</u></p> <p>AW gave an overview of the accreditation process to the members. At present the scale is, there are 600 STP training departments and all need to be accredited with the combination of desktop and visits. 226 departments are accredited and 15 applications are awaiting decision.</p> <p>The accreditation team at School has also started accreditations approvals for HSST departments. The approvals are different compare to STP departments' approvals as HSST accreditations approvals are much based around an individual.</p> <p>AW informed the group the training centre hand book is published and now available on School's website. Trainees to feedback about Training centre hand book to AW and inform their departments to have a look and feed back to the School.</p> <p>The group members were also informed by AW that HEE has just introduced new quality framework and is available on website. It is directed at work based learning and the team is mapping their self-assessment against the new framework. It will be brought to the themed board members before anything new is published.</p> <p><u>HEI Accreditation</u></p> <p>The programme of HEI re-accreditation for STP and PTP continues. A new venture to accredit a PTP programme in Scotland for a 4 years degree is ongoing.</p> <p>AW requested the trainees to feedback to the accreditation team at School of any concern about the universities and/or any positive expressions.</p>				

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<b>15. Any Other Business</b>				
SH enquired if the trainees use a network to share feedback. HT advised to contact Chilufya Dawo at the School in the first instance to discuss this.				
<b>Date &amp; times of next meeting</b>  Next meeting to take place in November- Date and Times TBC	NSHCS			

DRAFT

## ACTION LOG

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
<b>24.02.2016</b> <u>6:Reports from Professional Bodies: SCCT</u>	It was suggested that SCCT made an urgent case to the MSC team, and to contact Gillian Manning and Shelley Heard about the need for PTP but also about a band 4 workforce as they wanted lots of examples about workforce requirements at this level.	NF will update DE on this	SCCT		Closed
<u>6:Reports from Professional Bodies: SVT</u>  1) HE - There has been some concern about OSFA station leakage.  2) Concerned about the lack of engagement between training depts. and STP HEIs	School to review instructions given to trainees and assessors about this.  HEIs to look at how employer engagement can be improved.		NSHCS  HEIs		Closed
<u>6:Reports from Professional Bodies: AGIP –</u> ES was not present but sent a report in relation to GI Physiology-They were particularly concerned about the number of commissions and how it fits in with the national picture.	Need to feedback PB and work base concerns about commissioning to School to HCSING and commissioners.	No progress as yet. At present there is no process in place. However, there will be a process in 2017. No useful discussion took place in HCSING. Once things are clear the School will ensure that commissions are matched.	AGIP		Open

<p>6: <u>Reports from Professional Bodies: ANS</u></p> <p>PB on behalf of ANS raised continued concerns with regards to ASP and the restrictions placed on post qualification registration with students needing to be on the Academy Register.</p>	<p>AD agreed to look into this and feedback asap</p>	<p>PB, Chris Gibson and Sue Hill met to discuss this.</p>	<p>NSHCS</p>		<p>Closed</p>
<p>7: <u>Report from Employer Representative: South CCVR GI &amp; Uro</u></p> <p>Clarity needed on what an appropriate assessor is, employers also needed to know what an appropriate assessor was. The group agreed that a note in the School e-Bulletin needed to be sent out.</p>	<p>School to look at how best to communicate guidance about assessors to trainers.</p>	<p>There is now new handbook and is available on the School website and all the relevant information is provided. TF advised the group members to direct people to this link and should they have any queries.</p> <p>HT urged the members to visit new website</p>	<p>NSHCS</p>		<p>Closed</p>
<p>13: <u>Update &amp; Reports from the National School: Education and Assessment</u></p>	<p>SC to review make up of IDEAS group.</p>	<p>TF requested the group that we need their expertise and time for this.</p>	<p>SC/NSHCS</p>		<p>Closed</p>

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
<b>15.06.2016</b>					
<b>1: Welcome and Apologies</b> Trainees Reps were requested and advised to encourage other trainees to become themed board members.	Trainee reps to suggest and encourage other trainees to take themed board rep roles.		Trainee Reps	September 2016	Open
<b>2: To Agree Minutes of the meeting held on 24/02/2016</b>	Members were asked for their feedback and comments on the minutes to ensure they are factually correct and agreed so that they can be published on the School website.		All	Asap	Open
<b>4: Paediatric and Cardiac STP</b> There is a need of cardiac STP in Paediatric Department.	The group agreed to arrange a meeting with relevant board members to address and discuss this issue.  TF to set a date for the meeting.		TF		Open
<b>4: ASP</b>	<ul style="list-style-type: none"> <li>- School need to clarify on NHS network and the current position of ASP along with examples.</li> <li>- TF and group agreed to have "ASP" as an agenda item at the next meeting and to send 2 documents of ASP with the minutes.</li> </ul>		NSHCS		Open
<b>6: Report from HEIs</b> Aston University – miscommunication between the university, supervisors and students.	<ul style="list-style-type: none"> <li>- HT to follow this up with the Aston University</li> </ul>		HT		Open
<b>8: Employer Representative</b>	Employer representative to help with getting CVRS reps from London and North on the Board.		Employer Reps	Asap	Open

<p><b>9: Trainee Representative</b> Ongoing concerns with exam material at Aston University. Year 1 lectures material is different and not compatible.</p>	<p>Further details to be provided to Huw to take back to Aston.  HT to discuss this with the School</p>		HT		Open
<p><b>11: Review of Trainee Progression and ARP update</b></p>	<ul style="list-style-type: none"> <li>- SG to send HSST ARP guidance document to the members.</li> <li>- Trainees to feedback to the accreditation team at School of any concern about the universities and/or any positive expressions.</li> <li>- Trainees to feedback about Training centre hand book to AW and inform their departments to have a look and feed back to the School</li> </ul>				Open
<p><b>14: Update and reports from the National School</b>  Train the Trainer Event</p>	<p>School need to produce some guidelines as to why the trainer has returned to the training.</p>		NSHCS		Open
<p><b>15: AOB</b>  Trainee to share feedback on the social network</p>	<p>SH to ask and contact Chilufya at the School.</p>		SH		Open