

**NATIONAL SCHOOL OF HEALTHCARE SCIENCE THEMED BOARD MEETING  
 CARDIOVASCULAR, RESPIRATORY AND SLEEP SCIENCES / NEUROSENSORY**

**Wednesday 25<sup>th</sup> February 2015, 11:00 – 15:30  
 Plough and Harrow Hotel, Hagley Road, Birmingham**

**Co-Chairs:** Theresa Fail (TF), Huw Thomas (HT)

**Attending:** Alison Charig (AC), Andrea Penter (AP), Chris Gibson (CJG), Claire Thwaites (CT), Crispian Oates (CO), Dave Edwards (DE), Elisa Wrightham (EW), Ian Kay (IK), James Pearson (JP), Joanna Shakespeare (JS), Jonathan Sibley (JS), Kai Uus (KU), Kelly Bill (KB), Kelly St Pier (KSP), Matthew Thomas (MT), Rachel Hutchings (RH), Richard Clements (RC), Saira Hussain (SH), Tracey Flemming (TFL), Trefor Watts (TW), Wahid Zaman (WZ)

**Apologies:** Alison Walsh (AW), Amanda Casey (CA), Andrew Hall (AH), Anont Calgoni (AC), Chris DePlacido (CDP), Chris Eggett (CE), Deb Smith (DS), Dorothy Thompson (DT), Helen Rimington (HR), John Hutchinson (JH), Keith Pearce (KP), Lawrence Brown (LB), Martin O'Driscoll (MOD), Martin Stout (MS), Michael Lang (ML), Nick Thyer (NT), Nigel Hudson (NH), Paul Lee (PL), Philip Tooze-Hobson (PTH), Rakesh Patel (RP), Ruth Hamilton (RH), Sonia Crossman (SCR), Stuart Sutherland (SS), Suzanne Chamberlain (SC), Teresa Robinson (TS), Wendy Stevens (WS)

**ACTION**

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
<b>Minutes and Matters arising from previous meeting</b>				
AC that perhaps TO support needed for research projects could be included in train the trainer (T the T) training. Also perhaps HEIs should be invited/ involved in T the T for delivery of this part.	School	On-going	ongoing as there are issues with trainees and the difficulties with their projects	Open
Choices need to be made - cardiac is split, but how and who makes this decision and when. (A) Invite lead commissioners to next themed board to enable them understand issues from the board.	SP	June 15		Closed
	TF	ASAP		Open
CO raised the difficulties of delivering the physics needed for echo in the time available. The Cardiac STP curriculum is already very full and so it is not possible to reduce the time spent on any areas to allow more time for this. This concern needs to be fed back to the HEE MSC Curriculum team.	TF	ASAP	13/04/2015 - TF informed Susan Kennedy, the HEE MSC Curricula lead.	Closed

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<p>The possibility of embedding British Heart Rhythm Society (BHRS) Accreditation into STP should be considered in the long term – (A) A discussion needs to be had with BHRS to make closer links and to take this forward.</p> <p>(A) If any members have yet to submit STP interview questions, can they please do so ASAP anyone has not submitted questions can they please do this</p>	TF		10/04/2015 - Discussion had with Dr Nick Linker, BHRS president, about working more closely with BHRS. Dr Linker to raise at Council meeting on 13/04/2015.	
<b>Matters not elsewhere on the agenda</b>				
<p><u>Suggested adding new members to the Board:</u>  British Sleep Society (BSsS) rep – (A) ask Mike Lang to make contact with them to see if they want to get involved.  A new Employer rep from the North for CVRS is still needed– (A) north to be contacted.  Uro Professional Body as we now have trainees – (A) to be investigated</p> <p><u>Reporting Document for feedback from representatives to themed board)</u>  TF asked the board if there were any objections, none were stated</p> <p><u>Guide on Assessment of Competency</u></p> <ul style="list-style-type: none"> <li>• There are still concerns over the levels expected for different levels of the training, and would like some examples of evidence of what is expected at different levels. Evidence should be concise and specific of what has actually been done and how.</li> <li>• HT and TF to take document back to PL group suggesting the examples that are shared to demonstrate evidence of competencies.</li> <li>• (A) TF asked for any further feedback on the document to be sent to her after the meeting</li> </ul> <p><u>Clinical Assessment &amp; Investigation</u></p> <ul style="list-style-type: none"> <li>• LETB's have requested a similar support document on how to arrange and set up trainees' rotations to meet learning outcomes. Rotations can be spread out and not necessarily within 3 month block.</li> <li>• Board suggested combining CVRS and Neurophysiology in to one document</li> <li>• TF asked trainee reps to produce an article about their experience of rotations</li> </ul>	<p>ML</p> <p>TBC HT</p> <p>TF</p> <p>School</p> <p>HT/TF</p> <p>All</p> <p>School</p> <p>Trainee Reps</p>	<p>On-going</p> <p>On-going On-going</p> <p></p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Examples of this is on school website</p>	<p>Open</p> <p>Open Open</p> <p>Closed</p> <p>Closed</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>

ACTION DESCRIPTION	OWNER	DUE	PROGRESS	STATUS
<p>that can be published on the school website – (A) Trainee reps to discuss between them on who will produce this</p> <p><u>Memorandum of Understanding</u></p> <ul style="list-style-type: none"> <li>CJG explained the document is designed to address that understanding is not just by the NSHCS, but also by Professional Bodies – no further comments were made by the board.</li> </ul> <p>Professional body reps were asked to take this back</p> <p><u>STP Progression Rules</u></p> <ul style="list-style-type: none"> <li>HT explained the idea of these rules is to identify and help candidates before they enter their 3<sup>rd</sup> year of the STP programme</li> <li>CJG explained this is only an early stage draft document, but stressed its contents remain confidential – board agreed this type of document would be useful)</li> <li>Board asked where we stand regarding sharing of trainee information between departments and HEI's – CJG explained that all trainees had signed a declaration / agreement that their data can be shared, but stressed this should be request sharing only rather than a regular occurrence</li> </ul>	Prof body reps			
<b>Reports from the Academy for Healthcare Science</b>				
No representative from the academy was present at the meeting to report				
<b>Reports from HEIs</b>				
<p><u>Manchester Metropolitan University (CCVRS) IK</u></p> <ul style="list-style-type: none"> <li>Things generally are reported to be going well, there were some concerns over final year but these have been resolved</li> <li>Trainee feedback was that 3<sup>rd</sup> year trainees felt very pressured</li> <li>MMU having their first graduates this year</li> <li>1<sup>st</sup> &amp; 2<sup>nd</sup> year survey was taken – no issues raised</li> <li>1<sup>st</sup> year ISPPL exams taken which have been quite successful</li> <li>Manchester University (Audiology) - (A) KU to email the details of the feedback on interviewing to the board</li> </ul> <p><u>Aston University ( Neurosensory) - WZ</u></p> <ul style="list-style-type: none"> <li>Students are concerned about submitting work on OLAT, and also raised concerns over the quality of supervision.</li> </ul>	KU	ASAP		Open

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<ul style="list-style-type: none"> <li>A few new trainees are struggling with the academic part of the programme, possibly as a result of lower grade BSc's – it is difficult as they are all working at one level which disadvantages some trainees</li> </ul> <p><u>Newcastle University (CCVRS GI &amp; URO) CO</u></p> <ul style="list-style-type: none"> <li>The cardiac modules are now available as PGCert</li> </ul> <p>Requests have been made to take on trainees from Northern Ireland. Is approval needed from NSHCS to take on these trainees.</p>	CG			
<b>Reports from Professional bodies</b>				
<p><u>British Society of Echocardiography</u>          KP unable to attend, reported on work done to raise the profile of STP and other MSC programmes in Cardiac</p> <ul style="list-style-type: none"> <li>BSE have now appointed an STP representative on their council</li> <li>Holding dedicated training sessions on PTP and STP at their annual conference</li> <li>British Cardiac Society (BCS) will also have a dedicated STP session.</li> </ul> <p><u>British Heart Rhythm Society - JS</u></p> <ul style="list-style-type: none"> <li>Have DOP's written which may be useful for OSFA station ideas.</li> <li>Heart Rhythm Congress is being held in October, and a session is being held to raise awareness of MSC/STP etc</li> </ul> <p><u>Society for Vascular Technology – AC</u>          OSFA's are going well, suggested it would be useful to have a list trained assessors and trained station writers</p> <ul style="list-style-type: none"> <li>Queried expenses reimbursement, CJG confirmed travel and accommodation (where necessary) would be reimbursed</li> </ul> <p><u>RCCP - TW</u></p> <ul style="list-style-type: none"> <li>Have kept out of STP, but have been asked to become involved in degree and ASP – meeting taking place soon after board meeting.</li> </ul> <p><u>Association for Respiratory Technology and Physiology – JS</u></p> <ul style="list-style-type: none"> <li>Now have a good number of OSFA assessors trained following a successful training session held in Blackpool in February at the ARTP conference.</li> <li>Concerned that mock stations had not been through Angoff due to time constraints.</li> </ul>				

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<ul style="list-style-type: none"> <li>Keen to get assessors assigned to stations early.</li> <li>Recruitment difficulties with Oriol, in particular getting access code to mobile phones.</li> </ul> <p><u>Association of Gastro Intestinal Physiologists</u> _ EW</p> <ul style="list-style-type: none"> <li>Planning for OSFAs is in hand</li> </ul> <p><u>Society of Critical Care Technologists</u> – DE</p> <ul style="list-style-type: none"> <li>Now have STP rep on Council</li> <li>Need to plan date for OSFA training ? September</li> <li>Concerned over lack of engagement of NSHCS re STP commissions. CJG suggested considering contacting MSC leads to discuss commissions, and provide department contacts to LETB Leads</li> </ul> <p>No representative from British Academy of Audiology or Society for Cardiological Sciences and Technology were present to report.</p> <p><u>Association of Neurophysiological Scientists</u> - KB</p> <p>(A) Requested PL's discuss with the assessment team who is responsible for obtaining equipment for the OSFA's</p> <p>(A) General concerns from employers and TO over the continued difficulties in arranging suitable OVS placements. Discussions on if the learning outcomes could be achieved in a taught environment of labs at Aston – Huw Action</p>	<p>PL's</p> <p>HT</p>	<p>TBC</p> <p>TBC</p>		<p>Open</p> <p>Open</p>
<b>Reports from Employer Representatives</b>				
<p><u>NHS South CVRS - AP</u></p> <ul style="list-style-type: none"> <li>Have had some problems with year 3 Cardiac trainee choice pathway, a number of issues were addressed.</li> <li>Questioned a few items regarding OSFA's and was advised all the information required is in the OSFA Guidance document</li> </ul> <p><u>NHS London CVRS – TFL</u></p> <p>No issues to report</p>				
<b>Reports from Trainee Representatives</b>				
<ul style="list-style-type: none"> <li>Trainees are looking at a more formal way to select reps for the board. Advert has gone out to year 1 and 2 trainees requesting anyone who would like to be a</li> </ul>				

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<p>rep to submit 300 words, and other trainees will 'vote in' the next reps</p> <ul style="list-style-type: none"> <li>• There is a lack of Neurophysiology and O&amp;VS emphasis at the HEI's, very much geared towards Audiology</li> <li>• OSFA feedback from trainees suggested there was too much information to read before entering stations, and felt they needed more time.</li> <li>• A number of students at Aston raised concerns over what they considered undue pressure to amend course evaluation scores</li> <li>• A trainee reps group has been created covering STP and HSST, incorporating 9 trainee networks from across the country</li> <li>• It was mentioned by assessors that a large proportion of trainees were dressed inappropriately for the OSFA's, and should be dressed as if attending a normal clinical setting – <b>Dress code is in the OSFA instructions and trainees have been warned previously regarding their attire</b></li> <li>• Trainees unclear about who to contact for different problems. If not already done, requested that CD send an email to all trainees and training officers to inform them who their Professional Lead is.</li> </ul> <p>CJG proposed that the accreditation team could produce some form of annual report to highlight examples of trainees good and bad practice</p>	HT / CD	ASAP		Open
<b>Review of Trainee Progression</b>				
<p><u>Red Rated Trainees</u></p> <ul style="list-style-type: none"> <li>• Audiology – Training plans are in place for trainees</li> <li>• Cardiac – Specific trainee is problematic, to discuss outside of board</li> <li>• There is a specialism in one particular Trust where there are number of outstanding competencies which need sign-off</li> </ul> <p>Board asked if other training officers could help with signing off competencies if this is becoming problematic – TF, yes</p> <p>(A) TF proposed she check on comparison with other specialism cohorts and report back</p>	TF	TBC		Open
<b>PTP Update</b>				
Nicky Fleming was not present at the meeting to provide PTP update				
<b>Updates and Reports from the National School of Healthcare Science</b>				

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<p>CJG provided updates on areas in the school from the following areas:</p> <p><u>Programme and Recruitment</u></p> <p><u>STP</u></p> <ul style="list-style-type: none"> <li>Discussed trainee numbers, cohort sizes are doubling every 2 years</li> <li>School are discussing the sustainability of specialism cohorts with low numbers of trainees</li> </ul> <p><u>HSST</u></p> <ul style="list-style-type: none"> <li>43 recruited trainees starting in 2014</li> <li>64 commissions are approved for 2015</li> </ul> <p><u>PPI</u></p> <p>CJG presented PPI document to board members with the main pointers being:</p> <ul style="list-style-type: none"> <li>Increased no. of Lay Representatives</li> <li>Critical area is Values Based Recruitment – very much a part of recruiting in to Health Education England</li> </ul> <p><u>Accreditation</u></p> <p>AW presented accreditation document to board members with the main pointers being:</p> <ul style="list-style-type: none"> <li>Currently 430 departments need accreditation - (A) AW will put self-evaluation form on the school website so it is accessible / downloadable</li> <li>There are 3 different ratings that can be scored at this stage</li> <li>AW requested if any Scientific Advisors would like to volunteer if and when panel visits are required</li> <li>First panel visit took place day before the board meeting, with more scheduled between March – June, including follow-up visits as and when necessary</li> <li>(A) AW to circulate PPI map to board members</li> <li>Currently looking to develop a 'Good Practice' manual to be distributed to departments. Meeting in April. Welcomed the contribution of board members</li> <li>Soon to have news on HSST, provider to be named soon. Feedback from surveys will go out in 2 weeks.</li> <li>Proposed suggesting to HCSING that departments that have not completed self-assessments should be unable to have STP Trainees</li> <li>Sue Hill wants all departments to be accredited, and those with accreditation will be published on the schools website</li> </ul>	<p>AW</p> <p>Scientific Advisors</p> <p>AW</p>	<p>ASAP</p> <p>On-going</p> <p>ASAP</p>		<p>Open</p> <p>Open</p> <p>Open</p>

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<p>Education and Assessment</p> <ul style="list-style-type: none"> <li>School received good numbers of feedback from OSFA's, 54 Assessors and 112 Trainees – (A) SC will feed this information back at next board meeting</li> <li>Introduced new member of NSHCS Alex Kirby will be preparing the analysis of the OSFA's, general statistics, audit data etc</li> <li>(A) CJG requested that we receive any new stations for the OSFAs by end of April</li> </ul> <p><u>Information and Systems</u></p> <ul style="list-style-type: none"> <li>Introduced the new '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</li> </ul>	<p>SC</p> <p>Station Writers</p> <p>Station Writers</p>	<p>June</p> <p>End April</p> <p>On-going</p>		<p>Open</p> <p>Closed</p> <p>Open</p>
<b>A.O.B.</b>				
<p>Noted that November minutes had not yet been uploaded on to the school website – agreed that the minutes were now final and req CD to upload.</p> <p>Board requested key OSFA dates to be released ASAP</p>	<p>CD</p> <p>CA</p>	<p>ASAP</p> <p>ASAP</p>	<p>OSFA dates have now been confirmed for 2015, 2016 and 2017 and can be found on the schools website following the link: <a href="http://nshcs.org.uk/for-trainees/assessment">http://nshcs.org.uk/for-trainees/assessment</a></p>	<p>Open</p> <p>Closed</p>
<b>Date and Time of future meetings</b>				
<p><u>10<sup>th</sup> June 2015, 10.30 – 15.30</u> MacDonald Burlington Hotel Burlington Arcade, 126 New Street Birmingham B2 4JQ</p> <p><u>2<sup>nd</sup> November 2015, 10.30 – 15.30</u> Menzies Strathallan Hotel</p>				