

National School of Healthcare Science
LIFE SCIENCES THEMED BOARD MEETING
06th November 2018 - 10:30-15:30

Signing Tree Conference & Events Centre, Ladywood Road, Birmingham, B16 8SZ

Chair: Mike Thomas (MT)

Attending: Alison Whitelegg (AWh), Amanda Robson (ARo), Andrew Williams (AW), Berne Ferry (BF), Carol Ainley (CA), Chris Fisher (CF), Dan Smith (DS), Deborah Taylor (DT), Delmar Smith (D Sm), Derren Ready (DR), Gary Robinson (GR), Grace George (GG), Graham Wilson (GW), Jane Soden (JS), Jasbir Daine (JD), Jason Kasraie (JK), Lianne Rounding (LR), Natasha Alam (NA), Paul Ganney (PG), Philip Macdonald (PMc), Rhian White (RW), Sandie Gay (SG), Sarah Peacock (SP) and Sheila O'Connor (SOC)

Apologies: Alan Wainwright (AWa), Allan Wilson (AWi), Alison Taylor Beadling (AT), Andrew Usher (AU), Angela Daly (AD), Anne White (AWh), Chris Penfold (CP), Craig Donaldson (CD), Dave Walker (DW), David Eccleston (DE), David Sanders (DS), Deborah Sage (DSa), Donna Fullerton (DF), Edward Hincliffe (EH), Frances Boa (FB), Gerry van Schalkwyk (GS), Kathryn Jones (KJ), Laura Boyes (LB), Lisa Coulhwaite (LC), Louisa Lee (LL), Louise Ayers (LA), Louise Hyslop (LH), Lucinda Hall (LHa), Michael Carroll (MC), Michele Branscombe (MB), Michelle Bishop (MBi), Nicky Fleming (NF), Rosemary Harris (RH), Sanja Ugrinovic (SU), Shona Harrison (SH) and Stuart Sutherland (SS).

Minutes: Mehwish Khan (MKh)

FOR MEMBERS USE ONLY

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
1.Welcome and apologies				
MT thanked the group for their attendance at meeting and noted apologies. MT welcomed and introduced Carol Ainley – Director of Manchester Academy for Healthcare Scientist Education (MAHSE) as a new board member representing MAHSE and PTPs.	MT			
The members were informed of the members leaving the board membership. <ul style="list-style-type: none"> Amanda Robson – Retiring and has kindly offered to contribute to OSFAs. 	MT			

<ul style="list-style-type: none"> • Chris Penfold - The University of Nottingham no longer has any current STP trainees on any academic programme and would not be reporting or representing any current students. • Bryan Woodward – David Sanders is now the new chair of Association of Biomedical Andrologists. <p>A huge thank you by MT on behalf of the School for their efforts and contribution to the meetings and other School's activities.</p> <p>FB apologises for absence and requested to raise an issue regarding salary support contribution for STP trainees for 2018/19 academic year impacting London consortium as all the STP trainees are employed and paid by St. Georges Hospital Trust thus acting as an employer for the whole consortium. The concerns were raised with regards to HEE funding and no pay award for this year. There was a suggestion by the members that London commissioners may need to reduce some posts in order to fund any shortage.</p> <p>There was no commissioner representative present at the meeting. GW has agreed to escalate this matter through HCSING meeting that is due to take place on Friday 09th Nov 2018.</p> <p>Action: GW to take this to the HCSING meeting on Friday. Following HCSING this matter now escalated to BF for action</p> <p>Apologies from KJ HSST trainee – JS attended as HSST trainees' representative updated the board members on KJ's on-going work with ACGS to set up a working group to look at year one rotations post-genomics reconfiguration. KJ has agreed to prepare a report for the next themed board meeting.</p> <p>Action: KJ to prepare report for the next themed board meeting.</p>	<p>GW BF</p> <p>KJ</p>			<p>Closed Open</p> <p>Open</p>
<p>2. Minutes and Actions outstanding from previous meeting held on: 20th June 2018</p>				
<p><u>Minutes from 20th June 18</u></p> <p>The members were advised that the minutes from the June meeting had not been formally recorded due to an administrative issue outside School's control. MT requested the members to inform MKh at the</p>	<p>ALL</p>			

<p>School of any amendments to the minutes and the changes will be incorporated to the next version of those minutes. GR requested to add his comments regarding his successful visit to Gloucester Hospital hosted by GW.</p> <p>Action: MKh to add Gary's comments to the minutes.</p>	<p>MKh</p> <p>MKh</p>		<p>Comments are added to the minutes under Lay Representative section.</p>	<p>Closed</p>
<p>3. Matters not elsewhere on the Agenda</p>				
<p>GR raised the concern with regards to the number of members not attending board meetings. MT advised that we also have quite a few numbers of deputies on the membership list.</p>	<p>GR</p>			<p>Closed</p>
<p>4. Topic of the Day</p>				
<p>Workshop for STP Interview Questions:</p> <ul style="list-style-type: none"> • Specialty Specific • General Science • Leadership and values <p>The workshop was arranged at the meeting to develop the bank of questions. MT requested the board members for their expertise to develop additional questions for STP Interviews, as the School is keen to get suggestions to improve stations bank.</p> <p>Before the workplace took place, there was a discussion amongst the members regarding the questions being asked at previous interviews. SOC also supported the idea of producing additional interview questions as she told the members that she and Ruth Evans have looked at the list of some questions and found them duplicated with out of date terminology. She also suggested that questions needed to be generic enough to test candidates' general knowledge of science and meet the entry criteria for STP.</p> <p>SOC stated that she had come across a few tough specific knowledge questions which candidates wouldn't be expected to know the answers to at this level of their training.</p> <p>DS said that the questions shouldn't be too generic as the candidates should have general science knowledge and should be able to answer</p>	<p>ALL</p>			

<p>specific science questions. However, the members said that the aim is to look at their aptitude and to test their knowledge of science against the entry criteria.</p> <p>It was suggested to the members they work in pairs of two and/or three to produce questions against the various categories. The members were given examples of generic and leadership & values questions samples along with the potential interview questions forms. The forms were handed back to NA so that they could be collated and typed up by the recruitment team at the School to be signed off for the STP interview process.</p> <p>MT thanked the members for producing examples of questions.</p> <p>Action: DT agreed to send bank of questions to the recruitment team at the School.</p>	DT			Open
5. Report from the Academy of Healthcare Science				
<p>No representative was present at the meeting. A report had been submitted by David Bennett on behalf of the Academy of Healthcare Science. MT provided a brief summary of the report as below:</p> <ul style="list-style-type: none"> • A review of Good Scientific Practice (GSP) has taken place which has suggested no change to the existing GSP Domains but the suggestion that it would be better to rank them by career band. • The Academy's Professional Council is calling for Honorary Fellow nominations in recognition of outstanding contribution to the Academy and/or Healthcare Science field. Guidance on the procedure is available on the Academy's website. • The Academy is recognised by the Institute for Apprenticeship as the External Quality Assurance provider for the three published healthcare science apprenticeship standards at Assistant, Associate and Practitioner level. • The Academy is looking to develop a Life Sciences Industry Credential Register. The register will be free to use by the NHS and is funded, on a not-for-profit basis, by industry subscriptions. The Academy is trying to recognise those people from the industry who have a legitimate reason to access laboratories/departments, and may also be looking towards 	AHCS/ MT			

<p>Pharmaceutical companies.</p> <ul style="list-style-type: none"> • A Practical Skills in Education and Leadership Evaluation Report has been published by the Leadership Academy in conjunction with the Academy. Further details are available on Academy's website. • A Project is under development for a Directory of Clinical Research Practitioners and was launched on 27th September of this year. • The Academy is working with Advanced Clinical Practitioners (ACP) with a view to developing a new ACP directory. Two workshops have been arranged by the Academy. Beverley Harden, AHP Lead and AD Education and Quality, HEE is leading the project. • The Academy is holding a study day in Scotland, supported by NHS Education Scotland, on Friday 09th November 2018. <p>For full report and further information please see the attached report from the Academy.</p>	 HEE Discussion on Advanced and Consu			
6. Reports from HEI's				
<p><u>Queen Mary University London:</u> No representative was present at the meeting. MB submitted the report for the board members. No questions and/or issues have arisen. For the full report please refer to the attached document.</p> <p><u>Nottingham University:</u> There was no representation at the meeting as the University of Nottingham no longer has any current STP trainees on any academic programme and would not be reporting or representing any current students.</p> <p><u>University of Manchester:</u> PMc reported that new 1st year STP trainees started in September. In total, 43 Blood Sciences – 25 Biochemistry [5 from Scotland & 1 Ireland] 4 Immunology, 5 H&I and 9 Haematology. The First academic block finished last week and positive feedback was received from the trainees. A concern was raised by PMc that a few trainees with 2:2 degree qualifications are arriving at the university with conditional offer i.e.</p>	<p>MB</p>  M Branscombe Life science Board Report	<p>CP</p> <p>PMc</p>		

<p>below the acceptance criteria. Their application states that they are undertaking Postgraduate master degree and had been offered a STP place subject to achieving that degree. However most master degrees don't get ratified until after the start of the STP in September as university exam boards don't usually take place until October/November. There has been a situation where the University was informed of this and meant that the University had to mark the dissertation urgently and get the degrees ratified without going through an exam board. This has affected two people on Biochemistry Pathway. PMc has requested if in future the university is notified of those who are on conditional offer would help them to resolve this problem.</p> <p>NA told the group that at the last Recruitment Steering group in October, it was agreed that the candidates applying with 2:2 degrees should have master degrees awarded before they apply for the STP.</p> <p>The school needs to take this back to the Recruitment Steering Group to look into this matter.</p> <p>Action: School need to take this issue to the next Steering Group meeting to be discussed.</p> <p><u>MAHSE</u>: CA reported that numbers on the Life Sciences PTP level course are dropping whereas the STP level is increasing largely due to the fact that private providers are funding posts for Reproductive Science. Students continue to graduate mainly with distinction, some with merit and only an occasional pass.</p> <p><u>Manchester Metropolitan University</u>: No representative was present at the meeting. Please refer to the report by MC submitted with the agenda.</p>	<p>NSHCS</p>  <p>Themed Board Reporting - MMU - MC</p>			<p>Open</p>
<p>7. Reports from Trainee Representatives</p>				
<p><u>STP Trainee Rep</u>: Apologies from LL. A report was submitted to the board members listing two items for discussion.</p> <p>1) The question was posed to the board members asking if there is an option for the trainees who have done a full-time MSc course to fast-track their STP training and possibly obtain HCPC</p>	 <p>Life Sciences Report-STP trainee re</p>			

<p>registration within 2 years rather 3 years. The group discussed the above option and agreed that trainees should be completing full 3 thirds of Scientific Training Programme. A concern was raised by GW regarding exempting trainees all year 2 and 3 modules. PMc told the group that there are a few examples where two trainees are exempt from all year 2 and 3 modules. He told the members that last year 2 Blood Sciences trainees had attended full time masters at ManU and the course teaches 75%-80% of the same modules so they don't need to do those modules again. Hence, in theory they can exempt from year 2 and 3 modules; however, they have a research project to do in year 2 & 3. This process is known as APEL and a university is only allowed to APEL 60 credits, which are equivalent to the clinical modules in year 2 and 3.</p> <p>2) A concern was raised with regards to STP fund and dealing with the expenses within a particular trust/department. MT agreed to discuss this issue with the HealthCare Scientist Lead in the first instance.</p>	LL			
<p>Action: MT to contact Healthcare Scientist Lead.</p>	MT		MT contacted the HC Lead on 07/11/2018.	Closed
<p><u>HSST Trainee Rep:</u> JS reported that there are no particular issues and/or concerns by the HSST trainees. However, the trainees do have a lack of engagement with OneFile. There are misunderstandings as to what they need to do in terms of uploading evidence and signing off their competencies on OneFile. JS said that Annual Review of Progression (ARP) that is due to take place this month may prompt the trainees to use OneFile and give trainees a better idea of the system. BF suggested that supervisors need to consider reviewing and signing off the evidence accordingly throughout the five years of programme rather than leaving at the end to be reviewed all at once. JS requested more guidance to be provided for the supervisors.</p>	JS			
<p>Action: More guidance for supervisors to sign off competencies on OneFile.</p>	NSHCS			Open
<p>On behalf of KJ, JS asked the School if a midway Induction day for</p>				

<p>HSST trainees would be arranged for mid cohort for all themes to share ideas and views. School is happy to take this idea/suggestion back to be discussed.</p> <p>Action: School to take the idea back to discuss.</p>	<p>NSHCS</p>			<p>Open</p>
<p>8. Reports from Professional Bodies and Colleges</p>				
<p>British Society of Haematology (BSH): SOC reported that BSH is now building a higher profile for clinical scientists. More information on careers service for scientists is now available on BSH's website. BSH has agreed to provide trainees a free membership, which will give them access to grants for their electives. The BSH is receiving more queries with regards to careers, equivalence and learning route for scientist.</p> <p>Institute of Biomedical Sciences (IBMS): DS reported that IBMS is offering a one-year free membership, providing an experiential route to clinical scientist equivalence and registration.</p> <p>Association for Clinical Genomic Science (ACGS): RW reported the following issues:</p> <ol style="list-style-type: none"> 1. Rotations – on-going issue as reported previously in meetings. KJ has established a working Group to look at Year One rotation and agreed to provide report on this at the next Themed Board meeting. 2. Lead Station writer –No lead station writer for OSFAs in Genomics. The Committee at ACGS is exploring the options and working with Jennie Bell to resolve this problem at present and hoping to progress through WDC. 3. Commissioning STP posts – facing issue with commissioning STP Post –Genomics Configuration as 7 new regions do not align with HEE commissioning pathways 4. Communication from School – RW told members that a concern was raised by a few training officers that they are not receiving communications from the School through email and instead the communication is done via Twitter. BF clarified the communication process at School and said that the School communicates and liaises with the trainees and training officers via email and not Twitter. Twitter is managed and controlled by the digital team at School for different types of communication and information. BF 	<p>SOC</p> <p>DS</p> <p>RW</p> <p></p> <p>Themed Board Reporting ACGS 6_11</p>			

<p>suggested that it could be that they are new training officers and have not informed the School of their email addresses.</p> <p>5. BF and MT requested some specifics with regards to this issue and RW is to come back with more details.</p> <p>Action: RW to come back to School with more specifics with regards to communication issue.</p> <p>For more information please refer to the report submitted.</p> <p><u>Association of Clinical Embryologists (ACE):</u> DT had taken over from Nicky Monks.</p> <ol style="list-style-type: none"> 1. She raised a question regarding STP Reproductive Science funding within their Trust. The trust was told that no funding is available for this post but one month before STP started the money became available to fund the post. She asked the members how this may have happened and what's the mechanism as no correspondence was received by the trust with regards to this? 2. MT said that this would have been a local commissioners' decision. BF clarified the process that there are 13 different regions. The money is held centrally which is then distributed around the country to individual Health Education Officers. The regional Healthcare Science (HCS) Leads liaise with the hospitals regarding funding and the number of posts available within the hospitals' trusts. BF said that this is a demographic discussion and HCS within the trust should be aware of this. DT was advised by BF to speak to their HCS lead for more explanation. 3. DT requested the group to develop HSST questions. MT agreed to the idea of producing new questions for HSST interviews and asked the members to submit their questions to the recruitment team at the School. 4. DT told the group that the trust has started to put together in-house training assistance associates modules. GW pointed out that HCS apprenticeships are available and ACE members were very involved in developing these roles previously. GW offered to speak to DT post meeting to discuss the use of Apprenticeships. 5. The members were informed that a trust would not submit expressions of interest for STP Histopathology posts in future as one of the trainees has been told at the job interview that STP is not a recognised qualification. GW raised his concern on this statement 	<p>RW</p> <p>DT</p>			<p>Open</p>
---	---------------------	--	--	-------------

that previously the Trust concerned has been very engaged with training histopathology STP trainees. GW requested for more details to be taken and discussed outside the meeting. It was also suggested by GW to contact the School in the first instance to discuss such concerns in the future.

- 6. BF commented that STP is well recognised by NHS trusts and all other Health organisations.

British Society for Histocompatibility and Immunogenetics (BSHI):

SP had submitted a report to the Board members.

1. It was reported that a group will be set up to write new HSST interview questions. BSHI has received a request for more OSFA station writers and assessors.
2. Amanda Robson is retiring from the field. Natalia Diaz has now taken over from Amanda as the link for the university, lead station writer and employee representative.
3. BSHI has now nominated an individual to take the lead on STP issues in particular OSFAs. MT asked SP to put that person in touch with the assessment team at the School.
- 4.

Action: SP to send the details of STP Lead to SG.

For more information please refer to the report submitted.

Association of Clinical Biochemistry and Lab Medicine (ACB): AWh deputised at the meeting and reported that ACB is writing questions for OSFAs.

MAHSE: CA informed the members that MAHSE has now appointed two Deputy Directors. Anne White for HSST programme and will announce the new deputy director for STP programme soon via School.

Public Health England: DR – lead station writer for microbiology-informed the Board that a review of all the OSFA stations has been completed. PHE has generated titles for the stations and started to draft new. Also started to draft HSST questions. PHE is planning to start rotations in London laboratories for STP trainees to improve their experience. The first STP trainees to start their rotations are hosted by St. George’s Hospital Trust.

SP



Themed Board Report - SP - 05.11.2

SP

AWh

CA

DR

Open

<p>Genomic Counsellors: No representative was present at the meeting. Report submitted by LB as attached. No concerns/questions were raised at the meeting.</p> <p>For more information please refer to the report submitted.</p>	<p>LB</p>  <p>Laura Boyes - Life Sciences - PB - Genom</p>			
<p>9. Reports from Employer Representatives</p>				
<p>NHS Blood and Transplant: LR enquired about the statement on intellectual property with the School. BF told the members that the letter with the statement has been sent to all trainees and training officers by Angela Daly at School, hence the issue is resolved. However, Ruth Evans at NHSBT has not received any correspondence regarding this from the School. MT asked to be contacted by Ruth Evans so the information can be sent to her as requested.</p> <p>Action: MT to send information on intellectual property to Ruth Evans.</p> <p>3 H&I STP trainees, 1 STP year 2 returning from Maternity Leave and 2 HSSTs one in Transfusion and 1 in H&I.</p> <p>NHSBT has no PTP trainee, as the programme doesn't fit for NHSBT.</p> <p>NHSBT will be commissioning 7 HSSTs next year covering 4 disciplines, which includes Bioinformatics and Microbiology. LR asked the Board members for their advice and support for HSST in particular Microbiology as they will be employed in specialist NHSBT National Transfusion Microbiology Reference Laboratory.</p> <p>A concern was raised around the options available for Haematology or Transfusion HSST programmes. There is confusion around two routes within the same qualification. SOC told the members that there is no transfusion expertise in their department to deliver the transfusion modules. MT informed that there had been some pushbacks to remove the transfusion route from the general HSST Haematology curriculum. The issue is that some trainees who have joined the programme thought it adequate for general transfusion and therefore don't wish the Transfusion route option to be removed from the</p>	<p>LR</p> <p>MT</p>	<p>Nov 18</p>	<p>Angela Daly sent out the intellectual property document to Ruth Evans on 13 Nov 18.</p>	<p>Closed</p>

<p>Haematology curriculum. MT told the members that the School doesn't own the curriculum and the College is responsible to resolve this issue. MT is planning to attend Clinical Science committee and will get some clarification on this matter.</p> <p>Action: MT to ask for clarification on HSST Transfusion routes at Clinical Science Committee at College.</p> <p>NHSBT is planning to propose a consortia approach for a Transfusion HSST with a shared budget and contract between the trust and NHSBT. LR asked the members if they are aware of any previous bid been made. No examples were put forward of anyone linked in this way apart from the general trusts.</p> <p>An issue was raised with regards to OneFile and resolved at the meeting. MT advised the Board members to contact the OneFile helpdesk for any queries going forward.</p> <p>For more information please refer to the report submitted.</p> <p>NHS South: DS reported that they are in the process of commissioning posts for the coming year. Also raised concern about the impact of the Genetics/Genomics Reconfiguration on rotations. MT informed that KJ, HSST trainee rep, is working closely with the ACGS to address this concern.</p> <p>NHS West Midlands: JK reported on a lack of STP funding in particular for Reproductive Science. BF assured the Board that this year is fully funded and full support is available to trainee clinical scientists. The Accreditation team is working very closely with the commissioner and the School is now firmly embedded within HEE so no decisions will be made without the School involvement.</p> <p>NHS North: AR noted she would be retiring from her position and thanked the group members. BF and MT on behalf of School wished her the very best of luck in her retirement and thanked her for her significant contributions over many years.</p>	<p>MT</p> <p> Themed Board Reporting - NHSBT - L</p> <p>DS</p> <p>JK</p> <p>AR</p>			<p>Open</p>
<p><u>10. Report from PPI Representative</u></p>				

<p>Lay member: GR reported that his visit to Gloucester Hospital Biochemistry department on 24th July 2018, hosted by GW and his team was very informative and useful. He had an opportunity to engage with the trainees. The trainees explained their roles, daily routine and different aspects of their job. GR was amazed to see how the Pathology department works. The trainees were also keen to know how GR's role as Lay representative fits into the NHS.</p> <p>GR offered huge thanks to GW and his trainees for their time in introducing him to the various types of Pathology and offices. GR hoped to make more visits across the West Midlands should the opportunity arise in the future.</p>	GR			
11. Programme Updates:				
<ul style="list-style-type: none"> • PTP and Apprenticeships: GW submitted the report and asked members if they had any questions. No concerns were raised. GW provided a brief summary of his report to the members. <ul style="list-style-type: none"> • The School has successfully conducted two Level 2 End Point Assessments (EPA). • EPA was recently provided to more than 20 Healthcare Scientists (HCS) within one region and 15-20 Level 2 apprenticeships were ready for EPA within that region. GW asked if any region, or professional bodies, would like to work with the School and EPA organisation please contact him at the School via email. • GW told the members that application forms are now available to register as EPA assessors. There is an eligibility criterion and forms can be requested from the assessment team at the School. • Members were also informed that employers and providers wishing to use the School to complete their EPA for apprenticeship should contact the School and request the application form. • There are some concerns from the HEIs on the ability to provide EPA within one day, which is a requirement of IFA and Apprenticeship Standards. <p>For more information please refer to the report submitted.</p>	GW  Apprenticeship Themed Board Report			

<ul style="list-style-type: none"> • STP: MT informed the group that all the new and existing cohorts have moved to One File with only a few minor errors reported. MT congratulated the Digital Team for moving so many trainees' records successfully. • HSST: MT submitted a report to the board members. <ul style="list-style-type: none"> • CA was introduced to the members as a representation of MAHSE. MAHSE have organised a number of meetings with regards to roles of workplace supervisors within the research project of DClinSci. • The School and MAHSE had jointly held the HSST networking event on Wednesday 17th October 18 at University of Manchester's Innovation centre. MT thanked MAHSE for their hospitality and hosting the School in Manchester. • HSST accreditation continues to evolve and for those departments taking HSSTs for the first time they will be expected to become accredited and will be sent documentation from the accreditation team at School at the outset. • A HSST Train the Trainer event scheduled to take place on Nov 18 has been postponed due to the low number of trainers registered for the event. • New HSST curriculum are potentially coming available online. • ARP for all the HSST is in progress. • There was a request at the last Themed Board meeting from the HSST trainees to organise a Trainees Representative virtual group meeting face-to-face perhaps once a year and otherwise virtually, that give them a platform to discuss and share their ideas and experience. The request was agreed but MT has not received any feedback with regards to this. JS was asked if there is any update on this and she confirmed that the trainees are working on it but we don't have any formal plan as yet. BF advised JS to contact Josh Newbury at School to arrange and facilitate these meetings. BF is happy to support and attend these meetings. JS to take this back to the trainees. <p>Action: JS to inform HSST trainees with regards to Trainee Representative meetings.</p>	<p>MT</p> <p>MT</p>  <p>HSST Themed Board Report November 2018</p> <p>JS</p>			<p>Open</p>
---	---	--	--	-------------

HSST Exit and IAPS: MT submitted a paper on the Exit process and IAPS. The School has been working hard trying to define an integrated exit plan for HSST trainees in order to confirm an appropriate exit with certification from the programme at the end of the 5 years. MT briefly provided a summary of the exit process for both Life Sciences and Non-Life Sciences HSST trainees. The paper is currently going through the governance procedures at the School and hence is not for onward circulation. The paper will be available on website once approved.
 MT stated that he was happy to take feedback on this paper from the members via email.



For more information please refer to the report submitted.

Professional bodies were especially asked to consider nominating appropriate lead examiners for their particular specialism.

GW and BF thanked MT for all his efforts and hard work in developing HSST exit plan.

12. Updates & Reports from the National School

Accreditation: AW reported as below:

- The school has recently appointed a Senior Quality Manager.
- Over 600 departments have gone through the accreditation process over the last four years. 85% of these departments are delivering STP.
- The school is hoping to finish the 1st cycle of accreditation by the next round of Themed Board meetings.
- A list of accredited STP providers will be published on the website by the end of January 2019.
- The team has started on HSST accreditation and have got 25 departments so far under new documentation.
- The accreditation team has received a good response to annual monitoring and received annual review requests by the departments. The reviews provide useful information i.e. any issues/problems and if there are any changes in the department.
- The accreditation team has reviewed documentations from previous

visits and produced guidance for departments on preparing for the accreditation visit.

- AW informed the members that from their experiences of accreditation visits the team has found an issue with the position of training officers in terms of their experience managing and monitoring STP trainee/s. To overcome this issue the accreditation team has produced a person specification (asked for some seniority, some managerial experience and if they have supported the trainee previously) and guidance for the training officers along with the self-assessment form. The documents will be live from next week. The first to complete these documents will be those new to the process and taking STP in September next year.
- Noted that the team are working closely with the commissioners and will be taking new expression of interests for next year.
- SOC raised a concern of late feedback and/or no acknowledgement from the accreditation team at school of self-assessment forms once submitted by the departments. School to take this on board to resolve it.

Education and Assessment

- OSFA and MRP
GG provided a brief summary of her report on overview of OSFAs' results to the members as below:
Trainees performed exceptionally well with 92% pass rate for Live OSFAs and 73% pass rate for Resits making an overall pass rate of 97%. This is the highest pass rate since 2014. However, the numbers of trainees at OSFAs this year has doubled since 2014. The above result shows how STP and OSFAs have progressed over the years.
Trainees generally perform better at generic OSFAs station than specialists.

Live OSFAs pass rate for each theme are:

- Physical Sciences and Biomedical Engineering - 93%
- Physiological Sciences - 92%
- Life Sciences - 89%
- Clinical Bioinformatics - 88%

Lowest fail rate since 2014 – 24 failed from Live – 22 resits (1 deferred and 1 left).



Report on the
NSHCS STP OSFA 201



NSHCS 2018 MRP
summary report 2018

GG thanked the Board members for their efforts and input to the OSFAs.

SP highlighted the concern with regards to the resources at Resits i.e. more numbers of assessors compared to the small number of trainees sitting an exam. SG said that we would certainly take this on board.

SG briefly explained the plan for the next year OSFAs. Currently, resits take place in September and it has been agreed previously that resits will be offered in November from next year. Hence, trainees will have their Mocks in February, Live in July and Resits in November. SG also informed the meeting that the resits will follow the same format as the Live OSFAs.

The members were asked if they had any questions regarding the papers submitted by the Assessment team to contact SG and/or the team at School.

The Assessment team is planning to bring Mock and Resits together in November 2019, however Mock OSFAs may not be continued going forward as many trainee networks and trusts arrange their own mock OSFAs for their trainees.

MT said that SP has made a very useful comment regarding resources and the School will take this on board and come back to the members with an update.

BF asked members about their views on Mocks and received strong positive feedback from the Board members that they find Mock OSFAs valuable and useful.

For more information please refer to the report submitted.

- Curriculum

CF provided an update on curriculum. The team is working on the recommendations of the review especially changes rotations for trainees.

BF informed the members that STP curriculum review meeting at School has recognised that it is not necessary for the trainees to spend 3 months outside of their department to undertake each rotation unless they have to. It was suggested that the trainee could possibly spend a minimum of 4 weeks outside their department and can carry on with another 8 weeks that should be self-directed learning within their own department. It remains vital that the trainee completes all the learning outcomes, competences and evidence required. BF told that the statement would come out very soon regarding this.

CF said, the curricula review continues to progress and that specialist curricula review group is underway.

CF made a request to the group to consider submitting an Expression of Interests (EOI) for the roles available for review i.e. Specialist Lead Editors and Specialist Curricula Writers who would support the group.

See EOI for Curriculum Review involvement:

<https://healtheducationyh.onlinesurveys.ac.uk/curriculum-review-eoi>

The TOR for the Curricula Review Groups are being sent with these minutes.

- Accredited Scientific Practice (ASP):

There is information available on the School website at:

<http://www.nshcs.hee.nhs.uk/join-a-programme-asp/accredited-scientific-practice>

The process is now defined as = a two-stage process. Departments who wish to engage in the process should inform the School of the modules they wish to choose for their workforce.

The programme will start in September 2019; application closes end of April 2019. Therefore any proposal for ASP should be with the School by the end of this year.

Any queries please contact CF at School.

Digital Team: No representative was present at the meeting. MT thanked the team for their hard work on OneFile.

13. A.O.B

School Restructure: BF provided a brief background of the consultation at School and how the School is restructuring at present. The School has expanded the numbers along with the increase in STP numbers and having HSST on board. One of the major changes the School is intending is to introduce full time scientists based within the School to interact and integrate into teams at the School and HEE. Also, planning to recruit a group of people to help CF with Curriculum and apprenticeship agenda.

The School is planning to recruit minimum of 6 full time scientists (including BF as full time scientist).

- 4 scientists as Training Programme Directors –2 to lead STP, 1 to lead HSST and 1 to lead the apprenticeships and undergraduate (PTP) programmes.
- A 5th scientist to develop Clinical Academic Careers is to be recruited. This post is for 2 years.
- To run and develop the EPA curricula the School is advertising 2x 2 years posts at Band 8a and Band 5 (though these do not necessarily need to be scientists).
- In addition 1 Band 5 and 1 Band 7 position will be recruited to help and support CF with curriculum development.

This restructure increases the School from 37 to 45 posts with 8 new positions.

BF requested Board members get the message out to their colleagues and departments and can contact her for more information about the posts and opportunities available at the School. BF said that she is happy to discuss and consider different ways to recruit e.g. job share, secondment etc.

Date & Time of next meeting

TBC

ACTION LOG

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
22/11/16	It was suggested that a survey could be done across representatives of all the themed boards to see how many are involved in events like healthcare science week ACTION MT to take to SMT for discussion	Update 28/02/17 – Taken to SMM. Update 07/11/17 Currently recruiting to Stakeholder Engagement Manager Post following departure of interim Comms Manager. To reopen when restructure complete.	School	ASAP	Pending
28/02/17	The trainee representative group are doing a survey on participation in healthcare science week and could possible also capture how much departments are involved. Michelle Madeley from the School to be put in contact with the group	21/03/18 - To go to Trainee Representation Group	KJ	ASAP	Pending
28/02/17	Haematology for Level 4 standard in Healthcare Science Associate – provide indicative content as examples to Gill Manning or Nicky Fleming	21/03/18 - Has now gone live	All	ASAP	Closed
27/06/2017	School to look at MOU forms – and discuss the sharing of data between organisations	Update 07/11/17 Noted that Jo Brinklow at RCPATH was engaging with commercial advisers and would feed back to the School. CA to liaise with JB 21/03/18 – School is taking advice from MAHSE and RCPATH and to comply with General Data Protection Regulations Documents have been updated	CA JB/RCPATH MT	ASAP	Closed
27/06/2017	RC to email NF regarding ASP and Level 6 apprenticeships for her to follow up post meeting		RC/NF	ASAP	Closed
27/06/2017	AR would it be possible to write an 'idiots guide' of what trainees expect and not expect from their training officers? MT this could possibly be something could be presented at induction?	Requested further feedback 21/03/18 – Take to trainee representative group Advisory document available on web-site	Trainee Reps	ASAP	Closed
21/03/2018	SOC raised that she has not received proposals for FRCPATH part 2 as expected. MT to raise with MAHSE at the next meeting with them to ensure communication between the Royal College and MAHSE.	Advised that this is happening but timescale for responses needs to be reviewed. A meeting of the school, MAHSE and RCPATH is recommended	MT	28/03/18	Pending

21/03/2018	HSST Train the Trainer. The School will send an invite to the themed board members for information next time. If members think they should have been invited they should email the School with their information and who their trainee is so the database can be updated with their details.		School All	July ASAP	Closed Closed
21/03/18	Apprenticeships. Would anyone be interested in becoming an assessor for EPA or write assessment material? Volunteers to email School / GW.		All	ASAP	Closed
21/03/18	Clarity needed over exit criteria for HSST. MT understanding is exit with certification from HSST is sufficient to apply for and attain registration – AHCS understanding also – ATB will take back to AHCS		ATB	ASAP	Pending
21/03/18	MT is going to raise with MAHSE about representation on Themed Board.	Representation now agreed by MAHSE	MT	28/03/18	Closed
21/03/18	Royal College of Pathologists requests School representation on a histopathology support sub group. GvS email MT to request representation	No follow-up from College received	GvS	ASAP	Pending
21/03/18	OSFA stations to be submitted to Glasscubes		MD / DR / All	26/03/18	Closed
21/03/18	Genomic Counselling requested feedback on the recruitment process, how many apply, how many people are involved in shortlisting /interviewing. School to provide feedback following recruitment.	Feedback available	School	August	Closed
21/03/18	Explore having commissioner representation on theme board	Awaiting stability amongst lead commissioner prior to issuing invitation.	MT	ASAP	Pending
21/03/18	Curriculum review survey being sent to members, please fill in		All	ASAP	Closed
21/03/18	Board members to think about what they think the roles and responsibilities are for training officers. Please feed in thoughts to the School via next Themed Board.		All	July	Closed
06/11/2018	Employers – NHS London: An issue regarding salary support contribution for STP trainees for 2018/19 academic year mainly in London consortium as all the STP trainees are employed and paid by St. Georges Hospital Trust	Action: GW to take this to the HCSING meeting on Friday 09 th Nov 2018. Offer update via minutes on outcome. Escalated at HCSING for BF to follow-up,	GW BF	Nov ASAP	Closed Open

06/11/2018	<u>HSST Trainee:</u> KJ's on-going work with ACGS to set up a working group to look at year one rotations post-genomics reconfiguration.	Action: KJ to prepare report for the next themed board meeting.	KJ	At the next Themed Board Meeting	Open
06/11/2018	GR requested to add his comments regarding his successful visit to Gloucester Hospital hosted by GW. Action: MKh to add Gary's comments to the minutes.	Comments added to the minutes from 20 th June 2018.	MKh		Closed
06/11/2018	<u>STP Interviews Questions workshop:</u>	Action: DT agreed to send bank of STP questions to the recruitment team at the School.	DT	ASAP	Open
06/11/2018	<u>HEI Manchester University:</u> A concern was raised by PMc that few trainees with 2:2 degree qualification are coming to the university with conditional offer i.e. below acceptance criteria.	Action: School need to take this issue to the next Steering Group meeting to be discussed.	NSHCS to be discussed at the next Recruitment Steering Group meeting		Open
06/11/2018	<u>STP Trainee Rep:</u> A concern was raised with regards to STP fund and dealing with the expenses within a particular trust/department. MT agreed to discuss this issue with the HealthCare Scientist Lead in the first instance. Action: MT to contact Healthcare Scientist Lead	MT contacted the HCS Lead on 07/11/2018 HCS Lead and trainee in communication.	MT		Closed
06/11/2018	<u>HSST Trainees:</u> More guidance for supervisors to sign off competencies on OneFile.		NSHCS		Open
06/11/2018	<u>ACGS:</u> RW to come back to School with more specifics with regards to communication issue.		RW		Open
06/11/2018	<u>HSST Trainees:</u> if a midway Induction day for HSST trainees would be arranged for mid cohort for all themes to share ideas and views	Action: School to take the idea back to discuss.	NSHCS		Open
06/11/2018	MT to send information on intellectual property to Ruth Evans.	Angela Daly sent out the intellectual property document to Ruth Evans on 13 Nov 18.	MT/NSHCS		Closed
06/11/2018	MT to ask for clarification on HSST Transfusion routes at Clinical Science Committee at College.		MT		Open

06/11/2018	HSST Trainees (TRG meeting)	Action: JS to inform HSST trainees with regards to Trainee Representative meetings.	JS		Open
06/11/2018					
06/11/2018					

DRAFT