

National School of Healthcare Science
LIFE SCIENCES THEMED BOARD MEETING
18th March 2019 - 10:30-15:30

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

Chair: Prof. Berne Ferry

Attending: Alan Wainwright (AWa), Carol Ainley (CA), Dan Smith (DS), Elizabeth Plumb (EP), Gary McDowell (GMc), Graham Wilson (GW), Jasbir Daine (JD), Laura Boyes (LB), Lianne Rounding (LR), Michael Carroll (MC), Michele Branscombe (MB), Nicola Gould (NG), Philip Macdonald (PMc), Rita Garcha (RG), Rosemary Harris (RH), Sanja Ugrinovic (SU), Sheila O'Connor (SOC) and Stuart Sutherland (SS).

Apologies: Allan Wilson (AWi), Alison Taylor Beadling (AT), Alison Whitelegg (AWh), Andrew Usher (AU), Angela Daly (AD), Anne White (AWh), Craig Donaldson (CD), Dave Walker (DW), David Eccleston (DE), David Sanders (DS), Deborah Taylor (DT), Deborah Sage (DSa), Derren Ready (DR), Donna Fullerton (DF), Edward Hinchliffe (EH), Frances Boa (FB), Gary Robinson (GR), Gerry van Schalkwyk (GS), Jane Soden (JS), Jason Kasraie (JK), Kathryn Jones (KJ), Lisa Coulhwaite (LC), Louisa Lee (LL), Louise Hyslop (LH), Lucinda Hall (LHa), Rhian White (RW), Sarah Peacock (SP), and Shona Harrison (SH).

Minutes: Mehwish Khan (MKh)

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DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
1.Welcome and apologies				
BF thanked the board members for their attendance at the meeting and noted apologies.	BF			
BF welcomed and congratulated Graham Wilson to be appointed as Apprentice and Undergraduate Training Programme Director at School.				

The group members were given a brief overview of the changes in School by BF. The School is working closely with the Deanery and Commissioning Bodies to get the School recognised as part of Healthcare Science. BF informed the members that how School works with all the Healthcare institutions and provides various specialisms and disciplines for training programmes.

The curricula team at School is working across all the themes to develop curricula.

The School has merged Accreditation and Recruitment team to work closely with National Commissioning team, Professional Bodies and Higher Education Institutes (HEIs). The aim of merging the teams is to ensure that departments are accredited to support trainees before School commissioned the department for recruitment purposes.

The Education and Assessment team is continuing to develop and grow and will be appointing new Head of Education and Assessment.

The members were informed that the School has now appointed 6 full time Scientists across the themes to oversee HSST and STP. BF introduced Lisa Ayers appointed as HSST Training Programme Director and Jane Lynch as STP Training Programme Director to the members.

RH raised the concern that there is a lack of patient group involvement in the School and patients will be needed to get the School recognised in NHS trusts.

The group discussed the quality of departments accredited by UKAS and the Accreditation team at the School. SOC said that UKAS accreditation doesn't guarantee quality of training departments. RH enquired if UKAS accreditation is part of the Accreditation process at School. BF confirmed that the School were working with UKAS, the processes were currently separate but UKAS would be observing future School accreditation events.

DS highlighted that process can be on hold on UKAS due to re-organisation, however this doesn't indicate that there are issues.

BF

<p>LB requested if more information can be made available on School website with regards to Professional Support Group. BF suggested to bring the discussion to the next meeting and discuss how to formalise the process.</p> <p>Action: To discuss Professional Support Group at the next meeting.</p>	All			Open
<p>2. Minutes and Actions outstanding from previous meeting held on: 06th November 2018</p>				
<p><u>Minutes from 06th November 2018</u></p> <p>Page 4 – 3rd bullet point – to add a line “Level 6 non-integrated degree”. Page 8 – IBMS – to add “one-year student free membership”.</p> <p>Action log updated. Please refer to Action Log.</p>	GW DS			
<p>3. Topic of the Day</p>				
<p>Workshop - STP Training Analysis</p> <ul style="list-style-type: none"> • Assessment for Learning and Feedback on STP • Training Plan, Monitoring & Reviewing Progress on STP <p>SS and JD from NSHCS delivered the workshop. The purpose was to capture ideas from the members regarding good working practice in the workplace.</p> <p>SS briefly explained the summary of STP analysis survey to the members.</p> <p>The members were asked to create groups of 4-3 people and work as a team on the activities. Paperwork was given to the groups to write their ideas and statements.</p>	ALL			

<p>Activity 1: What makes good competency evidence? How do you make it work?</p> <p>The groups discussed how important it is to define the competency and shared their ideas with each other. Members define competency as:</p> <ul style="list-style-type: none"> - Practical evidence - Awareness - Master of skills <p>Activity 2: Good planning, behaviours and good training planning.</p> <p>Members were advised to work on statements within their groups to define what makes training plan and behaviours good at workplace. Following are the statements shared by the groups.</p> <ul style="list-style-type: none"> - 121 meetings to review progress - Flexibility - Be honest with the trainees - Peers reviews - Back up strategies - Communications - To support the mechanism for trainees both from School and HEIs. <p>All the paperwork was collected by the School to collate all the ideas shared by the groups.</p>				
4. Report from the Academy of Healthcare Science				
No representative was present at the meeting. No report was submitted.	AHCS			
5. Reports from HEI's				
<p><u>Queen Mary University London:</u></p> <p>MB informed the members that they are exploring the possibility of distance learning. Information has been sent via email. However, it is too late for this year and therefore planning to implement next year. MB highlighted that the university needs commitments on numbers of</p>	MB			

trainees as permission wouldn't be granted for small number of trainees. BF is happy to support the process.

University of Manchester:

PMc briefly provided an update on STP students at the university.

- 36 students this year, intending to take some from Scotland.
- Year 1 – 43 Blood Sciences – 1 haematology pathway student left. No reason was provided.
- Professional practice passed.
- Year 2 – all the teaching and most of the assessment now completed. 2 Biochemistry trainees failed – resits in summer.
- Year 3 – all teaching is now completed. The exam board has brought the dissertation deadline forward so the trainees can focus on Mock OSFAs and complete their competencies and evidence on OneFile.

PMc highlighted that one of the Blood Sciences third year trainees has missed of his third teaching block due to health reason. The university has organised online material and plan for the trainee. However, the trainee is now requesting extra teaching which university is unable to provide. BF suggested to contact the School and discuss this issue further with employers and commissioners.

MAHSE:

Annual Research Day scheduled in June 2019. Workshop was arranged by MAHSE to provide Research and Dissertation support, highly attended by trainees and supervisors. BF suggested that trainees should start planning for their research projects at the beginning of their last year of the training. BF also emphasized that for rotations trainees do not need to leave their department physically for full 3 months. The members were informed that the letter has been sent to the research departments. However, members requested letter to be resent as they have not received it.

It was reported by the members that some trusts are not willing to sponsor the projects therefore students must change their projects as not under the remit of ethical review. Some discussed that this shouldn't be an issue as the students get the ethics from their workplace. The

PMc

CA

<p>board members decided to discuss this issue further at HEI Networking day scheduled for 3rd April 2019.</p> <p>DS informed that this process is long, and the employers are not too good enough to agree to sponsor, causing students to contact their universities as the they are approaching deadlines.</p> <p><u>Manchester Metropolitan University:</u></p> <p>MC provided numbers of current STP trainees to the members. Informed that the teaching block is completed. Exams are scheduled for May-June 2019. The issue was raised in relation to signing off competencies as they don't feel competent to sign them off. BF agreed to discuss this matter with MC.</p> <p><u>DClinSci – MMU:</u> GMc reported:</p> <ul style="list-style-type: none"> - All 31 Life Sciences trainees across 5 cohorts are on track and completed their teaching blocks. There are few students' interruptions for various reasons. - PTP last meeting held in October 18. Next meeting is scheduled for 16th May 19. <p>It was raised that PTP Life Sciences attrition rate is high at present since PTP has closed largely and very few opened now. Also, the leaving support is coming from Department of Health and not HEE.</p> <p>BF said that first version of PTP review will be going out to the members for discussion and comments.</p>	MC			
6. Reports from Trainee Representatives				
<p><u>STP Trainee Rep:</u> Apologies from LL. No report was submitted.</p>	LL			

<p><u>HSST Trainee Rep:</u> Apologies from KJ and JS. Please see an update below provided by the trainee reps for the members.</p> <p>“At the January WDC (ACGS) meeting, a suggestion was made for holding a face to face HSST day. I was asked to see what kind of things HSSTs would like to discuss at such an event”. An email was sent to all HSSTs by the NSHCS on behalf of KJ and JS- Feedback will be given at the next themed board meeting.</p> <p>JS also provided an update on the action she had from the last meeting i.e. Action: JS to inform HSST trainees with regards to Trainee Representative meetings. (page 14)</p> <p>“I discussed this briefly with the other trainee reps but at the present time, most of these reps are busy with other requirements such as FRCPPath part 2 preparation and suggested that discussing meetings should be re-visited after the exam (April 2019).”</p>	KJ and JS			Closed
7. Reports from Professional Bodies and Colleges				
<p><u>British Society of Haematology (BSH):</u></p> <p>SOC highlighted that trainees appreciate free membership. It is opening way to fund rotations abroad. It was also discussed that there should be a better way for STP trainees to go onto HSST programme. She said that there is an artificial block for trainees to progress onto HSST.</p> <p>SOC also raised the issue in relation to employment history on STP application form. As the employment history is not available for short listers. Members said it is good to know applicants voluntary work history for short listing purposes.</p>	SOC			

<p>Action: School to check with recruitment team regarding applicants' employment history being available to short listers.</p> <p><u>Institute of Biomedical Sciences (IBMS):</u></p> <p>AW reported that they are now waiting for the ACPC audit results.</p> <p><u>Association for Clinical Genomic Science (ACGS):</u></p> <p>Report submitted by RW. Questions raised by the members of ACGS:</p> <ol style="list-style-type: none"> 1) Who will be the HSST lead now that Mike Thomas has stepped down 2) Who are the life sciences professional leads 3) What is the current plan/progress with accrediting centres that do HSS <p>Responses were given as below: Q 1 & 2: BF informed Dr. Lisa Ayers is taking over Mike Thomas and appointed as HSST Training Programme Director. Professional Leads have been replaced by full time Scientists as Training Programme Directors.</p> <p>Q3: LP reported that accreditation process for HSST is in progress.</p> <p>A concern was raised by SOC with regards to Genomics configuration and its implications on trainees and how training is delivered.</p> <p><u>Association of Clinical Embryologists (ACE):</u></p> <p>LH submitted the report. A question was asked regarding an update on timelines for the curriculum review.</p> <p>BF said that the information has been communicated to lead writers and relevant stakeholders. However, members reported that communication has not been received by them in relation to curricula review and Lead writers.</p>	<p>NSHCS</p> <p>RW</p> <p> Themed Board Reporting ACGS 18_</p> <p>LH</p>			<p>Open</p>
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Action: Letter to be resent to all professional bodies and themed board members.

It was also reported that invite has not been received by the universities regarding curriculum review via email. The universities received this information on School's twitter account.

Please refer to report for further information. No item was noted for discussion.

British Society for Histocompatibility and Immunogenetics (BSHI):

Apologies from SP. A report has been submitted. Please see the attached report for an update.

SG has confirmed that Sandra Lloyd has been involved in OSFA station development along with the H&I OSFA team. The Lead Station Writer is Natalia Diaz Burlinson.



ACE Themed Board
Reporting March 20

SP



BSHI - NSHCS
Themed Board Repc

Open

8. Reports from Employer Representatives				
<u>NHS Blood and Transplant</u>				
<p>A report was submitted by Ruth Evans raising issues in relation to Haematology and Transfusion curricula at all levels. Please refer to the attached report.</p> <p>BF suggested to set up a teleconference to discuss the issues.</p> <p>Action: Phone call to be set up to discuss this matter with GW, SOC, LR and BF and bring back the results.</p>		<p>LR</p>  <p>Transfusion and Haematology Qualif</p>		
<u>NHS South:</u>				
<p>No representative was present at the meeting.</p>				
<u>NHS West Midlands:</u>				
<p>No representative was present at the meeting.</p>				
<u>NHS North:</u>				
<p>No representative was present at the meeting.</p>				
9. Report from PPI Representative				
<u>Lay member:</u>				
<p>RH asked how School is approaching trainees and training officers to give them information regarding the support service provided by School for trainees in difficulty.</p> <p>BF said that she is attending meetings and conferences to talk about the re-structure of the School. The School is also sending newsletters to the relevant stakeholders to give them more information about trainee support. LP also attends STP meetings and provide information at the meetings.</p>		<p>RH</p>		

In addition to this, BF said that the Rose Guide will be available at the end of summer this year and would answer all the questions. The board members were advised to look at Sarah Peel's presentation given at one of the Train the Trainer events which gives useful information about trainee support.

10. Programme Updates:

- **PTP and Apprenticeships:**

GW briefly provided an update on End Point Assessment (EPA) for apprenticeships.

It was reported that EPAs for Level 2 and 4 apprenticeships at Yorkshire and Humber region were successful. The region has been awarded for 30 HCS across Yorkshire region. The trainees have completed EPA in the following specialisms:

- Infection Sciences
- Blood Sciences
- Vascular Sciences
- Audiology
- Histopathology and
- Cardiac Science

The School is now arranging first EPA for Physical and Engineering Level 6 non-integrated degree.

GW introduced Amrita Nanra as End Point Assessment Co-ordinator at School. EPA manager has also been appointed.

GW told the members that the School is intending to recruit EPA assessors. This is an incentive for the departments as this will generate income for releasing EPA assessors.

<ul style="list-style-type: none"> • <u>HSST:</u> <ol style="list-style-type: none"> 1. <u>Evidence relating to curriculum and mapped to SOP's</u> More information and report to be provided at the next meeting. 2. <u>Worked up submissions of Evidence</u> More information and report to be provided at the next meeting. 	NSHCS			Open
<u>12. Updates & Reports from the National School</u>				
<p><u>Curricula and Development of ASP:</u></p> <p>Chris Fisher – Curricula manager at School submitted report. Please refer to the report for updates on curricula development.</p> <p>Roles and Responsibilities for Specialty Lead Editor are now finalised and attached with the minutes.</p> <p>For more information please visit NSHCS website: http://www.nshcs.hee.nhs.uk/curricula</p> <p>The Curriculum team are now recruiting for Lead Editors for the following specialties:</p> <ul style="list-style-type: none"> ○ Life Sciences- Blood Sciences <ul style="list-style-type: none"> ▪ Clinical Biochemistry - https://healtheducationyh.onlinesurveys.ac.uk/curriculum-lead-editors-biochemistry ▪ Haematology & Transfusion Science- https://healtheducationyh.onlinesurveys.ac.uk/curriculum-lead-editors-haematology-transfusion-science ▪ Clinical Immunology- https://healtheducationyh.onlinesurveys.ac.uk/curriculum-lead-editors-clinical-immunology 	<div style="text-align: center;">  Curriculum Review Themed Board Repo </div> <div style="text-align: center; margin-top: 20px;">  Curriculum Review Group Roles and Re </div>			

<ul style="list-style-type: none"> ▪ Histocompatibility & Immunogenetics- https://healtheducationyh.onlinesurveys.ac.uk/curriculum-lead-editors-histocompatibility-immunogeneti ○ Physical Sciences- Medical Physics <ul style="list-style-type: none"> ▪ Radiotherapy Physics- https://healtheducationyh.onlinesurveys.ac.uk/curriculum-lead-editors-imaging-with-non-ionising-radiati ▪ Imaging with Non-Ionising Radiation- https://healtheducationyh.onlinesurveys.ac.uk/curriculum-lead-editors-imaging-with-non-ionising-radiati ▪ Imaging with Ionising Radiation- https://healtheducationyh.onlinesurveys.ac.uk/curriculum-lead-editors-imaging-with-ionising-radiation ▪ Radiation Safety- https://healtheducationyh.onlinesurveys.ac.uk/curriculum-lead-editors-radiation-safety • Recruitment- http://www.nshcs.hee.nhs.uk/about-us/school-vacancies. 				
13. A.O. B				
<p>Sheila O'Connor (SOC) retiring in October 2019 and will do gradual handover at the next themed board meeting. SOC is keen to bring new people for station writing. BF advised to contact Sandie Gay – Deputy Head of Education and Assessment at School regarding station writers.</p> <p>PMc reported that they have received less STP applications for shortlisting this year. BF advised this was due to high number of volunteers for shortlisting. The number of STP applications has not decreased and there has been an increase of 33% in demand for the STP.</p> <p>CA raised that they have not been notified of change to recruitment process. Trainees need to complete application form before they do their aptitude test. The university has been informing prospective candidates that they need to do the test first.</p> <p>Action: School to check this with Recruitment team.</p>				Closed

Recruitment team confirmed that there is no change to the process and this is always been the case. The prospective candidates must complete the application form before they attempt the aptitude test.

Date & Time of next meeting

TBC

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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. 18/03/19 – BF suggested to set up events calendar to shared with all themed board members.	School	ASAP	Open
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	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	Closed

21/03/18	Royal College of Pathologists requests School representation on a histopathology support sub group. GvS email MT to request representation	BF is working on this	School/BF	Ongoing	Open
21/03/18	Explore having commissioner representation on theme board	Awaiting stability amongst lead commissioner prior to issuing invitation.	MT	ASAP	Pending
06/11/2018	<u>Employers – NHS London</u> : 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. BF liaised and discussed with Commissioners.	GW	Nov	Closed
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	<u>STP Interviews Questions workshop</u> :	Action: DT agreed to send bank of STP questions to the recruitment team at the School.	DT	ASAP	Closed
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		Closed
06/11/2018	<u>HSST Trainees</u> : More guidance for supervisors to sign off competencies on OneFile.	In Progress	NSHCS		Open
06/11/2018	<u>ACGS</u> : RW to come back to School with more specifics with regards to communication issue.		RW		Closed
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 ask for clarification on HSST Transfusion routes at Clinical Science Committee at College.		MT		Closed
06/11/2018	HSST Trainees (TRG meeting)	Action: JS to inform HSST trainees with regards to Trainee Representative meetings.	JS		Open
18/03/2019	To discuss Professional Support Group at the next meeting. (item:1)		All		Open

18/03/2019	School to check with recruitment team regarding applicants' employment history being available to short listers. (item:7)		NSHCS		Open
18/03/2019	Letter to be resent to all professional bodies and themed board members regarding curricula review. (item:7)		NSHCS		Open
18/03/2019	Phone call to be set up to discuss the issues raised by Ruth Evans regarding haematology and transfusion curricula at all levels with GW, SOC, LR and BF and bring back the results. (item:8)		NSHCS, SOC and LR		Open

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