

National School of Healthcare Science
LIFE SCIENCES THEMED BOARD
Wednesday 21st March 2018, 11:00-15:30

Radisson Blu Hotel, 12 Suffolk Street, Queensway, Birmingham B1 1BT

Chair: Mike Thomas (MT).

Attending: Alison Taylor-Beadling (ATB), Amanda Robson (ARo), Andrew Williams (AW), Chris Penfold (CP), Craig Donaldson (CD), Dan Smith (DS), Deborah Sage (DS), Elizabeth Bateman (EB), Gary Robinson (GR), Gerry van Schalkwyk (GvS), Hazel Borthwick (HB), Jason Kasraie (JK), Kathryn Ainsworth (KA), Kathryn Jones (KJ), Laura Boyes (LB), Lianne Rounding (LR), Louisa Lee (LL), Lucinda Hall (LH), Matthew Diggle (MD), Michael Carroll (MC), Paul Ganney (PG), Rhian White (RWh), Sheila O'Connor (SO), Stephanie Brooks (SB), Suzanne Chamberlain (SC).

Apologies: Alan Wainwright (AWa), Alex Richter (AR), Allan Wilson (AWi), Andrew Usher (AU), Angela Daly(ADy), Angela Davies (AD), Behdad Shambayati (BS), Berne Ferry (BF), Bryan Woodward (BW), Carol Ainley (CA), Dave Ecclestone (DE), Dave Walker (DW), Derren Ready (DR), Frances Boa (FB), Graham Wilson (GW), Jane Soden (JS), Katharine Hayden (KH), Kirsty Dodgson (KD), Louise Ayers (LA), Michelle Bishop (MB), Michele Branscombe (MBc), Nicky Fleming (NF), Nicola Monks (NM), Philip Macdonald (PM), Rachel Cutting (RC), Rachel Webster (RW), Robina Quireshi (RQ), Rob Shorten (RS), Rosemary Harris (RH), Ruth Evans (RE), Stuart Sutherland (SS), Vivek Dhir (VD)

Minutes: Stephanie Pinches (SP), Zakkiya Moyeed (ZM).

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DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
Welcome and apologies				
Rob Shorten is no longer on the group – remove from membership	SP	ASAP		Closed
Minutes & Actions outstanding from previous meeting: 07/11/2017				
Page 2 AGCS should be ACGS Page 6 Lite version not late Minutes were approved with above changes, to be published on School website	SP	ASAP	Changes made as requested.	Closed
Matters not elsewhere on the Agenda				
Is there guidance for HSST exit strategy for bioinformatics? They follow the same route as physical scientists; they have to do the D.Clin.Sci.				
There has been an update on website about HSST training, does the School				

DISCUSION / ITEM	OWNER	DUE	PROGRESS	STATUS
expect trainees to check the website regularly or will there be communications? The School responded that an email is being prepared to send now.				
SO 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.	MT	28/03/18		Open
<p>Some members questioned if dates for HSST train the trainer are being circulated enough as they did not receive invites.</p> <p>HSST train the trainer was yesterday and there won't be a train the trainer until Autumn now, information will be on the website.</p> <p>The School will send an invite to the themed board members for information next time.</p> <p>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.</p>	<p>School</p> <p>All</p>	<p>July</p> <p>ASAP</p>		<p>Open</p> <p>Open</p>
Apprenticeships				
<p>Suzanne Chamberlain spoke about apprenticeships</p> <p>The School is now a registered assessment organisation and registered to provide apprenticeships and End Point Assessments- EPA</p> <p>The School has to demonstrate they are independent from trainee and the assessors are independent</p> <p>School has the IP for the curricula so any updates to it go through the School who work with Pearson.</p> <p>Other assessment providers of EPA are Pearson and NOCN. It is the employer's choice.</p> <p>Would anyone be interested in becoming an assessor for EPA or write assessment material? Volunteers to email School / GW.</p> <p>The assessments include professional practice test, professional discussion with assessor and observation of tasks in workplace.</p> <p>Focus is on level 2 apprenticeships with first EPAs to be delivered later this year.</p> <p>Apprenticeship levels are about 1 level lower than agenda for change bands.</p>	All	ASAP		Open
<p>Level 6 apprenticeship – Craig Donaldson provided an update.</p> <p>EPAs have to be taken as part of the degree and not after as that would</p>				

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involve a cost.				
Assessors often collaborate, may not be completely independent. They have to be from an independent organisation to the trainee and cannot have taught the trainee or been involved with their workplace training				
Employers that pay a levy whether or not they have apprentices. This impacts across the Trust not just for scientists, with many doing nursing / admin apprenticeships.				
Would the Institute of Biomedical Science provide EPAs? They are having a discussion on this as the issue is getting the assessors. Royal College of Pathologists would not be involved as it is a lower level.				
Report from the Academy of Healthcare Science				
AHCS have started to get on board with formal reporting to Themed Boards.				
Beth Dodson has now left, and the point of contact is Louise Collins for equivalence. https://www.ahcs.ac.uk/about/contact-us/ Elaine Jenkins is the Academy lead on Apprenticeships.				
23 rd March is the deadline for professional bodies to respond to Workforce Strategy consultation and promote healthcare science. School has responded.				
MT – still no clear statement from the Academy HSST exit with certification is sufficient to apply for and attain registration on the Higher Specialist Scientist Register. That is likely the AHCS understanding also but it needs to be transparent through a formal statement. – ATB will take back to AHCS	ATB	ASAP		Open
There is no lead for Bioinformatics at AHCS. AHCS have not had interest. PG suggests they contact IPEM for volunteers.				
Reports from HEI's				
Manchester Metropolitan University				
MC reported – MSc in Cellular Science, 12 Reproductive Science and 1 Histopathology are due to graduate in July 2018, the last teaching is complete and research projects going well. Of the recently completed cohort within 3 months of completion: 80% were employed by NHS 20% employed other and 60% on band 7. Strikes have had no impact on teaching.				
Nottingham University				
CP reported – 27 genetics, 4 microbiology expected to graduate in July and				

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<p>this will be the last cohort going through Nottingham. Most learning is done by distance. The university is involved in the strike but STP not affected.</p>				
<p>MAHSE MT reviewed written report. The strike has affected Manchester University – HSST Clinical Science affected but STP teaching still went ahead. Trainees who had expenditure relating to travel and accommodation will be reimbursed by Manchester. University will mitigate against any effect of strike action on training / performance. Trainees have received a statement from MAHSE and have contact details to use if they have concerns. Trainees have been given presentation files from previous year but have had no face to face teaching time and they still have to do the assignment. May become a contractual issue for HEE to engage with MAHSE.</p> <p>MT is going to raise with MAHSE about representation on Themed Board.</p>	MT	28/03/18		Open
<p>QMUL MT reviewed report provided by Michelle Branscombe. The strike had no impact to assessments and minimal impact on teaching. On line learning was provided to compensate for 2 lectures missed.</p>				
Reports from Trainee Representatives				
<p>Louisa Lee reported on behalf of STP trainees Trainees concerned about mental health, an online support group has been set up by the TRG and it would be helpful if the School could reiterate support available to trainees. The School cannot provide pastoral support, just advice to go through employer/supervisor. Employer’s occupational health departments will be able to provide support services. Training officers should provide mentoring / pastoral support as part of their role. These points were raised at Train the Trainer. Employees can usually apply for counselling themselves, does not need to go on employment record. Infogram on School’s website.</p> <p>Some trainees are only having 2 week rotations. Is there a minimum rotation period? Should be 12 weeks in length. School accepts there are</p>				

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<p>issues with availability of departments to accept trainees and rotations are being reviewed as part of curriculum review. Trainees have to be able to complete the competencies and assessments in the time spent at the rotation. Mid term review of progression for STP will help flag issues.</p> <p>Trainee raised concerns around financing accommodation for university periods or training at other departments. Recommend trainees have conversation locally with employer, if no progress raise with local commissioner and copy School in. Commissioners provide funding. Trainees to contact the School if having trouble.</p> <p>Histopathology trainee – currently employed Clinical Scientists have very varied roles and worried learning things on STP that won't be used as a Clinical Scientist. SO – definitely a role for Clinical Scientists in Histopathology.</p>				
<p>Kathryn Jones reported on behalf of HSST trainees Received more positive responses to the survey than previously. Trainees requested more guidance on OneFile, what should be put on going forward and historically? The difficulty is incorporating specialist curriculum as it maps differently. MT advised that when you create new evidence put a link to curriculum library where it may map back to, can map to more than one part, and will be reviewed by panel at end of training. Programme is bespoke to trainee, system is not, and it is up to training officer to confirm that requirements have been met and sign off. How much of the curriculum needs to be completed? The College exams in each specialty will assess if the trainee has met the requirements of the curriculum. Hence obtaining FRCPath essentially indicates that you have met the requirements of curriculum.</p> <p>Still a lot of people commenting on lack of engagement from department and not being given time to train. Hopefully that will have improved with the deployment of HSST Train the Trainer events. Response from people attending HSST Train the Trainer is quite positive, people have been surprised by amount of support the workplace is required</p>				

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<p>to give to a trainee. Some medical staff have attended HSST Train the Trainer and have been involved in developing the curriculum. In some departments there is still resistance to Clinical Scientists working alongside medical staff.</p> <p>Maternity leave and returning to work part time– there is guidance on website. Bound by statutory requirements, if trainees return part time that will be taken into account</p> <p>If have to resit Viva how will the affect completion? There is guidance and allowance. Two outcomes complete or need more evidence. May need to ask for demonstration of continuing professional development.</p> <p>Raised concern over strike action and the impact on student progression.</p>				
Reports from Professional Bodies & Colleges				
<p>Royal College of Pathologists Reported there has been established a HSE pathology workforce working group. Invited Graham Wilson to support histopathology sub group. Berne Ferry is on the task and finish group. Currently we do not have a Professional Lead in the area. SO volunteered to input. GvS email MT to request representation</p>	GvS	ASAP		Open
<p>British Society of Haematology SO reported better engagement of the British Society of Haematology about STP and clinical scientists.</p>				
<p>British Society for Histocompatibility and Immunogenetics Uptake good, including 2018.</p>				
<p>Association for Clinical Genomic Science Concerns regarding STP rotations and impact of reconfiguration of Genomics happening 1st October 2018. There will be a reduced number of laboratories available. In North West 30 posts have been commissioned that would need a genomics rotation, but following the reconfiguration there isn't the capacity to accommodate these numbers.</p>				
<p>Institute of Biomedical Science Active discussion around apprenticeships. Will be feeding in to workforce review. Worried about disruption of staff, 21 regional pathology networks</p>				

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across England.				
<p>ACB Microbiology Continuing to train new assessors. Requested to review OSFA stations and outcomes across the year. School will provide data School happy to facilitate OSFA station writing meetings.</p> <p>Submit stations to Glasscubes for Microbiology</p> <p>MSc in London is excellent course but because it is day release face to face teaching it is expensive for non-London based trainees. Noted that there would be a new round of contract review meetings happening with HEIs.</p>	MD / DR	ASAP		Open
<p>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.</p>	School	August		Open
<p>ACB Immunology Finding it difficult to write questions. School can support a cross-specialism station writing day. There is a year 1 HSST in immunology who is not a Clinical Scientist in Immunology, how has this happened? Information to be send to School.</p>	EB	ASAP		Open
<p>ACB Clinical Biochemistry In discussion about developing HSST in paediatric biochemistry. Have concerns with equivalence and have AHCS rep coming to next meeting of Education Committee.</p>				
<p>Association of Clinical Embryologists Have new trainees for 2018 that employers are paying for. Engaged with apprenticeships. Rotations – always had problems with histopathology and cytopathology. Pilot scheme for self-funding to roll over?</p>				
Reports from Employer Representatives				
<p>West Midlands has no reproduction science posts commissioned. Decision on commissions is out of Schools control. Explore having commissioner representation on theme board</p>	MT	ASAP		Open
NHSBT – Transfusion route – are Trusts likely to take it up? There are trainees moving from old Haematology curriculum.				

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Report from PPI Representatives				
<p>GR would like to be invited to visit a department in the West Midlands that is not Coventry. SO suggested he contact the patient liaison department at the Trusts.</p> <p>GR requested place names and a better table arrangement.</p>				
Programme Updates				
HSST				
<p>HSST Train the trainer has taken place and slides will be available on the Schools website as well as guidance on roles and responsibilities.</p> <p>HSST exit strategy has been published on the website.</p> <p>School is meeting with MAHSE on 28/03/18 at the HSST Organisational Strategy meeting.</p>				
Updates & Reports from the National School of Healthcare Science				
Accreditation.				
<p>Presentation will be circulated with the minutes.</p> <p>614 departments with STP trainees, completed accreditation for 530.</p> <p>Next priority is new departments for 2018.</p> <p>HSST has not had an accreditation process, currently developing. Focusing on training plan, supervision arrangements – training officer, academic supervisor. Form will be available very soon.</p> <p>It was asked if it would be possible to delay genetics until the Summer as currently going through major reconfiguration. AW Agreed this.</p> <p>Welcome feedback on forms and will make improvement as go along.</p> <p>If there are any issues members want commissioners to take up as part of the HEI contract review please email nshcs.accreditation@hee.nhs.uk</p> <p>Rotation accreditation – Noted that the School does not accredit for rotational elements, and rely on host employer to ensure quality.</p>				
Education and Assessment STP Improvement Review				
<p>Reviewing final draft of report, release in April. Over 1 thousand participants. 3 interviews focus groups at themed boards.</p> <p>Overall the responses were positive. No requests for major changes to the STP just minor tweaks.</p> <p>Recommendations: School to provide more training and to be better linked to accreditation process. Specialist competencies to be reviewed. There was no real support for having standardised number of competencies.</p> <p>Rotation review. Improving coordination between academic and workplace</p>				

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based training. If employers have real concerns that they cannot source a rotation, they still need to make sure the trainee can demonstrate they have met the learning outcomes.				
Apologies from Berne Ferry for not being able to attend. Reviewing School structure. Have an increased budget for next year.				
Curriculum Review Updating competencies. Aiming to launch curriculum review in the Summer across the STP curricula. Will prioritise curricula. Will identify appropriate people to review by theme. Will have subgroups. Include HEI representative. Developing templates, guidance notes, standard formats, how to write learning outcomes, how to map to standards of proficiency. 3 principles: What do we want trainees to know? What do we need to teach them? How do we assess them? How do we prioritise this? Themed board views on priorities? Short surveys will be released, expect an email after the themed board to rank priorities, please fill it in.	All	ASAP		Open
STP training officer role Board members invited to think about what they consider to be the roles and responsibilities for training officers. Please feed in thoughts to the School via next Themed Board.	All	July		Open
A.O.B				
<u>Date and Venue of Next Meeting</u> To be confirmed Move timing forward, start at 10.30 instead of 11.00				

ACTION

ACTION LOG					
Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
3. 22/11/16	It was suggested that a survey could be done	Update 28/02/17 – Taken to SMM.	School	ASAP	Open

ACTION LOG

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	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 07/11/17 Currently recruiting to Stakeholder Engagement Manager Post following departure of interim Comms Manager.			
2. 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
16. 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	Open
5. 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	CA JB/RCPATH MT	ASAP	Open
7. 27/06/2017	RC to email NF regarding ASP and Level 6 apprenticeships for her to follow up post meeting		RC/NF	ASAP	Pending
9. 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	Trainee Reps	ASAP	Pending
14. 27/06/2017	Board members to feedback comments to MT on the draft exit criteria document within 2 weeks	Now published on the website	All	ASAP	Closed
3. 21/03/2018	SO 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.		MT	28/03/18	Open

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3.	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	Open Open
4. 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	Open
5. 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	Open
6. 21/03/18	MT is going to raise with MAHSE about representation on Themed Board.		MT	28/03/18	Open
8. 21/03/18	Royal College of Pathologists requests School representation on a histopathology support sub group. GvS email MT to request representation		GvS	ASAP	Open
8. 21/03/18	OSFA stations to be submitted to Glasscubes		MD / DR / All	26/03/18	Open
8. 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.		School	August	Open
8. 21/03/18	ACB Immunology Finding it difficult to write questions. School can support a cross-specialism station writing day. There is a year 1 HSST in immunology who is not a Clinical Scientist in Immunology, how has this happened? Information to be send to School.		EB	ASAP	Open
9. 21/03/18	Explore having commissioner representation on		MT	ASAP	Open

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	theme board				
12. 21/03/18	Curriculum review survey being sent to members, please fill in		All	ASAP	Open
12. 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	Open