

National School of Healthcare Science  
**Physical Sciences Themed Board Meeting**

Friday 22<sup>nd</sup> June 2018 10:30-15:30  
De Vere Colmore Gate, 5<sup>th</sup> Floor Colmore Gate, Birmingham B3 2QD

**Chairs:** Richard Scott (RS)

**Attending:** Alison Mackie (AM), Andrew Williams (AW), Berne Ferry (BF), Bev Ellis (BE), Chris Fisher (CF), Gill Clarke (GC), Haroon Chughtai (HC), Hitesh Koria (HK), Jas Daine (JD), Kate Bryant (KB), Kathryn Ainsworth (KA), Leteris Livieratos (LL), Peter McGookin (PMc), Philip Mayles (PM), Rob Farley (RF), Roz Parkes (RP), Ruth Barnes (RB), Suzanne Chamberlain (SC).

**Apologies:** Angela Daly (AD), Azzam Taktak (AT), Anthony Fisher (AF), Canice McGivern (CMc), Jilly Croasdale (JC), Joe Purden (JP), Judith Mott (JM), Julia Handley (JH), Paul Ganney (PG), Ronan Tegala (RT) Sarah Green (SaGr), Stuart Green (StGr) and Stuart Sutherland (SS).

**Minutes:** Stephanie Pinches (SP)

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DISCUSSION / ITEM	PROGRESS
<b>1. Welcome and Apologies</b>	
RS welcomed members to the meeting and noted apologies as above.	
<b>2. Minutes and Actions arising from previous meeting</b>	
<p>Themed Board Representation - still need some members. In the North there have been a number of nominations and it may be best to do as a shared membership role. Representatives from employers are welcome to attend if they want to and we can have multiple per region. South west is also not represented</p> <p>Discrepancy between funding received in different parts of England, for STP support costs, which is a historical issue. There is now a new Lead HCS Commissioner Jenny Hannington – ACTION to invite to Themed Board meeting. Still waiting to hear on funding for 2019, but it is likely to be the same as currently. Unlikely to be able to do anything about discrepancy this year.</p>	

Sarah Green liaised with trainee reference group and has been collating information. Haroon Chugthai will bring up at next trainee management group.

RS apologised for missing report from lay representative off the agenda.

### **3. STP Improvement Review Recommendations**

Completed review in February. 33 telephone interviews followed by focus groups and an open access online survey completed by about 1100 people. Findings collated and produced 7 recommendations for the School:

Requested Themed Board Members views on the recommendations and how to act on them.

Incorporate greater flexibility in how STP is delivered.

Enhancing training to training officers.

Improve specialist competencies.

Rotations – content, choice, length, assessment.

Improving synchronisation with workplace and academic training.

Development of training consortia.

Review and improve consistency of training delivery/learner experience.

The Board split into three groups to discuss and then feedback.

Trainers need some support to be a better trainer, at train the trainer they could do group work with problem based exercises to work through. Think outside the box e.g. adjusting rotation duration to meet objectives. They need affirmation that it is ok to solve problems themselves.

Subject specific train the trainer events were suggested.

Calibrate training centres as some centres focus on specific things and fall short elsewhere.

KB – we were told we could enhance certain areas and reduce others but this ended up with a trainee unable to answer a question at OSFA due to only doing 2 weeks on ultra sound. There is a disconnect between people who provide training and set OSFAs.

10 months specialist training rather than 2 years on previous scheme. Ultra sound and MRI are in the same competencies but they do not work together. Currently these are linked together in one specialism and they shouldn't be. This needs a curricula review.

Core competencies and optional competencies were suggested.

Training centres could be accredited for specific things with flexibility for trainees to work

across training centres. Local consortia for trainers.

In medical physics trainees need to have a good understanding of other fields, so rotations are important. Trainees often begin as unspecified Medical Physics and choose after rotations.

It was suggested that trainers are put through a mock OSFA at train the trainer days to give them a better understanding of what is required.

Flexibility – OSFAs. In addition to generic have a core component e.g. imaging and then specialist.

Co-ordination of academic and workplace.

A problem in Medical Physics is that trainees come back to University in 2<sup>nd</sup> year to do specialist modules and it is often too late.

Bring HEI representatives to train the trainer days to link with training officers.

Need to teach others how to teach and assess.

IPEM created guidance on how to deliver competencies, something similar for how to deliver assessments would be useful.

Communications from School – look at collating local contacts

In response to the above comments it was reiterated all training centres need to cover the totality of the prevailing curriculum and contribute towards assessment processes; both designing and examining at the OSFAs. Obligation for any training officer to be involved, make part of the accreditation conditions. This will be reiterated via Train the Trainer events

#### **4. Report from Academy for Healthcare Science**

Report circulated. The Academy has been recognised by the Institute of Apprenticeships as the External Quality Assurance provider for the three published healthcare science

<p>apprenticeship standards: Assistant, Associate, and Practitioner (for non-integrated programmes).</p>	
<p><b>5. Reports from HEIs</b></p>	
<p>AM - Newcastle University – concerned about parity of assessment standards across the 3 universities. Meeting after the Themed Board to discuss. Results for 2015 cohort will be released following Board of Examiners on 25<sup>th</sup> July 2018.</p> <p>LL – Kings - exam board happened 20<sup>th</sup> June, approved results for 2015 cohort will graduate in July. From beginning of next academic year will be creating more focussed learning outcomes. Aware of the National School's commitment to review curricula and we are open to participate at an early stage.</p> <p>RB - MAHSE – will email report. 1 student has raised concerns with time management. Exam board on 25<sup>th</sup> June 2018. Introducing peer review.</p> <p>PM – Liverpool, had exam board. Current students have passed but the level of pass has dropped and this may be due to the intake having fewer MSc and PhDs.</p>	
<p><b>6. Report from Professional Bodies</b></p>	
<p>RF – IPEM. Trailblazer group workshop held re level 7 apprenticeship. Graham Wilson was at the meeting for information.</p> <p>Reasons for wanting level 7 include being on the shortage of occupation list – have a few roles on it. This is a way of getting more people qualified as the current STP commissions are not meeting the workforce demand</p> <p>Members are worried about HEE funding, if funding goes training will collapse. Employers are requesting STP places but aren't all being commissioned.</p> <p>BF advised that pursuing other routes could have a negative impact on funding and to think about ASPs.</p> <p>RF said the problem is many potential applicants don't have the correct starting degree so can't go through this route.</p> <p>HK – IMPT– Reconstructive Science is the only specialism that requires registration to access the STP (i.e. on the GDC Dental Technology register). Half of applicants</p>	

interviewed did not have dental registration which was required. This will be reviewed at the recruitment annual review by the NSHCS.

Difficult to employ people in Scotland as there is no Reconstructive Science STP in Scotland. It is a separate funding scheme and the person to speak to is Rob Farley (Scotland).

BE – BMNS. A colleague would like clarification on what training plans are needed as part of MRP? SC confirmed that the School does not need to see a training plan but want confirmation that the training officer and trainee are putting one together. A training plan is basically a timetable showing how trainees are going to complete the training. On the School website in the accreditation pages there is some guidance.

It was asked if Claire Hardiman was being replaced as she had a key role in coordinating trainers.

BF and SC confirmed that In terms of the OSFAs the lead station writer is taking more of a coordinating role. Therese Crawley and Malcolm Sperrin have been working with the School. BF confirmed there won't be a replacement professional lead in exactly the same form, as the School is restructuring with a consultation starting 25<sup>th</sup> June 2018.

## 7. Report from Employer Representatives

AM – HEE withdrew funding from the North health care science coordinator. Berne has spoken to Jenny Hannington and is raising the profile and importance of this.

KB – Wales had a separate recruitment. There were 49 applicants for 3 Medical Physics posts, all were filled.

OLAT issue – it would be good to have examples of evidence required for different competencies. On OLAT only 1 supervisor can see overall, it would be good if more than 1 supervisor could have this access. ACTION – raise with AL/SS.

STP induction day was very England based, Wales was not mentioned. It would be useful to mention where Wales/Scotland funding comes from also ACTION – raise with JD.

GC – London North consortium do not have accreditation yet, AW confirmed it will be reviewed but is not a high priority centre.

Trainees participating in Reach Out for Healthcare Science, which is a widening

<p>participation programme, designed to engage students with the diverse range of career pathways available within the NHS, concentrating in particular on the roles of Healthcare Scientists.</p>	
<p><b>8. Report from Trainee Representatives</b></p>	
<p>HC – Is the interim representative, running election to appoint someone.</p> <p>PMc – Asked if HSST can be completed part time? SC confirmed there are trainees on programme part time after maternity leave. The main barrier is D.Clin Sci, as it can't be extended any more than it is. Workplace could be done more part time but D.Clin Sci has to be within 5 years. Funding may also be an issue.</p> <p>Julie Handley: The University of Manchester has received a request for an interruption to the HSST programme as the trainee wants to work part time for a while and their Trust won't support a part time worker doing HSST. When queried, the School said they didn't have a policy in place for this. Do we need a policy? What happens if a Trust wants to withdraw support for whatever reason?</p> <p>Some applicants have been put off applying to the programme because they cannot do it part time. The School will review.</p> <p>TRG – HSST reps across themes discussed and are going to have their own HSST TRG.</p>	
<p><b>9. Report from Lay Representatives</b></p>	
<p>RP – attended interviews. Excellent venue. Enthusiastic applicants. Professionals knowledgeable. Would like to attend induction day.</p>	
<p><b>10. Apprenticeships</b></p>	
<p>GW presentation – ACTION to circulate with minutes.</p>	
<p><b>11. PTP</b></p>	
<p>Report from Jo Purden – Some out-dated competencies in PTP logbooks are now difficult for students to complete due to advancing practices.</p> <p>Swansea University: Slight increase in student numbers, moving from 2-3 Welsh Government funded places per year, to a total of 7-8 students. This now includes</p>	

commissions from English departments who are sending trainees to learn alongside the Welsh-funded students.

University of Cumbria: The new BSc Programme, which is closely linked to the university radiography programme, is coming to the end of year 1. Feedback from students and clinical departments has been positive. The apprentices are performing at a very high level with one achieving 100% in a physics exam (the first time that this has happened)

The School is going to conduct a major review on PTP like it did with STP.

## 12. HSST

Julia Handley report – module B1, trainees struggled with relevance of course content. University issue and the provider has now changed to Manchester.

HSST IAPS – HCSING minutes suggests will be oral critique and discussion based on evidence, MT report suggests nothing has been decided yet. Update?  
SC confirmed that IAPS is undergoing another review to ensure not putting additional burden on cohort 1 and 2, looking at better joining IAPS to HSST exit process. Confirmed that oral critique will not go ahead. There will need to be an independent review of 5 showcase pieces – this may be part of exit process. There may also be a face to face discussion or remote sign off from specialist independent panel with face to face if there are problems. Showcase 5 pieces are work that has already been done. Looking at March 2020 for completion.

**Post Meeting note:** The exit process for HSST has been subsequently reviewed and contrary to the comment above there is now likely to be an oral critique as part of the process. Further clarification will be provided at the next Themed Board

MT report provided.

One file how to videos are on YouTube which are blocked by Trusts. ACTION – raise with digital team.

17<sup>th</sup> October 2018 is the HSST networking day.

Liverpool University have received no funding for HSST and are raising this with the commissioners.

### 13. Report from National School of Healthcare Science

#### Accreditation

570 / 600 departments have at least completed the self-assessment and had it evaluated. The current focus is on new departments taking STPs for first time in 2018, which are around 30 departments.

The HSST accreditation document is available on the NSHCS website.

Guidance for training centres on NSHCS website is in a more accessible format. Soon the website will be listing departments that have gained accreditation.

Also have new documents for STP accreditation – ACTION circulate with minutes.

There will be an Accreditation Quality Manager joining the team.

GC raised concerns that departments are taking trainees and can't train them. AW confirmed that the School is working with commissioners to address this, and some regions are asking for evidence that a department can train before commissions are agreed, London leading on this.

#### Curriculum review update

Discussions on STP curricula review. 1<sup>st</sup> meeting at School included MAHSE and HEI network. Identifying appropriate review groups. Academic and workplace will be reviewed together. Generic content reviewed as a separate exercise driven by the School. Need high level science representation. Have been producing guidance, policies and templates. Aim to incorporate future proofing. Will be starting to hold meetings in October 2018.

#### ASP update

ASP will be proposed by the workplace to the School. If accepted it will be open to application through School for workplace component and then with the University. Information will be on the School website in a few months, including approximate costs. How you use existing curricula.

#### MRP update

Current year 2 STP trainees went through and have been reviewed. 292 took part. 9/10 had no progression issues 1/10 outstanding issues e.g. sign off of assessments. A small number have not completed and they have been contacted. Very small numbers that have progression concerns. Accreditation has been made aware if anything indicates that there are training delivery issues.

Asked for 100% completion of rotational competencies signed off.

OSFA – thank you to everyone who has volunteered and assisted to date.	
It was announced that Suzanne Chamberlain and Kathryn Ainsworth are leaving the School and they were thanked for their contribution.	
<b>14. AOB</b>	
Nothing discussed.	
<b>Date/Time of Next Meeting</b>	
TBC	

### ACTION

ACTION LOG					
Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
03/03/2017	CH/RS to review deputy representation for all roles on Themed Board	To raise with NSHCS Update – everyone to send details of who deputies are to RS	ALL		Ongoing
23/06/2017	BF to draft guidance about sponsorship of research projects	<u>Update from BF</u> This has also been taken forward. It was not only the physical sciences who had requested this. The Physiological science themed board also wanted this and they were going to present some cases where the Trust had been helpful. This only happened at the last themed board (which I was unable to attend). So as the statement was going to come from the school, it was not possible to do anything until this had been done.	BF		Closed

## ACTION LOG

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		The school cannot state that it is or is not acceptable for a Trust to sponsor an STP; it can say that STPs are doing projects and may require help from the Trusts research department in helping with ethics. It cannot insist that Trusts sponsor them. Hope this helps, We will try to get this statement out quite soon			
23/06/2017	CH/SC look at the AESP for MPE	Update – RS is going to arrange an off-line dialog with SC.	RS/SC	ASAP	Ongoing
10/11/2017 – 7.1	The School to request commissioners to inform HEIs as soon as the numbers are known.	Update – This is still a hot topic, at what point can HEIs hear about the numbers? RS to take back to Berne Ferry	RS/BF	ASAP	Closed
10/11/2017 – 8	PTP funding in Wales for BSc. SR to email this information regarding fees to both BF and Nicky Fleming	Update – RS to ask SR if this is now resolved. BF has asked HEE about getting financial help for trainees on PTP degree. Has been told that do not have a bursary.	RS/SR	ASAP	Open
10/11/2017 – 8.1	Issue where trainee is on programme and has not progressed, how to terminate employment if the School has removed them from programme. SGr to email the BF/School and BF will seek advice on termination of contracts.	Update – RS to go back to Berne Ferry for update.	RS/BF	ASAP	Open
10/11/2017 - 11	BF will be addressing these issues by writing to the new 4 heads of commissioning. RT to write to BF directly so that she can take	SC to ask BF for an update	SC/BF	ASAP	Ongoing

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	forward the issue around local funding.				
23/03/2018 – 7.1	Issue of increasing level of communications to be taken back to TRG meeting.	To be discussed at next TRG Meeting	SaGr	ASAP	Open
23/03/2018 – 7.3	SaGr to collate information and it can be shared with recruitment steering group but to be highlighted from the theme board	Haroon Chugthai will bring up at next trainee management group.	SaGr/RS/HC	ASAP	Open
23/03/2018 - 11	HSST Exit Survey to go on to next Physical Science Agenda		RS/NSHCS	Before next meeting	Open
23/03/2018 - 12	HSST Self-assessment accreditation Forms to be sent to the board for feedback		AW	ASAP	Open
22/06/2018 - 2	Jenny Hannington, Lead healthcare science commissioner to be invited to Themed Board		NSHCS	ASAP	Open
22/06/18 - 7	On OLAT only 1 supervisor can see overall, it would be good if more than 1 supervisor could have this access.	SS confirmed will be possible on OneFile to have to supervisors	NSHCS	ASAP	Closed
22/06/18 - 7	STP induction day was very England based, Wales was not mentioned. It would be useful to mention where Wales/Scotland funding comes from also ACTION – raise with JD.		NSHCS	ASAP	Open
22/06/2018 - 10	Circulate GW's apprenticeship presentation with minutes		NSHCS	ASAP	Open
22/06/18 - 12	One file how to videos are on YouTube which are blocked by Trusts. ACTION – raise with digital team.		NSHCS	ASAP	Open
22/06/18 – 13	Circulate new STP accreditation document with the minutes		NSHCS	ASAP	Open