

National School of Healthcare Science
PHYSIOLOGICAL SCIENCES THEMED BOARD MEETING
19th June 2018 - 10:30-15:30

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

Chair: Theresa Fail (TF)

Attending: Andrew Williams (AW), Becky MacPhee (BM), Berne Ferry (BF), Brian Campbell (BC), Christal Fisher (CF), Dave Edwards (DE), Elizabeth Dobson (ED), Emma Jones (EJ), George Roberts (GR), Gerald Egbury (GE), Grace George (GG), Harriett Crook (HC), Helena Edlin (HE), Holly Daw (HD), Jasbir Daine (JD), John Hutchinson (JH), Kai Uus (KU), Kathryn Ainsworth (KA), Keiran Joseph (KJ), Kelly Bill (KB), Lawrence Brown (LB), Mike Thomas (MT), Nicky Fleming (NF), Rachel Hutchings (RH), Rhea Fielding (RF), Shahini Desai (SD), Suzanne Chamberlain (SC), Ved Ramnai (VR)

Apologies: Alasdair Gebbels (AG), Alison Walsh (AWa), Angela Daly (AD), Chris Attwood (CA), Chris Eggett (CE), Elisa Skinner (ES), Jack Constable (JC), Jason Collinson (JCoI), Kelly St Pier (KSt), Laura Thomas (LT), Martin Stout (MSt), Michael Lang (ML), Olivia Smith (OS), Ruth Hamilton (RuH), Sarah Coulson (SCo), Stuart Sutherland (SS), Trefor Watts (TW), Wahid Zaman (WZ)

Minutes: Sarah Ball (SB) and Lisa Murphy (LM)

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DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
1. Welcome and apologies				
TF welcomed board and noted apologies. TF also welcomed the following new member to the meeting, trainee reps: Shahini Desai Becky McPhee attending on behalf of OIA and Emma Jones attending on behalf of the CCVRS employers from the South TF also welcomed Gerald Egbury who was attending in place of Sara Coulson and Holly Daw who was attending on behalf of Jason Collinson	TF			
2. Minutes and Matters arising from the meeting held on: 23rd March 2018				
Minutes from 23 rd March 2018 were correct and therefor approved.				
3. STP Improvement Review				

SC spoke about the recommendations of the review of which there were 3 phases to:

1. Telephone Interviews
2. Focus Group discussions
3. Online survey

All of the data was reviewed by Alphaplus, the next step of the review is to look at what the suggested actions are, it may be that one size doesn't fit all.

The findings of the review highlighted 7 areas which came out on top:

1. Greater flexibility.
2. Improvement of training.
3. Specialist Competencies
4. Rotations – more pertinent to some specialisms around choice/duration.
5. Improving synchronisation around workplace and training.
6. Need to support workplace training.
7. Consistency and quality of training – how do we ensure this?

The members split into group to discuss recommendations and ideas.

Some of the ideas below:

Flexibility

- Flexibility around rotations, maybe have a bank of competencies, maybe decide which are most appropriate for you.
- Maybe a part-time course over 4 years.
- Maybe an accelerated route.

KU spoke about clinical placements and what do work placements want, she mentioned maybe an introductory module. If things were being delivered differently, accreditation standards would need to be involved.

Maybe we need to capture examples from universities where flexibility is working well and what actually works. Maybe have a core set with some flexibility around it? It was suggested that as long as the learning outcomes are met there can be flexibility.

Improvement of Training

- Some updated examples of DOPs would be very useful.
- Could the School link some kind of online training via ESR
- Training for anyone who can assess and not just training officers.
- Could Train the Trainer be delivered by webex so that HEI colleagues could be included.

BF
BF/SS

Specialist Competencies

- How will the School link in with the Professional Bodies?
- Needs to be appropriate to the latest guidelines.

Rotations

- Shorten the rotations.
- KU thinks we need to review whether the original way we do things are right – is the framing still relevant?
- Maybe the word competencies should be changed from rotations?
- MT spoke about the relevant 4 levels of competencies – maybe give a lower limit? Guidance is on the website about the level expected in roatations and in specialist training
- There needs to be very careful consideration about removing competencies, do not under estimate the whole culture aspect of rotations as it is very important.
- KB thinks that the rotations should be done all through the 3 years of training.

Trainee Consortium

- Movement between training centres – it's not consistent.
- Would be good to know what arrangements employers have already in place.
- Maybe have an idea how to build a consortium – School to speak to colleagues in commissioning.

NSHCS

Consistency of Learning

<ul style="list-style-type: none"> • ED suggested standardising assessments – maybe having a template and then using that as evidence would help make things easier. • It was suggested that Accreditation needs to be looking at these things. • KB feels that it needs to be very descriptive. • It was highlight that different training officers have very different expectations. 				
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4. Reports

Academy for Healthcare Science – Report handed out on the day. New representative, Elaine Gribben **HEI** - KU had nothing to discuss but did mention about the STP research conference, feedback was that everyone thought how wonderful it was.

Professional Bodies

SCST

Focusing still on shortages, the ongoing meetings have ceased to function although there is still a lot of work going on around shortages. BC mentioned they are pushing ahead with PGD Clinical Scientists (PGD – do not need to be seen by the prescriber unlike PSD which do need to be seen by the prescriber) and it is now ready to go to consultation shortly.

SCCT

DE spoke about the importance of getting ASP, PTP and apprenticeships up and running as soon as possible, TF advised DE to speak to Elsa Skinner.

SVT

HE spoke about lots of work developing PTP in vascular, a business case has been put forward. They are also trying to make equivalence a much smoother process, TF advised HE to contact Elaine at the AHCS.

BAA

HC will go back to get a BAA representative.

BriSCEV

See report

Employer Representatives

No reports received but it was mentioned that was a large work experience event going on in London this week, lots of STP trainees have been helping with that.

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<p>KB enquired about visas and the new 2018 STP trainees, advice given was to contact Manjit Kaur at the School.</p> <p>JH mentioned there are very few HSST that actually end up doing cardiac physiology.</p> <p>Trainee Representatives</p> <p>Questions that were raised by ED on behalf of fellow trainees</p> <p>Q: Would technical problems on OLAT justify a trainee asking for a time extension to complete their portfolio?</p> <p>A: Requests for time extensions are looked at on a case-by-case basis. If you experience problems with OLAT, please use the OLAT help tool or contact the national school for help. If you have a question about a deadline extension then please contact Theresa Fail at the National School</p> <p>Q: Is an elective necessary to complete OLAT?</p> <p>A: Yes, you must complete an elective</p> <p>Q: When is it acceptable for a third year trainee to leave their training hospital? Following third year exams could a trainee move once OLAT assessments are complete?</p> <p>A: The National School has developed a policy to guide trainees who are considering leaving their training hospital before the end of three years. It is available here: http://www.nshcs.hee.nhs.uk/images/policy/trainees/nshcs-transfer-of-training-policy-feb2018.pdf</p> <p>ED also introduced the new STP CCVRS trainee rep Shahini Desai who will be taking over the role as ED is coming to the end of the programme.</p> <p>GR spoke about the dispersion of last year's OSFA results, he asked if steps had been taken to mitigate this happening again – yes there is a contingency in place.</p>				
<p>5. Programme Updates</p>				
<p>Apprenticeships</p> <p>GW spoke about there being a lot of interest in apprenticeships although there does seem to be a lack of understanding about them, he explained that the School website should be the first port of call as there is a lot of information on there. The awarding body is Pearson but the curriculum sits with us and not them. The role of the School is to provide end point assessment, we identify if the candidate is fit for the role, there would be 3</p>				

work place scenarios, 10 minutes for each one, the 3rd part would be a portfolio, they can achieve either a fail, pass, merit or distinction, assessors will be independent. At this stage we are thinking of themed based assessors, types of examples to be put on the School website. The apprenticeship diploma level 4 will need/require 100 credits, employers will need to negotiate with providers about credits. JU asked if this applies to level 6 , GW response was no it does not. KB asked about integrated degrees, does the School have any quality assurances or does this sit with the academy – GW it sits with QAA. TF had looked on the NHS jobs website, lots of cardiac apprenticeship posts and there are lots of differences in salary, this doesn't seem to fit around the guidance.

When looking at the levy figure it is important to remember you have to pay for EPA – any other queries about becoming an assessor then please contact GW

PTP

GE spoke about a few concerns:

- Recruitment to PTP
- Funding at universities, there is a threat to programmes as not seeming viable in the future.
- Key factor are placement arrangements, student experience is a key factor.
- Not seen to be experiencing all factor/areas/professions.
- Audiology – hard to find placements.
- It was suggested that maybe the curriculum is too rigid.
- PTP is a good foundation for STP

GE suggested it would be good to have PTP students attend the theme boards.

KU – Clinical placements are a wider issue.

AW - PTP scores haven't increased although, titles of degrees are getting longer.

NF mentioned that Sue Hill has agreed to a thorough review of PTP, one similar to the STP review. We need to get some feedback and see how to progress as the review will highly depend on the feedback.

HD spoke about PTP Physiology workforce – come through training without any intention to work in physiology, they see it as a gateway which is understandable but no good for the workforce.

JH reported that they took on 9 PTP and said that it takes at least 6 months to get them to where they need to be. Maybe this PTP review may need to push the fact that it can lead to the STP. As part of the review we should look at resources – with level 6 apprenticeships why still have PTP? Ensure PTP is a standing item on the theme board.

HSST

MAHSE Representation on Themed Boards

Invitations have been sent for representation by MAHSE of HSST at all Themed Boards. Formal nominations remain outstanding.

Research Project Approval

RCPATH confirm that they have been working with MAHSE regarding sign off of Part 2 written research projects.

HSST Train the Trainer Events

Copies of the presentations given at the HSST Train the Trainer events held earlier this year are available on the School's website at:

<http://www.nshcs.hee.nhs.uk/trainers-programmes/training-dept-hsst/train-the-trainer>

Throughout the two events delegates were invited to submit questions via SLIDO and we were pleased to receive a significant number. The answers to these are being agreed and summarised for publication on the School website in the near future.

The School is now looking to organise a follow-up event in the Autumn of this year.

6. National School Reports

Accreditation

Not much to report on, concentrating on new departments. The School has now recruited someone at senior level for the role of Quality Manager who will take on Higher Education. All documentation has been changed, HSST accreditation documentation has now been approved.

Education and Assessment

<ul style="list-style-type: none"> Curriculum update – KA spoke about how the School and universities work collaboratively, there was meeting where there was a discussion around both academic and work curricular being brought together. We need high level involvement in this to ensure that we meet the SOPs, the School will manage the governance issue. The curricular library will be the platform to do the work. We are currently in the process of sending all our documentation up to MAHSE. Most of the work will be categorised as needing to go through change. ASP – Information will be on School website in a few months. MRP – Thank you to these that took part, 9 out of 10 were very straight forward and were progressing well. 14% didn't have a training plan in place, a small proportion hadn't done MSF. A very small number of trainees were not demonstrating progress. <p>A huge thank you was given to all those who had helped with OSFA preparation, 200 assessors have responded and agreed to help.</p>				
7. AOB				
<p>KU spoke about a Genomics module last week – HSST students are just like Harvard medical students but more mature, also reported that this year are even better than last year.</p> <p>BF highlighted that Sue Hill and been made a Dame in the recent honours list.</p> <p>A huge thank you was given to SC who will soon be leaving the School to move on to pastures new, BF thanked her for her huge contribution not only to the School but also to healthcare science in general and wished her the very best of luck for the future.</p>				
Date & times of next meeting				
TBC	NSHCS			

ACTION LOG

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
30.11.2016 6. Reports from HEIs Newcastle University – CE	School to take the R&D trainee support issue to HCS Lead meetings.		NSHCS		Open
27.03.18 11. HSST Update	HSST Stage 1 and 2 proposals. Collect/share evidence. Send examples to MT and school.	Update Still open to feedback – we would still like more examples regarding evidence.	ALL		Open
27.03.18 3. STP research project discussion - Actions	NSHCS to consider contacting local HEE leads/ HCS to make them aware of lack of understanding/ support from R&D depts. of STP research projects and the delays this causes	BF has written a letter of explanation for use.	NSHCS		Close
	NSHCS to consider setting up research hub on website as forum for research projects, FAQs, examples of projects, lists of published projects, ask an expert...	BF is very supportive of this.	NSHCS		Open
	KU to see if 'crib sheet' can be shared although it is specific to MU	This to be sent with minutes from meeting	KU		Close
	Consider how experienced research depts. can be buddied up with new training centres in need support in this area	BF very supportive of this, KU spoke about research projects getting better and better	All		Open
	NSHCS to look at how WB QA can strengthen in this area to ensure adequate support is in place for projects.		TF/AW		Open

12. Reports from Trainee Representative	1) <u>LAT work</u> : School to ask SS what will happen to the trainees' work when transformation of systems will take place.	27.03.18 Requires further clarification. Find appropriate forums for discuss trainee expenses. <u>Update 19/06/2018</u> This has now been standardised for new trainees but not current trainees.	NSHCS/SS		Closed
	2) <u>Use of expenses by training departments</u> : School to take this back to the commissioners.		AW		Open
	ES to provide details to BF regarding expenses issues to be discussed with the commissioners.		ES		Open
	1) To arrange a meeting to discuss ethics issue.		NSHCS		Closed
27.03.18 3. STP Research Projection Discussion – Feedback from Trainees	Communication to the R&D Depts needs to be improved (they need to know more about STP programme.) The School/ local HEE should have more communication with R&D Depts.	<u>Update 19/06/2018</u> Letter has now been sent out.	NSHCS		Closed
27.03.18 4. Matters from Representative Themed Board Members	PTP – Healthcare Science being excluded by funding – Berne Ferry (Head of School) is aware – take to next SMM meeting.	This item on agenda	SC/TF		Closed
27.03.18 4. Matters from Representative Themed Board Members	Career framework level 6 qualification – business case template needed then to be put together to go to the school.		NSHCS		Ongoing
			HE		Closed

27.03.18 4. Matters from Representative Themed Board Members	Advertise OVS more widely using the school website, contact Michelle Madeley at the School.	We need material that is appropriate – TF to give Michelle Madeley the address for tweeting.	DT/NSHCS		Open
27.03.18 4. Matters from Representative Themed Board Members	Possibility of Neurophysiology HSST modules to be used as standalone. KU to investigate with MU		KU		Open
27.03.18 4. Matters from Representative Themed Board Members	TF to take back to next SMM meeting – clear communication around impact on service of late confirmation of STP commissions.	This is out of the hands of the School as the School have to wait on commissions.	TF		Closed
27.03.18 4. Matters from Representative Themed Board Members	Enhance stress and mental wellbeing of trainees at induction and T the T events for STP and HSST	<u>Update 19/06/2018</u> Lots of working going on around mental health awareness, we are going to be making it a priority of the Train the Trainer days. There is a meeting taking place on 31/07/2018 about mental health wellbeing, we have been asked for volunteers so you may receive an email.	NSHCS		Closed
27.03.18 4. Matters from Representative Themed Board Members	HSST - MT's summary report to go out with minutes.		SB		Closed
27.03.18 6. National School Reports	STP Improvement Review - SC confirmed the school will look into addressing the issues raised and will take the comments to the next HCSING meeting to discuss for action and timelines and also how to consult everyone.		SC		Closed

27.03.18 6. National School Reports	STP Training Officer Roles - TF confirmed there seems to be a number of post STP trainees who are becoming a training officer straight after passing their OSFA – have they got the skills/requirements to become a Training Officer so quickly. TF to produce a timeline.	Looking at what the requirements are for Training Officers – work is underway and a guidance document is being written.	TF		Closed
27.03.18 7. Any Other Business – (AOB)	ED confirmed she will stepping down as trainee rep for this meeting, and has received interest from two candidates to take her place. TF asked for their information to be sent to school for pre-checks before confirming. AG to seek new Neurosensory trainee rep.		TF/NSHCS AG/NSHCS		Closed Open
19.06.18 3. Provision of Training	Could the School link some online training via ESR, training for anyone who assesses, not just training officers. BF to take back to Stuart Sutherland.		BF/SS		Open
19.06.2018 5. PTP	PTP student representative needed on the board – TF to discuss with NF how best to do this. PTP needs to be a standing item on the agenda.		TF/NF TF/NSHCS		Open Open
19.06.2018 6. Accreditation	The work based paperwork has been revised, report document to be circulated.		LM/AW		Open