

National School of Healthcare Science  
**PHYSIOLOGICAL SCIENCES THEMED BOARD MEETING**  
**11<sup>th</sup> March 2019 - 10:30-15:30**  
**IET Birmingham, Austin Court, 80 Cambridge Street, Birmingham, B1 2NP**

Chair: Berne Ferry (BF)

Attending: Becky MacPhee (BM), Chris Eggett (CE), Dave Edwards (DE), Helena Edlin (HE), Jasbir Daine (JD), John Hutchinson (JH), Kai Uus (KU), Kelly Bill (KB), Keiran Joseph (KJ), Rachel Hutchings (RH), Sarah Peel (SP), Stuart Sutherland (SS), Tim Wilding (TW),

Apologies: Angela Daly (AD), Andrew Williams (AW), Alasdair Gebbels (AG), Berne Ferry (BF), Chris Attwood (CA), Christal Fisher (CF), Elaine Gribben (EG), Emma Jones (EJ), Elisa Skinner (ES), Grace George (GG), Harriett Crook (HC), Jason Collinson (JCol), Kelly St Pier (KSt), Lesley Chandra (LC), Liz Plumb (LP), Martin Stout (MSt), Michael Lang (ML), Muri Pillai (MP), Natasha Alam (NA), Nolan Stain (NS), Olivia Smith (OS), Rhea Fielding (RF), Ruth Hamilton (RuH), Sandie Gay (SG), Sarah Coulson (SCo), Shahini Desai (SD), Scott Richards (SR), Trefor Watts (TrW), Ved Ramnai (VR)

Minutes: Bhupinder Balaghan (BB)

**FOR MEMBERS USE ONLY**

DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
<b>1. Welcome and apologies</b>				
BF welcomed board and noted apologies.	BF			
<b>2. Minutes and Matters arising from the meeting held on: 19<sup>th</sup> June 2018</b>				
Minutes from 7 <sup>th</sup> November 2018 were correct and therefore approved.				
<b>3. Matters not elsewhere on the agenda</b>				
BF – Restructure at the School. <ul style="list-style-type: none"> <li>• PTP review to be launched.</li> <li>• STP 1<sup>st</sup> Cohort to come out next year.</li> <li>• The recruitment of scientist merged with the accreditation of scientist. Accreditation Department will work closely with UCAS.</li> <li>• Professional Support Unit has been implemented to help trainees with mental health and to work closely with Deaneries.</li> </ul>	BF			

<p>Clinical staff increased - 4 Trainee Programme Director posts created: -</p> <ul style="list-style-type: none"> <li>• Graham Wilson – Under graduate training and apprenticeships, Life Sciences.</li> <li>• Lisa Ayers (background in Immunology) – Appointed to run the HSST programme covering Physiological, Physical and Life Science.</li> <li>• Jane Lynch (Physiologist in Audiology) – Appointed to run the STP programme</li> <li>• 1 STP TPD post vacant.</li> <li>• Owen Driskoll (background in pathology) Lead on Clinical Academic Careers</li> </ul> <p><b>Action</b> - To forward TPD contact details to Board members</p>	BB			
<b>4. Topic of the day</b>				
<p>Workshop – STP Training Needs Analysis led by Jasbir Daine and Stuart Sutherland</p> <ul style="list-style-type: none"> <li>• Assessment for Learning and Feedback on STP</li> <li>• Training Plan, Monitoring &amp; Reviewing Progress on STP</li> </ul>	JS/SS			
<b>5. Report from the Academy of Healthcare Science</b>				
<p>No reports received from the Academy. BF- Report received from the ACPC via the Academy</p> <ul style="list-style-type: none"> <li>• Training Programmes are running fine</li> </ul> <p>School working closely with the Academy with a flexible and more agile approach.</p>				
<b>6. Reports from HEI's</b>				
<p>KU – Nothing new to report. Student feedback on popularity of courses is positive.</p> <p>BF - PTP are commissioned placements. The school will look at the way PTP courses are currently running and courses to be more flexible whilst keeping within the regulations. The school will look at and change the way under graduate courses are accredited.</p>				

7. Reports from Trainee Representatives				
<p>See reports</p> <p><b><u>Representing/ Role</u></b></p> <p>Reports received for the recruitment of a new STP representative for Physiological Sciences to replace Olivia when she completes STP.</p> <p>Two applications received: -</p> <ul style="list-style-type: none"> <li>• Nathan Spectre (1<sup>st</sup> year, Cardiac) (see report)</li> <li>• Tim Husselbury (see report)</li> </ul> <p><b>Action</b> -To write to NS and TH to confirm if they are happy to be the students CP representative on the Theme Board and to bring trainee concerns to the board.</p> <p>The school has implemented a professional support unit at the school for individual trainees in difficulty for support and guidance.</p> <p>Ku – Queried if the school provides training for student representatives</p> <p><b>Action</b> - The school to look at providing training for student representatives. An e-mail is to be forwarded to board members requesting ideas around what student representatives will need to do. BF will speak to other theme boards for ideas.</p> <p><b><u>Dave Edwards</u></b></p> <p>JH- Nothing to report.</p> <p>BF - Tangentially involved with echo cardiology. A report from Rick Stein shows a lot of workforce analytics with evidence to show where there are gaps.</p> <p><b><u>Helena Edlin</u></b></p> <p>The National School are supportive of the development of the level 6 qualification for Vascular Science. Now need to identify a HEI willing to provide the course.</p> <p>Discussed Level 6 with MMU and UWE.</p> <p>Minimum of 20-25 students required per year. UWE able to offer distance learning, however, needs to be developed as an NSHCS accredited HCS programme. (PTP)</p>	<p>BF</p> <p>BF</p>			

<p>discussion points:-</p> <p>Vascular Science would need to be a PTP before can turn it into an apprenticeship to run with cardiac and respiratory units.</p> <p>The Healthcare Science Degree Apprenticeship standard (which needs to be met to access the funding) specifies an accredited Healthcare Science degree is required. To fall within this remit would require the programme to be a PTP (i.e. NSHCS accredited HCS programme).</p> <p><b>Action</b> - Teleconference to be arranged to discuss further. Prof Bernie Ferry, Jane Lynch, Helena Edlin, and accreditation to be on call</p>	HE/BB			
<b>8. Report from Professional Bodies &amp; Colleges</b>				
<p><b>Professional Bodies</b></p> <p>BF - Verbal report received from HE.</p> <p>BM attending Train the Trainer Days ECR engagement with the academy.</p>				
<b>9. Reports from Employers Representatives</b>				
<p>No reports received</p> <p>John Hutchinson attended the regional STP student mock OSFA workshop as a speaker. The workshop was run by students with trainee representative groups for year 2's and 3's across the board for East of England.</p> <p>BF- Hoping to make Train the Trainer events more regional. The school has set aside a budget of £2000 per annum to support trainee representative groups.</p> <p>BF suggested the board has a wider discussion around EAP Level 6 apprenticeships as an item on the agenda at the next Theme Board.</p>				
<p><b>Report from PPI Representatives</b></p> <p>No PPI reports received.</p>				
<b>10. Programme Updates</b>				
<p>Rachael Peters reported the Accreditation Team now have a full complement of staff. Nicola Gould, Healthcare Science Support Officer has joined the team and will work alongside RH working on work base and HEI accreditation. RH thanked everyone who responded to the annual monitoring which will help with guidelines.</p>				

<ul style="list-style-type: none"> <li>• PTP and Apprenticeships No PTP accreditation - working up to a set of standards for accreditation purposes</li> <li>• STP - No back log of STP's to be accredited. Significant progress with HSST accreditation and specific guidelines have been developed.</li> <li>• HSST KU queried if accreditation are taking into account how trainees are accommodated – Students under a lot of pressure. RH- Accreditation look at departments and senior staff to ensure students are well supported in completing their HSST training - HSST plan has been developed to help students. Trainee officers will need to be suitably qualified and experienced. Trainee officer documentation has been developed which will be distributed with minutes.</li> </ul> <p>Lisa Ayers will work full time for HSST.</p> <p>The school is working much more closely with scientist demands and working more closely with commissioners.</p> <ol style="list-style-type: none"> <li>1) Evidence relating to curriculum and Mapped to SOP's - report at next meeting</li> <li>2) Worked up submissions of evidence – report at next meeting</li> </ol>				
<p><b>11. Updates &amp; Reports from School</b></p>				
<p><b>Curricula</b> Development of ASP's right across board not just level 8 Curriculum review documents in place. Speciality Lead Editor will be appointed by the school and paid for at HEE rates who will be a clinical scientist with significant post registration experience. Invitations will be sent inviting others from disciplines to help write the curricula. Help from HEI representative, patient and public representatives and perhaps the academy will also help. Some concerns from the board that not everyone has received invitations for the lead editor.</p> <p><b>Action</b> - BF to feedback concerns to Curricula Team.</p>	<p>BF</p>			

<p><b>Development of ASPs</b>          SP – ASP’s spread more nationally making them more sustainable with workshops. ASP’s are more academically focused. BF - the school will help and support ASP’s.</p> <p><b>Action</b> - KU to write to BF, Curricula and Assessment Team around ASP’s</p>	<p>KU</p>			
<p><b>12. AOB</b></p>				
<p>Level 7 Apprenticeships.          BF spoken to IPEN and IBMS. Graham Wilson and Rob Farley are organising a Trail Blazier Group for level 7 apprenticeships – Prof Sue Hill will be the lead. The Trail Blazier Group will have lead scientists and co-chairs who will consist of physiology, Medical Physics and Life sciences and Bioinformatics and be employer lead. GW has spoken to the institute of apprenticeships. The school will facilitate travel and rooms.</p> <p>Kelly queried if the ToR will be revised.  <b>Action</b> - BF to liaise with TPD’s when in post and review ToR.</p> <p>BF reported at a recent meeting with the National Commissioning Lead of Science an uplift of 14% was agreed for STP’s for the first time.</p>	<p>BF/TPD’s</p>			
<p><b>Date &amp; times of next meeting</b></p>				
<p>TBC</p>	<p>NSHCS</p>			

**ACTION LOG**

Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
<p><b>30.11.16</b> <b>6. Reports from HEIs</b></p>	<p>School to take the R&amp;D trainee support issue to HCS Lead meetings.</p> <p>Trainees are referred back to department as most R&amp;D depts do not know what the STP is and this can delay projects.</p>	<p>AD to take back to school for further information from BF (Head of School)</p> <p>Update 11.04.2019 BF – Letter sent to Trainees and Trainers aimed at RND Depts. RND Depts should look out for these scientists and provide support.</p>	NSHCS		Closed
<p><b>27.03.18</b> <b>11. HSST Update</b></p>	<p>HSST Stage 1 and 2 proposals. Collect/share evidence. Send examples to MT and school.</p>	<p><b>Update</b> Still open to feedback – we would still like more examples regarding evidence. No evidence submitted. TF asked all, talk to HSST trainees to put forward good examples of trainees work. General themes around the academy standards.</p> <p><b>Update 11.04.2019</b> KU – Good examples of competencies seen. KU to work with Lisa Ayers on good examples that could be put on the school website.</p> <p>LA to be liaison between school and KU</p>	<p>ALL</p> <p>LA/KU</p>		Open
<p><b>27.03.18</b> <b>3. STP research project discussion - Actions</b></p>	<p>NSHCS to consider contacting local HEE leads/ HCS to make them aware of lack of understanding/ support from R&amp;D depts. of STP research projects and the delays this causes</p> <p>NSHCS to consider setting up research hub on website as forum for research projects,</p>	<p>BF has written a letter of explanation for use.</p> <p>TF will ask JC to circulate an email.</p> <p>BF is very supportive of this.</p> <p>SS has set up an online anonymised form for examples of trainee work and projects, this is not currently live.</p>	<p>NSHCS</p> <p>TF</p> <p>NSHCS</p>		<p>Close</p> <p>Open</p> <p>Open</p>

	<p>FAQs, examples of projects, lists of published projects, ask an expert...</p> <p>Consider how experienced research depts. can be buddied up with new training centres in need support in this area</p> <p>NSHCS to look at how WB QA can strengthen in this area to ensure adequate support is in place for projects.</p>	<p>BF very supportive of this, KU spoke about research projects getting better and better.</p> <p>AW has developed a guidance around the TO role, however, this document is ready for circulating at present.</p> <p><b>Update 11.04.2019.</b> Members of Board requested NSHCS set up a place on line where students can see examples of previous projects. Abstracts received from Trainees which will be added to the School website.</p> <p><b>Update 11.04.2019</b> Owen Driskell to be a dedicated person and work collaboratively with the Digital Team.</p>	<p>TF/AW</p> <p>SS/Owen</p>		<p>Open</p> <p>Open</p>
<p><b>27.03.18</b> <b>4. Matters from Representative Themed Board Members</b></p>	<p>Career framework level 6 qualification – business case template needed then to be put together to go to the school.</p>	<p>Template is now available.</p> <p>Level 6 apprenticeships, the school has less involvement in this, it is up to the employer who has a need, then it is up to the HEI and it would need to meet the level 6 standard and PTP. Driven by the employers to find a university. Employers identify the need for the practitioner role.</p> <p>School would have to accredit the degree to reach to gateway for the EPA.</p> <p>Develop a toolkit for the structure of the degree.</p> <p><b>Update 11.03.2019.</b> Conference call to be arranged with Helena and colleagues at the universities, Andrew Williams, Liz Plumb from the school and the Academy to be on the call also.</p> <p>School to assist with curricula. HEI's will be involved.</p>	<p>NSHCS</p> <p>HE</p>		<p>Close Imminently</p>



		<b>Update 11.04.2019.</b> HE to have a conversation with Graham Wilson around the PTP programme. Call to be arranged.	BB		
<b>27.03.18</b> <b>4. Matters from Representative Themed Board Members</b>	Possibility of Neurophysiology HSST modules to be used as standalone. KU to investigate with MU	KU confirmed exploring this opportunity. Offering Audiology Level 7 or Level 8, still at discussion stage. Rachel Hutchings looking more at level 8.  <b>Update 11.04.2019</b> Lisa Ayers to have a call with KU around CPD modules and to bring curricula up to speed.	KU  LA/KU		Close
<b>19.06.18</b> <b>3. Provision of Training</b>	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.	<b>Update 11.04.2019</b> Topic of today's workshop – developing online assessments, guidance and formal training easily accessible by ESR.	BF/SS  JD/SS		Close
<b>19.06.2018</b> <b>5. PTP</b>	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
<b>19.06.2018</b> <b>6. Accreditation</b>	The work based paperwork has been revised, report document to be circulated.	SB to check.  <b>Update 11.04.2019</b> Published on-line	SB		Close
<b>11.03.2019</b> <b>3. Matters not elsewhere on the Agenda</b>	Details of TPD's to be forwarded to Board Members		BB		Open
<b>11.03.2019</b> <b>7. Representing /Role</b>	To write to NS and TH and confirm if they are happy to be their students CP representative on the Physiological Theme Board and bring trainee concerns to the board.  The school to look at providing training for student representatives. An e-mail to be forwarded to board members requesting		BF  BF		Open  Open

	<p>ideas around what student representatives might need to do. BF will speak to other theme boards for ideas.</p> <p>Teleconference to be arranged to discuss The Healthcare Science Degree Apprenticeship. Prof Bernie Ferry, Jane Lynch, Helena Edlin, and accreditation</p>		HE/BB		Open
<p><b>11.03.2019</b>  <b>11. Updates &amp; reports from School - Curricula</b></p>	<p>Concerns by Board members around Lead Editor communication - BF to feedback concerns to Curricula Team</p> <p>Development of ASP's – KU to write to BF, Curricula and Assessment Team around ASP's</p>		BF		Open
			KU		Open
<p><b>11.03.2019</b>  <b>12. A.O.B.</b></p>	BF & TPD's to review Theme Board ToR		BF/TPD's		Open

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