

National School of Healthcare Science
Trainee Representative Group Meeting
4th March 2019
Hallmark Hotel, Hagley Road, Edgbaston, Birmingham

Chair: Haroon Chughtai (HC)

Attending: Ashley Pritchard (AP), Beth Atkinson (BA), Chris Corbin (CC), Ciara Batterton (CB), David Walker (DW) Georgina Bartl (GB), James Beasley (JB), Jessica Matthews-Kelly (JMK), and Sarah Green (SGr),

Apologies: Andrew Bussey (AB), Berne Ferry (BF), Emily Aveyard (EA), Gareth Jackson (GJ) Georgina Bartl (GB), Jonathan Brackstone (JBr) Louisa Lee (LL), Sandie Gay (SG), Shahini Desai (SD) and Thomas Scott-Denton (TSD)

School Reps: Chris Fisher (CF), Jas Daine (JD), Katie Foster (KF), Liz Plumb (LP) and Stuart Sutherland (SS)

Minutes: Lisa Murphy (LM) & Delmar Smith (DS)

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DISCUSSION ITEM	PROGRESS
1. Welcome & Apologies	
The Co-Chair welcomed and thanked the group members, apologies were also noted. The School introduced Katie Foster who is the School's new Stakeholder and Engagement Manager.	
2. Minutes and actions from the last meeting	
The minutes were reviewed and reported to be accurate. Update from action 6 from meeting on 01/06/18 – The commissioners have confirmed that the 'Widening Access to Train' scheme is a matter for the employer, as HEE is not the employer they are unable to advise on individual employment matters – this information can be found on the School website: http://www.nshcs.hee.nhs.uk/current-programmes-stp/nhs-scientist-training-programme/frequently-asked-questions	

DISCUSSION ITEM	PROGRESS
<p>3. Budgets and Finances</p> <p>There seems to still be lots of confusion especially in the North, including lots of unfairness. It was reported that an email was distributed that added to the confusion, it was asked where the email was sent from but this was not confirmed.</p> <p>DW mentioned that he had contacted Gill Creswell one of the lead commissioners regarding this matter, Gill had reported that trainees seem to have the wrong idea around budgets. Training budgets were originally never intended to support extra-curricular activities and should only be accessed for reasonable travel/accommodation to and from HEI and school compulsory events such as OSFAs, induction, teaching weeks etc. DW mentioned that going forward, in the North, the commissioners are asking the Trusts for a forecast in expenditure, if they don't submit a forecast before the deadline or correctly then the correct monies will not be released, the Trust will therefore have to account for any expenditure from their own budget.</p> <p>JMK confirmed that her Trust has been given £2000.</p> <p>Is there any information on the School website and is there any information regarding what this can be spent on? HC mentioned that some trainees can use their training budget on their electives where as others aren't able to.</p> <p>See Action Log</p> <p>It was mentioned that it would be good to have evidence of how much of these budgets are actually used and how much of these budgets get absorbed by the Trusts. HC asked if a data audit could be done by the School by means of a survey?</p> <p>See Action Log</p>	
<p>4. Impact of Brexit on post-STP Job Prospects.</p>	
<p>AP asked what impact Brexit may have on job prospects post STP?</p> <p>KF advised that the School are not in a position to offer guidance on this until a government decision has been made.</p>	

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<p>5. Departmental Capacity: Trainee Ratio & Accreditation Process</p>	
<p>It was mentioned about 4 trainees being taken on in a department but there will be no job available at the end of the training – this will be because it’s a workforce need and not necessarily a Trust need.</p> <p>BA highlighted an issue regarding a part-time training officer who was looking after several trainees, this particular training officer is now retiring. LP emphasised that if trainees feel there is an issue then they need to inform the School as soon as possible and not at the end of the programme, if the School are not made aware of these issues then they are unable to act upon them. JD reminded the trainees that the School always offer trainee support when needed.</p> <p>HC asked what is an acceptable trainee : training officer ratio? LP and JD will take this question back to Berne Ferry. LP asked the trainees where they are getting support from if it is not the training officer, GB said other members of the staff in the labs usually gave support to trainees. AP reported that just before MRP there is a hike in reviews being done.</p> <p>JD spoke about the ‘Train the Trainer’ events and explained how these are the sort of topics that are covered and will hopefully give guidance to training officers on how things should be done. DW asked if there are any requirements to become a training officer –</p> <p>http://www.nshcs.hee.nhs.uk/accreditation-landing-page/important-documents</p> <p>http://www.nshcs.hee.nhs.uk/images/guidance/accreditation/accreditation-training-officer-person-spec-2018.pdf</p> <p>http://www.nshcs.hee.nhs.uk/images/guidance/accreditation/accreditation-training-officer-guidance-2018.pdf</p> <p>CC spoke about a trainee that had encountered problems, this has since been sorted but interested as to how this is monitored, also are there recurrent issues with particular Trusts?</p> <p>JMK reported to have had good experience with lots of meetings with her training officer. DW feels that protected time for training officers is very important.</p> <p>There is an issue with bioinformatics mainly because of the lack of specialist training officers, as an accreditation matter this is quite an important matter.</p> <p>AP thought this matter could be part of an exit survey, SS suggested that yes it could but if there were serious issues then these shouldn’t be left until the end of the programme to be mentioned.</p> <p>See Action Log</p>	

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6. OneFile	
<p>BA reported that some trainees had fed back to her that OneFile was far less intuitive unlike OLAT, there were issues with DOPs, proforma uploaded separately, also the MSF is also in a separate place. SS reminded the group that with OLAT you would have had to phone the OLAT helpdesk for lots of different things. Assessor nomination seems to be an issue but the School are currently in the process of spending several thousand pounds in trying to sort this, he asked for patience until will have this issue sorted. This had to be changed as the previous method allowed trainees to nominate their own assessor which meant that theoretically trainees could have nominated themselves. The School will have a birds-eye view of any hold ups or issues with OneFile. DW asked if it worth nominating several assessors, the response was yes it is worth doing this. There are lots of changes happening but we will update trainees as and when the changes take place.</p> <p>SS – The new MSF is a much cleaner system, he spoke about the issues that were reported 4 years ago with OLAT, this new system has certainly closed the gap, far less issues with this off the shelf system. There are currently workshops being run where we receive feedback, take insights and react to them, there is a training officer one taking place this week. SS asked that any issues that are being experienced should be reported to the digital team help desk NSHCS.digital@hee.nhs.uk</p> <p>GB suggested a call back/recall button would be very useful.</p> <p>CC mentioned that assessors have to 'opt in' to receive emails and asked if this could be changed so emails are sent by default, SS explained that due to GDPR this is not possible. AP suggested the School could send out some comms about this, SS highlighted that this is mentioned in bulletins etc. AP mentioned that all her assessors could see all her assessments, SS suggested this has benefits, there are ups and downs, he suggested changing assessors on a rotational basis if preferred.</p>	
7. Study Leave	

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<p>CC has some personal experience regarding study time allowance and feels that it is more restricted than it used to be. LP confirmed that it is 1 day per week but how that is operationalised is down to individual Trusts. For in-service trainees this may be different. Please see AOB.</p> <p>BA asked about Saturday work rotas and payments for this, LP said that this would be a Trust/HR matter.</p>	
<p>8. Specialism Rep Updates</p>	
<p>SGr spoke about IPEM Communities of Interest page that has been set up and asked if the group could disseminate this information?</p> <p>DW spoke about a Genomic Counselling open day that had been set up, the day went really well, he wanted to give thanks for the support that was provided.</p> <p>HC is setting up a CBI day at the NSHCS, a room has been provided and is also hoping that some refreshments may be provided, this is yet to be confirmed.</p> <p>AP reported that a Life Science trainee rep is to be recruited. GB mentioned that the North is also looking to do mock OSFAs events. CC is hoping to set up a Patient History Taking event. AP to set up a Slack workspace. JMK spoke about STP Perspectives website, it is a useful website and is on the School website and as a Twitter follow: http://www.nshcs.hee.nhs.uk/news/item/701-stp-trainees-blog There is an unofficial group set up in Sheffield that has been set up by 2 previous STP trainees and Harriet Crook focusing on doing Healthcare Science Week. CC asked if Yorks & Humber could join any of the mock OSFAs that are running, this probably isn't possible but AP will see if they can help but it very depends on the numbers.</p> <p>JD mention that the School can only help with these events on an ad-hoc basis, it would very much depend on numbers of delegates, any enquiries regarding these requests should be sent to the School. JMK mentioned that they ran a research project where trainees discussed their electives.</p>	

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<p>9. NSHCS Updates</p> <p>The School asked the group if minutes from the TRG meeting could be published on the School website once they have been approved, this would provide information to all trainees and will help to avoid duplicate agenda items for future meetings. The group felt this would be fine so long as any subject matter that was discussed was anonymised.</p> <p>For future meetings the School would like some information regarding agenda items so that they can ensure there is the most appropriate representation at the meeting in order to answer any questions.</p> <p>JD spoke about the 2019 STP Induction Day, it will hopefully take place in the 2nd week of September 2019 but we are still waiting for confirmation of the date and venue – the School will be looking for volunteers, we usually ask for a trainee to Chair and a Lead.</p> <p>CF gave an update regarding the curriculum review, the new team are almost up and running, there will also be a dedicated curriculum inbox for any feedback. HC asked if trainees are going to be engaged, the answer is yes, the School want some input from our trainees although it probably won't affect our current trainees. The review won't be a quick process but confirmed that rotations will be looked at as part of the review. Lead editors for specialties will be recruited to take responsibility for the specialty curriculum .</p>	
<p>10. AOB</p> <p>Is there an update for in-service trainees - here is some guidance http://www.nshcs.hee.nhs.uk/join-programme/nhs-scientist-training-programme/important-documents</p> <p>The Chair of the next meeting is Ashley Pritchard Date and time of next meeting TBC.</p>	

ACTION

ACTION LOG					
Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
<u>06/02/18 – Item 6</u>	BF to try and obtain a list of all trainee networks so that when there is a change over communication could be retained.	<u>Update 04/03/2019</u> JD has looked into this and the answer is: A generic mailbox or mailboxes will not be possible as we struggle to manage the main school inbox so a further 5 – 10 mailboxes is not something the school can offer. Could they consider a generic gmail or other similar account and pass on the login in details to the incoming trainee reps?	BF/JD	Before next meeting	Closed
<u>01/06/19- Item 2</u>	JM to organise webinar for recruiting theme board members	KF to look into the details needed for this and organise. <u>Update 04/03/2019</u> JM has left the role but the new Stakeholder Engagement Manager will look at this going forward. Process is now in place and information can be found on School website:	KF	ASAP	Closed

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	Trainees to be sent list of Healthcare Scientists	http://www.nshcs.hee.nhs.uk/about-us/theme-board BF has obtained the list but needs to make sure she is not breaching confidentiality before sending out	BF	ASAP	Open
<u>01/06/18- Item 5</u>	Formal learning contracts need to be in place between trainees and training officers	DW to send his learning contract to the school for guidance, JD and assessment team to decide whether completing the contract should be mandatory, the same goes for training plans	DW/JD	ASAP	Open
<u>01/06/18- Item 6</u>	Clarification needed around widening access to training scheme	BF to speak to commissioners to determine whether trainees should be eligible for this. <u>Update</u> The School has sought advice from the commissioners who have confirmed that this is an employer issue and there is now a link on the website in the FAQ sections that confirms this.	BF	ASAP	Closed
<u>04/03/19 – Item 3</u>	Invite a commissioning lead to the next meeting		LM	Before next meeting	Open
<u>04/03/19-Item 3.1</u>	Can the School conduct a data audit survey regarding how much of these	This is something for the commissioners to respond to, if somebody from	JD		Closed

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	training budgets are used and how much are absorbed by the Trusts?	commissioning attends the next meeting then this matter can be raised. There is a meeting taking place on 9 th April so the School will hopefully get an update regarding this and share with trainees as soon as we can.			
<u>04/03/2019-Item 5</u>	Guidance required on Training Officer to Trainee ratio.	This will depend on the role of the individual training officer – some are dedicated resource and therefore have capacity to manage multiple trainees, others don't but some guidance from the school could be developed e.g., minimum WTE we might expect someone to spend on training per trainee for example. Training will be very variable though depending on set up and structure of individual departments.	JD		Closed