

NATIONAL SCHOOL OF HEALTHCARE SCIENCE
PHYSIOLOGICAL SCIENCES THEMED BOARD MEETING
 6 March 2020 - 11:00-16:00
 Novotel, Birmingham Centre, 70 Broad St, Birmingham, B1 2HT

Chair: Berne Ferry (BF)

Attending: Andrew Williams (AW), Angela Daly (AD), Anne Georgiou (AG), Boota Singh (BS), Dave Edwards (DE), Elisa Skinner (ES), Emily Petty (EP), Graham Wilson (GW), Harriett Crook (HC), Hayley Langridge (HL), Jane Lynch (JL), Kai Uus (KU), Katie Foster (KF), Kelly Bill (KB), Rachel Hutchings (RH), Sandie Gay (SG), Sara Coulson (SC), Steve Tipping (ST), Stuart Sutherland (SS), Virginia De La Hamayse (VH)

Apologies: Alasdair Gebbels (AG), Amanda Casey (AC), Becky MacPhee (BM), Shaun Robinson (SR), Chris Eggett (CE), Christal Fisher (CF), Dave Edwards (DE), Elaine Gribben (EG), Emma Jones (EJ), Gerald Egbury (GE), Grace George (GG), Helena Edlin (HE), Jack Constable (JC), Jasbir Daine (JD), Jason Collinson (JCol), John Hutchinson (JH), Kelly St Pier (KSt), Keiran Joseph (KJ), Lesley Chandra (LC), Liz Plumb (LP), Martin Stout (MSt), Michael Lang (ML), Muri Pillai (MP), Nolan Stain (NS), Olivia Smith (OS), Ruth Hamilton (RuH), Rhea Fielding (RF), Sarah Peel (SP), Shahini Desai (SD), Scott Richards (SR), Tim Wilding (TW), Trefor Watts (TrW), Ved Ramnai (VR)

Minutes: Bhupinder Balaghan (BB)

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DISCUSSION / ITEM	OWNER	DUE	PROGRESS	STATUS
1. Welcome and Introductions				
BF welcomed the board. JL will be chairing the meeting with BF	BF/JL			
Members introduced themselves.				
2. Minutes and Matters arising from the meeting held on 23rd September 2019				
Minutes from 23 rd September 2020 were correct and therefore approved.				
Action No. 11 on Action Log - HSST update: Kai Uus is working with Lisa Ayers on good examples which could be shown on the school website. KU provided an update – students are to provide examples, KU will chase students. Good examples of competencies already received can be found on the school website.				

Action: Lisa Ayers to contact Kai Uus and liaise with Katie Foster to ensure more examples of competencies are put up on the school's website.

Action No. 3 on Action Log - STP Research project discussion

The School has sent further correspondence to trust research departments. The letter outlines that scientists are funded by the trusts and are their employees. As part of their programme a research project is important. Support to scientists should be provided by the Universities - KU reported in general there has been a positive change.

Members who haven't received a copy of the letter please let the school know.

Owen Driskell, Clinical Academic Sciences Lead at the School is involved in implementing a research hub to set up a matrix for the school and to underpin academic research careers. OD will use the resources at the school and build a database of the scientists in the country, their specialisms, what they do – do they have people working for them and what they would be prepared to do for the school – will they mentor, let people visit their departments, will they give talks? This research hub will be a resource for HCS. The project will take time to complete.

Owen Driskell and Lisa Ayers to be present at future meetings and provide an update of the project.

KU – Some HSST students find difficulties getting the ethics completed due to challenging projects. How can we support that part of their research?

Action: Owen Driskell to work out a toolbox to help scientists get through an ethics application.

Action No. 4 on Action Log - Possibility of Neurophysiology HSST modules to be used as standalone

KU – not involved in Neurophysiology. The idea was to open-up HSST for clinicians who want to do separate modules. Conversations have started whether students should have the same modules available and be pitched at Level 7.

Sandie Gay reported Lisa Ayers has had discussion at a recent meeting with MASHE to discuss contents of the Neurophysiology module.

LA/KU/KF

OD

<p>Action No. 4 on Action Log - Report from the Academy of Healthcare Science Representatives from the Academy of Healthcare Science are noted to be absent again. Action: The School officially write to the Academy asking them to attend the Theme Boards and if cannot attend to kindly send a report.</p> <p>Action No. 5 on Action Log - Reports from HEI's Jane Lynch and Graham Wilson exploring routes into Physiological Sciences for Sports Science/BMS Graduates. Discussions on-going. Action: JL and GW to provide an update at next Theme Board</p> <p>Action No. 11 on Action Log - Development of ASP's A colleague of KU's has been in touch with the school. Some confusion whether only modules under the ASP's are excepted or could a wider portfolio be put forward. BF framework is flexible and more agile, and this should be fine. Information can be found on the school website on how a business case for an ASP can be put forward.</p> <p>Action No. 12 on Action Log - Review of Theme Board ToR ToR for the Theme Boards are currently under review.</p>	<p>JL/GW</p>			
<p>3. Topic of the Day</p>				
<ul style="list-style-type: none"> • Moderation of Evidence for STP competencies <p>Jane Lynch presented the workshop for Moderation of Evidence for STP competencies.</p> <p>At the last Theme Board discussions took place on evidence and the quality of evidence. More reassurance sought around the level of quality of evidence and ensure Training Officers except the same kind of level from all their trainees. Some Trainees are under the impression some Training Officers are asking for more than other Training Officers -Training Officers feel there is not enough guidance available.</p>	<p>JL/GW</p>			

<p>Evidence collated from the Life Sciences and Physical Sciences are professional competencies and are being used for the workshop. These competencies are relevant to all STP Trainees. The Board was asked to examine 3 pieces of evidence in groups of three and decide:</p> <ol style="list-style-type: none"> 1. If the evidence is acceptable 2. What's good about the evidence and what doesn't work 3. How the evidence can be improved 4. How Training Officers would feedback to the Trainee <p>Comments from the Board were collated by using Slido and discussed at the end of the workshop.</p>				
<p>4. Headline School Activity</p>				
<p>Angela Daly delivered the presentation on the Headline School Activity Report (Presentation was circulated to the Board together with theme board papers prior to meeting)</p> <p>Reasons for collating data was to create the equivalence of an annual report. A new and digital version for annual data was needed so data is available for everyone to see. A dashboard of activities will be displayed as they progress throughout the year. Data is usually requested for events that have taken place and the dashboard will enable data to be easily accessible to anyone who needs data information. Large number of data requests are received from commissioners.</p> <p>Sandy Gay reported in 2019 the school had the lowest OSFA fail rate after re-sits going down 2%. This could because the re-sits were moved from September to November.</p> <p>The Trainee exit survey will be published on the school's website. Trainees appear to be positive and having a good experience on the programme. Lots of triage of support is available.</p> <p>Train the Trainer events have been well attended and have been a great success. Seven Local Train the Trainer events across the country have been scheduled for this year.</p>	<p>AD</p>			

<p>The school intend to keep the data current and as accurate as possible.</p>				
<p>5. Healthcare Science Workforce Partnership Board</p>				
<p>The new Healthcare Science Workforce Partnership Board (HSWPB) met yesterday (5 March 2020). The HSWPB will include representation from:</p> <ul style="list-style-type: none"> • NSHCS • NHS England - Sue Hill, Chief Scientific Officer (including senior staff from her team) • HEI's • Representation from Scientific Officers from England, Ireland, Scotland and Wales • Union staff representation • Representation from employers • Public Health England <p>Sue Hill felt a HSWPB should be implemented. The structure of the school has changed significantly in terms of how many scientists the school felt was needed to be embedded within Health Education England, i.e. changing the school from having Professional Leads to having Training Programme Directors. As a result, the Healthcare Science Implementation Network Group (HCSING) has been replaced with the HSWPB. It was felt HCSING did not fit completely within Health Education England's governance structure – this enabled the school to work more closely with the Chief Scientific Officer, Sue Hill.</p> <p>Theme Board Meetings are a core part of the school's work. Issues discussed at the meetings are reported to the Senior Management Meetings, (SMM), these take place every month at the school. Issues such as staffing issues, major problems with trainees and programmes, finance issues and any risks the school may have are reported to the SMM. These are then reported to Healthcare Science Reassurance Board within Health Education England, which are then reported to the Executive Board of Health Education England.</p> <p>Several frameworks have been set up by Sue Hill across the country, namely –</p> <ul style="list-style-type: none"> • A Leadership Framework • Retention & Recruitment 				

<ul style="list-style-type: none"> • Equality & Diversity Framework • Research Framework – A lot of advice is provided by OD and LiA from the school <p>The School is involved with various new work which is yet to be signed off. Details will be shared with the Board when approved.</p> <p>HSWPB has looked at the implications of HCS in The People Plan. SH is ensuring parts of the People Plan relating to HCS can be articulated to be relevant to the workforce. There will be a strategic CSO strategy for HCS likely to be launched at the same time of the People Plan. The School has worked together with SH and her team since the People Plan was first proposed to understand what aspects of the People Plan might relate to HCS.</p> <p>BF and AD sit on the Board together with SH who is the head of the profession.</p>				
6. Apprenticeships/EPA Activity				
<p>Boota Singh delivered the presented for End Point Assessment (EPA). EPA has been around for nearly a year.</p> <p>Graham Wilson's looks after the role of apprenticeships. The school provides EPA for apprenticeships. The school has been recognised by 2 major bodies who quality assures apprenticeships – The Skills Undergraduate Team and The National Institute for Apprenticeships.</p> <p>The school is involved with level 2 apprenticeships and the Clinical Academic Apprenticeships which is the first national Level 8 apprenticeship.</p> <p>The school has 26 education and training providers that use EPA. And have 248 contracted of which 43 are Physiological Scientist. The school are contracted to work with 39 different NHS employers and 6 private employers.</p> <p>Information on apprenticeships can be found on the school website.</p>				
7. Topol Fellowship				

Stuart Sutherland provided an overview of the Topol Fellowship Programme. The Programme was launched on 11th February 2019 to take advantage of digital developments and the greater use of devices.

The presentation included a summary of the Topol programme, its progress and plans, and the relevance of the Topol programme to healthcare science.

SS highlighted that a key part of the Topol programme is providing the fellows with time. The programme entails two days of protected time a week 'to make digital happen'.

What is working well?

Feedback has confirmed that the availability to have protected time is invaluable. Positive feedback has been received regarding the Topol workshop events, shared learning and valuable connections with others on the programme.

Positive feedback was given for the profile afforded by the recognition of the Topol name. This was partly attributed to the significant mentions of Topol in the People Plan.

Future plans?

Scaling up the programme, introducing more fellows.
Greater professional diversity, inevitably including healthcare Scientists too.
Recruitment will be based on problem definition and institutional capacity.
Connection with other digital initiatives.

What is in it for healthcare scientists?

Time to work on service design
A national profile for individual departments and professions
A role in the national conversation

Shortlisting is due to take place in summer.
Inductions are due to take place in November.

SS took questions from the board.
RH asks about the interviewing process. SS informs the board that they are looking for candidates with a problem that needs s

8. Reports Received

<p>Due to time constraints reports will no longer be discussed in Theme Board Meetings. Reports received will continue to be circulated prior to the meetings.</p>			
<p>9. Visioning for Future Theme Boards</p>			
<p>SMM are reviewing the ToR for Theme Boards. Reports submitted to the Theme Boards will not be presented at the meetings due to time constraints unless extraordinary.</p> <p>Reports submitted will continue to be circulated prior to the meetings and be insisted on.</p> <p>The Board felt Theme boards have become stale more apologies are received than attendees. Representation from the school out number Board members. People are busy with work pressures and cannot attend and general loss of interest. Timing of the meetings could be factor - OSFAS and Theme Board have been scheduled in the same week – making it difficult to take time off twice in 1 week.</p> <p>The Board discussed ideas for future Theme Boards such as:</p> <ul style="list-style-type: none"> • Round Table discussions around specific ideas involving the right people for the theme. • Annual Conference with break outs into groups to discuss specific themed issues • Annual conference with half a day Theme Board the day before • 2-hour tele-conference for each discipline. <p>BF felt at least one face to face meeting should take place as there is a lot of Physiologist, Physical and Life Scientist.</p> <p>Ideas from the Board are important and will determine the way future Theme Boards are conducted. No definite changes will be made to the ToR without consulting the Board.</p>			
<p>10. AOB</p>			

Concerns for shortlisting for 6 GI Physiologist. Not one showed any interest in GI Physiology. There are 8 places for GI Psychology and there are concerns when interviews take place.

AW advised not to take them due to the scoring. There is a tough panel.

- a. Nobody gets an offer without further discussions
- b. If 2 Interviewers have course for concerns, the Trainee is deemed unfit

JL – Recruitment is approaching. Specialist interviewers are required for Clinical Bioinformatics Genomics, Clinical Pharmaceutical Sciences, Clinical Engineering and Neuro Dynamics Sciences. If the Board knows anyone who could help with the interviews, please get in touch with Louise Ayers at the school.

11. Date & times of next meeting

TBC

ACTION LOG					
Agenda Item & Meeting Date*	Action	Progress / Further Actions	Lead	Due	Status
27.03.18 HSST Update	HSST Stage 1 and 2 proposals. Collect/share evidence. Send examples to MT and school.	<p><u>Update</u> 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>Update 11.04.2019 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>Action on 6.3 2020 LiA to contact KU and liaise with Katie Foster to ensure more examples of competencies are put up on the school's website</p>	<p>ALL</p> <p>LA/KU</p> <p>LiA/KU/KF</p>		Open
23.09.2010 11. HSST Update		To leave open KU absent from TB.			Close
27.03.18 3. STP research project discussion - Actions	<p>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</p> <p>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...</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>BF very supportive of this, KU spoke about research projects getting better and better.</p>	<p>NSHCS</p> <p>TF</p> <p>NSHCS</p>	<p>On-going Project</p>	<p>Close</p> <p>Close</p> <p>Close</p> <p>Open</p>

	<p>The school is actively training to integrate projects and looking to set up mentorships and a research hub.</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>Update 11.04.2019. Members of Board requested NSHCS set up a place online where students can see examples of previous projects. Abstracts received from Trainees which will be added to the School website.</p> <p>Update 11.04.2019 Owen Driskell to be a dedicated person and work collaboratively with the Digital Team.</p> <p>Update 23.09.2019 – Owen Driskell/Stuart Sutherland and Berne Ferry to discuss</p> <p>Action on 6.3.2020 Owen Driskell to work out a toolbox to help scientists get through an ethics application.</p>	<p>SS/Owen</p> <p>OW/SS/BF</p> <p>OD</p>		<p>Open</p> <p>Close</p> <p>Open</p>
<p>23.09.2019</p> <p>3. Topic of the Day</p>		<p>TPD's Education Assessment & Accreditation and BF to get together to discuss Quality Assurance of Evidence</p>	<p>JL/LA/SG/ BF</p>		<p>Close</p>
<p>27.03.18</p> <p>4. Matters from Representative Themed Board Members</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>Update 11.03.2019. 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>NSHCS</p> <p>HE</p>		<p>Close</p> <p>Close</p>

		<p>School to assist with curricula. HEI's will be involved.</p> <p>Update 11.04.2019. HE to have a conversation with Graham Wilson around the PTP programme. Call to be arranged.</p> <p>Update 23.09.2019 – Conference call with Helena Edkin and Andrew Williams. Curricula developed and accredited and with academy waiting for next steps. Guidance needed on how to write Level 6 – HE to get in touch with CF. BF to put timelines in place as this has been going on for a while. EPTSE- get something ready for December.</p> <p>Action: To set up another conference call To check with University if happy with curricula and then school will send to academy</p>			Close
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	<p>KU confirmed exploring this opportunity. Offering Audiology Level 7 or Level 8, still at discussion stage. Rachel Hutchings looking more at level 8.</p> <p>Update 11.04.2019 Lisa Ayers to have a call with KU around CPD modules and to bring curricula up to speed.</p> <p>Update 23.09.2019 – Rachael Hutchings to get in touch with Lis Ayers, TPD for HSST</p> <p>Update 6.03.2020 - LiA to update Board on recent meeting with MASHE regarding contents of the Neurophysiology module.</p>	<p>KU</p> <p>LiA/KU</p> <p>LiA</p>	Next Theme Board	<p>Open</p> <p>Open</p>

23.09.2019 4. Report from the Academy of Healthcare Science		Action: 6.03.2020 - The School is to officially write to the Academy asking for a representative to attend Theme Boards and if cannot attend to forward a report from the Academy.	NSHCS		Open
23.09.2019 5. Reports from HEI's		Action:6.032020-JL and GW exploring routes into Physiological Sciences for Sports Science/BMS Graduates. JL and GW to provide an update at next Theme Board	JL/GW	Next Theme Board	Open
11.03.2019 7. Representing /Role		The school to look at providing training for student representatives. An e-mail to be forwarded to board members requesting ideas around what student representatives might need to do. BF will speak to other theme boards for ideas.	NSHCS		Close
23/09/2019		Teleconference to be arranged to discuss The Healthcare Science Degree Apprenticeship. Prof Bernie Ferry, Jane Lynch, Helena Edlin, and accreditation	HE/BB		Close
23.09.2019 7. Representing /Role	Two new chairs appointed to run the exam curricula. Members have been asked for their involvement with the curricula review via Social media website.				Close
11.03.2019 11. Updates & reports from School - Curricula	Concerns by Board members around Lead Editor communication - BF to feedback concerns to Curricula Team	Update 23.09.2019 – Lead Editors recruited	BF		Close
	Development of ASP's – KU to write to BF, Curricula and Assessment Team around ASP's		KU		Close

11.03.2019 12. A.O.B.	BF & TPD's to review Theme Board ToR	ToR for the Theme Boards are currently under review.	BF/TPD's		Open
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