

# The Institute of Maxillofacial Prosthetists & Technologists



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## Council minutes from the meeting held on Wednesday 3<sup>rd</sup> June 2020 via ZOOM

<b>Name of Meeting</b>	<b>IMPT Council Meeting</b>	
<b>Date of Meeting</b>	<b>Wednesday 3<sup>rd</sup> June 2020 via ZOOM</b>	
<b>Present at Meeting</b>		
Jason Watson	Chairman	JW
Hitesh Korla	Honorary Registrar	HK
James Dimond	Web-Site Co-ordinator	JD
Steve Hollisey	Deputy Journal Editor	SH
Naimisha Patel	Council Member	NP
Edward Malton	Council Member	EM
Paula Garraway	Co-opted council member	PG
Pauline Paul	Honorary Secretary	PP
Richard Eggleton	Treasurer	RE
Trevor Coward	Education Officer	TC
Adrian Kearns	Newsletter Editor	AK
Barry Edwards	Journal Editor	BE
Catherine Turner	Co-opted council member	CT
<b>Apologies received</b>		
Holly Dimond	Co-opted council member	HD
Barbara Thompson	Education Committee	BT
Siân Campbell	Minutes Secretary	SC
Jordan Abassi	Student Representative	JA
<b>Actions List</b>	Actions sent out to council on 3.06.2020	
<b>Last Minutes</b>	Minutes 3 <sup>RD</sup> March 2020 proposed by PP and seconded JW	
<b>Matters Arising</b>		
<b>Signatory for accounts and Assets</b>	RE to resolve this as having problems accessing bank. <u>Assets of the IMPT</u> : round robin email sent to all, but only 2 replies. JW and EM to liaise and finalise this.	
<b>Patient Information leaflets</b>	TC has this in hand, and all are now completed and he has the master copies.	
<b>Whistleblowing</b>	TBC	

<b>Policy Spring Seminar</b>	Cancelled due to COVID
<b>Band 5 JD</b>	Still under discussion
<b>BOAMS</b>	Follow up; BAOMS cheque for £1000 the Congress
<b>IMPT Council Officers</b>	Letters have been sent to retired MfP's - David Thomson, Ann Lloyd and Gavin Carmichael
<b>Income from Trade at last Congress</b>	JW to look into this with Peter Evans and report at next meeting, need some clarification on this.
<b>Fellows page on IMT website</b>	Produce a Fellow's page; run by current Fellows for the website. JW to follow up on this at next meeting
<b>IMPT Congress 2021</b>	Look at Entertainment Fund as proposing banquet dinner at Beatles Museum in Liverpool.
<b>Correspondence and Reports</b>	
<b>Chairman's report JW</b>	Date for the next AGM: 22 <sup>nd</sup> July via Zoom this way all members can attend. Reports to be sent 30 prior so all questions and reports can be addressed, and PP and JW to distribute these by 15/7/2020. 21/7/2020: deadline for all reports by council officers before it is made available to all membership. Link for AGM on IMPT website to be made available by HK and JD on 1 <sup>st</sup> July.
Articles of Association	Articles of Association; draft doc. Not urgent as we have to get the membership docs finished. Provisional draft Dec 2020/Jan 2021 based on updates.
Professional Development Officer	JW proposed this new role on council. This will allow a way of informing the membership on new journal publications and articles, and also looking at ways of utilising Zoom for CPD certification. JW proposed asking senior members of council to give 30-60 minute talks on areas of interest, and thereby creating innovative methods of educating the membership and accruing CPD. JW has asked BT to consider this
<b>Secretary's report PP</b>	Re-election of council members all completed. CT now a co-opted member onto council as HD stepped down (maternity leave takes her over the period allocated as Co-Opt). SH now new AIB chair. JW to set up MDR Champion. Autumn Seminar; BE Lingfield Park, and this will be a socially distanced event. More information will be forthcoming (COVID restrictions complicate matters). <u>Regarding future room bookings at the Union Jack Club, all requests to be addressed to PP only, who will liaise with RE for payments. All council members to give as much notice as possible as there may be limited room availability.</u>
<b>Treasurer's report RE</b>	BOAMS monies still need to be collected. RE looking into final accounts for Congress in Swansea. JW questioned RE if we could streamline the number of bank accounts the IMPT currently holds (8 in total). Some of these bank accounts have been historically inherited and JW and RE to discuss this and report at next meeting.
<b>Honorary</b>	All subscriptions for this year are completed. 7 people have

<p><b>registrar's report HK</b></p>	<p>been removed from the register, and denied access to the website. 2 AIB certificates were issues to the successful candidates.</p> <p>PayPal payments for subscriptions is currently not working, and HK to look at who is using this and inform them not to use this payment method in future as it will no longer exist. All payment forms will be amended for next year.</p> <p>HK questioned the term "Associate Member" and wanted clarification on need to use this going forward. SM wanted clarification on the different levels of association within the membership as well. Overseas membership was also discussed.</p> <p>JD stated that AIB is maintained as this is the only way of assessing safety to practice, and consolidation of full membership and standing in healthcare commissions.</p> <p>To date we have: 118 Full members 58 Associate members 14 Fellows</p>
<p><b>Education Officer's report TC</b></p>	<p>TC reported that the examination process for all STP's was the "24 hr openbook online method", due to COVID. This method is being tested out instead of the 3-hour exam, and students can access their notes, materials etc for tier final submissions.</p> <p>The Reconstructive Science review meeting has now been rescheduled to 15/6/2020 from 1/5/2020. The current programme will be reviewed and improvements suggested. Looking to the future, all HEI's will only accept a minimum of 7 students per year, and this year we only have 4. <u>All universities in future will only support courses with a minimum number of 20 students, and the IMPT needs to urgently need to find more training units, and students or the course will no longer be tenable.</u> BE, JW and TC to co-ordinate with all Head of Departments from Maxfac/training units to action this.</p> <p>Also ask current STP students to write an article for the Dental Technician to encourage more students onto the programme.</p> <p>Band 5 JD needs to be drafted and accepted, and TC talked to Carrie Fisher at the National School for a feeder course into the STP Programme. JW, TC, JD, and Caroline Reed at GSTT to look at all Band 5 descriptors to finalise this.</p> <p>PP, JW and TC to contact Rob Farley to look at viability of acquiring an STP student from Scotland.</p> <p>Ian Collins to join the Education Committee as he is now lead on the Theme Board, and progress on this to be discussed at next Council Meeting.</p>
<p><b>Student</b></p>	<p>1 First year STP reports of misspelt certificate of registration</p>

<p><b>representative report (presented by JW on behalf of JA)</b></p>	<p>to the IMPT twice. *HK to action this 2 students do not have their log-in credentials despite chasing up the matter *JD to action this. <b>Bursary for Travel and Accommodation (HEE):</b> Unsure whether this should be raised at this meeting, or with the HEE/ National School: students are unsure whether they can use the bursary/allowance for books/materials or whether it is solely for travel and accommodation JW already addressed and said money for expenses for further training/travel subsistence as part of that at the discretion of the units ** JW to follow up with students. We have not received any formal, written feedback this year for any of the summative coursework pieces; To prepare for the academic year ahead, we believe it would be beneficial to receive any relevant documentation beforehand, ASAP such as the unit handbook and research project specific information (Lit. review documentation etc.) This is all on their MOODLE website which will be updated nearer the beginning of their academic year and students notified.</p>
<p><b>Journal Editor's report SH</b></p>	<p>SH enquired if the IMPT would allow publication of the journal specific to the COVID pandemic and looking at innovations across all units during this time? Possibly adapt the title of the journal to reflect this? Also ask for active participation form all STP students for contributions to the journal. As SC is on maternity leave SM ask the IMPT if he could ask for volunteers to help him during this time.</p>
<p><b>Website Editor's report JD</b></p>	<p>Maxillofacial Prosthetics Day going to be the first Monday in November every year; This year 2<sup>nd</sup> November; JD to supply generic download for NHS Trust Comms teams so we can all review at Oct meeting and the advertise our work. All leaflets completed, and need ratification from Council. Need to set up a free Google mail (Gmail) account; online; takes 5 minutes; you can also make as a IMPT related like Reg; IMPTregistrar@gmail.com for example. Pass on to JD so they can be added to Google Drive.TC, RE and AK to lead on this.</p>
<p><b>Newsletter Editor's report EM</b></p>	<p>EM reported positive feedback for the newsletter and questioned whether we keep it as is, or have an electronic version? RE suggested we debate this at the next AGM.</p>
<p><b>Congress 2021.</b></p>	<p>Nothing to report as progress delayed due to COVID. The Beatles Museum need prepayment and no commitments to hotels at present. Report back in October Meeting.</p>
<p><b>Articles of Association</b></p>	<p>1986 – Last update to this document. JW reiterated this must be completed properly and thoroughly, and RE stated that we have a legal requirement to do this.NP to lead on this with JW and AK.</p>
<p><b>Sustainability</b></p>	<p>JW said going forward 25% of meeting to be via Zoom, policies for sustainability, career break policy, refunds and</p>

	cancellations were all agreed. Expenses policy to be discussed and finalised in October.
<b>Workforce issue/data collection</b>	JW to contact all heads of departments to finalise ESR
<b>A.O.B</b>	AK currently has the final draft on the Whistleblowing Policy. He is also writing the Disciplinary Policy and this will be emailed to Council to review at the next meeting before presenting at the next AGM
<b>Next Council Meeting via ZOOM</b>	<b>Wednesday 7<sup>th</sup> October</b>