

# The Institute of Maxillofacial Prosthetists & Technologists



IMPT Council minutes from meeting dated Wednesday 2nd December 2020

Venue: via IMPT Zoom.

Minutes taken by C. Louise Watson – Council member

## Attendees:

Jason Watson	Chair	JW
Pauline Paul	Honorary Secretary	PP
Hitesh Koria	Honorary Registrar	HK
Richard Eggleton	Treasurer	RE
Trevor Coward	Education Officer	TC
Steve Hollisley-McLean	AIB Chair	SHM
James Dimond	Website Editor	JD
Barry Edwards	Journal Editor	BE
Karen Boyd	Continued Professional Development Lead	KB
C. Louise Watson	Minutes Officer	CLW
Siân Campbell	Council Member	SC
Paramjit Kaur	Council Member	PK
Adrian Kearns	Council Member	AK
Namisha Patel	Council Member	NP
Paula Garraway	Council Member	PG
Catherine Turner	Co-opted Council Member	CT
Oliver Burley	Co-opted Council Member	OB
Neesha Sharma	Members in Training Representative	NS

## Apologies:

Edward Malton	Newsletter Editor / Communication Officer	ED		
Barbara Thomson	Council Member	BT		
Action List		Actions sent out to the Council on 3 <sup>rd</sup> December 2020 from the meeting dated 2 <sup>nd</sup> December 2020.		

Last Minutes		Minutes 7 <sup>th</sup> October 2020 - proposed by Barry Edwards, seconded by James Dimond			
Subject	Note	Action			
Welcome and Introductions	<p>Chair Jason Watson welcomes everyone to the Zoom call at 10.15.</p> <p>Jason Watson would like to formally congratulate Trevor Coward on been awarded a Professorship.</p> <p>The Chair welcomes newly appointed Members in Training (formerly known as Student Representative) Neesha Sharma to the IMPT Council, and thanks their predecessor Jordan Abbasi.</p> <p>Jason Watson would also like to thank the Education committee for their ongoing efforts and dedication to supporting the profession.</p> <p>The council would like to <b>formally</b> thank James Dimond for the development and update of the IMPT website.</p>	To Note			
1. Apologies for absence	As detailed above	To Note			
2. Approval of Minutes from last meeting dated 03.06.2020	As detailed above	To Note			
3. Matters arising	<ul style="list-style-type: none"><li>It has been brought to the council's attention the passing of Norman Kidd. An obituary for Norman will be published in the Journal and on the IMPT website. Unfortunately, an obituary could not be included in the recently circulated newsletter.</li><li>When doing the minutes, full names should be used rather than abbreviations.</li></ul>				
4. Correspondence and Report					
Chair Report	<p>As detailed in Report submitted to Council 3<sup>rd</sup> December 2020</p> <ul style="list-style-type: none"><li>A satisfactory reply from Bristol was received RE: personal specifications to the recently advertised job. Council members are welcome to review.</li><li>JW plus one other have submitted applications with the AHCS to be recognised as Consultant Reconstructive Scientists. Process <b>is ongoing</b>.</li><li>The STP questionnaire which was submitted to JW via Heidi Silk has initial support from the council. To be reviewed by JW, BE and HK after obtaining further clarity on purpose. Once reviewed the questionnaire will be circulated to the general membership, via email and link on the IMPT website.</li></ul>	A1/JW BE			
Secretary Report	<p>As detailed in Report submitted to Council 1<sup>st</sup> December 2020</p> <ul style="list-style-type: none"><li>Updated council officers' details with Companies House have now been completed. James Dimond would like to note that he has taken on a GDC role, being a Clinical Advisor and Expert Witness.</li><li>Going forward IMPT council officers' reports and minutes to be uploaded to Google Drive for council</li></ul>	A3/PP JD A22/PP			

	<p>members' comments rather than PP to email prior to council meeting. (PP to check and chase absent reports)</p> <ul style="list-style-type: none"> <li>Standard Occupational Classification (SOC) Extension Framework is currently being undertaken, data was last collected in 2011, prior to the change in training. This is not connected to ESR. Debate is ongoing on where Maxillofacial Prosthetists and Reconstructive Scientists are placed on this database, neither are currently represented. Most of the council have no knowledge of this framework and would appreciate more information.</li> </ul>		
Treasurer Report	<p>As Detailed in the Report submitted to Council 1<sup>st</sup> December 2020.</p> <ul style="list-style-type: none"> <li>Minimal monies left in the PayPal account to cover any future Zoom activity but will be closed with monies transferred to the IMPT leading account. HK to print/download past statements for financial accountability (HK to pass to RE).</li> <li>Outstanding Trade payments from the previous Congress are now down £2500 from £4130, Peter Evans thinks that payments have been made using a different company name. RE SHM to finalise for next meeting.</li> </ul>	<p><b>A5/HK</b> <b>A6/RE</b></p> <p><b>A8/RE SHM</b></p>	
Registrar Report	<p>As Detailed in Report not submitted.</p> <ul style="list-style-type: none"> <li>IMPT membership runs from January to December each year. To reflect this HK proposed asking IMPT members to pay their annual subscriptions by the end of January rather than the current arrangement, which is by the end of March of each year. AK wrote the original document associated with this proposal. To keep 31<sup>st</sup> March as the end of payment grace period.</li> <li>New members are reporting problems setting up standing orders associated with IMPT banking details given, the banks are not recognising the IMPT name. RE stated that the individuals only need the sort code and account numbers to set up. The banks that do a name check, the individuals will need to overrule banks prompts. HK to forward to RE if problems persist.</li> <li>One current member of the IMPT has been suspended from the GDC register. HK can request further information on the complaint made against them, but it should be down to the individual to inform IMPT of any complaints (SHM) AK stated that IMPT needs to be proactive and address the issue in accordance with the disciplinary policy, additional clarification maybe needed from Charles-Fraser Macnamara.</li> <li>There are four certificates that need to be countersigned.</li> <li>HK has received a complaint from an overseas member regarding the closing of the IMPT PayPal account. Overseas banks will charge a large transaction fee in addition to the IMPT subscription. RE confirmed that IMPT was charged £30 to transfer refund for overseas members..</li> <li>HK proposed revised IMPT membership levels. Proposed were:</li> </ul>	<p><b>A13/HK</b></p> <p><b>A11/HK</b></p> <p><b>A12/JW</b></p> <p><b>A15/HK JD</b> <b>JW SC</b></p> <p><b>A10/HK</b></p>	

	<ol style="list-style-type: none"> <li>1. <b>Associate/Corporate membership</b> - £49. This level of membership would be aimed at Trading companies that support the profession. Access would be restricted.</li> <li>2. <b>Members-in-Training</b> - £79. This group would be for Members-in-Training only.</li> <li>3. <b>Overseas Member</b>- £79. Non-UK members who have satisfied their own countries competency assessment. Provide details to AIB for review.</li> <li>4. <b>Member</b> - £100. It is hoped that the Members-in-Training category will encourage qualified associate members to apply for full membership.</li> <li>5. <b>Fellow</b> - £100. It remains unchanged.</li> <li>6. <b>Retired</b> - £25. It remains unchanged.</li> </ol> <p>RE would like to know the financial implications for the proposed changes, as it appears there may be a loss of income, additionally BE would like further information on what each level of membership receives for their annual subscription. Further clarity and documentation are needed on the proposed membership changes. Initial documentation for membership changes were circulated by HK to council members on 15<sup>th</sup> December 2020.</p>		
Education Officer	<p>As detailed in the Report submitted to Council 1<sup>st</sup> December 2020.</p> <ul style="list-style-type: none"> <li>• The first IMPT education meeting which occurred prior to the main council meeting on 2<sup>nd</sup> December was extremely productive, the minutes will be circulated by the council in due course.</li> <li>• 2022 is the earliest start date for the new curriculum, where the competencies have been reduced to 90 broad competencies.</li> <li>• The MSc courses are delivered with a mixture of online and face-to-face. Currently the September year 1 group are meeting face-to-face at Kings, MMU are delivering <b>their</b> programme virtually. This is replicated for year 3 students. Year 2 students' lectures are all delivered online due to Covid-19 restrictions. Kings programme of lectures have been face-to-face however contingencies are in place if change to online is necessary.</li> <li>• Congress awards documentation is currently being worked on and will be <b>brought</b> to the council at the next scheduled meeting in March 2021.</li> <li>• 7 Units/training consortiums have expressed an interest in becoming an accredited MSc STP training centre for the next academic year with 5 units/consortiums for the following 2022/23 academic year. Still short of training units and would like to encourage additional uptake.</li> </ul>	<p><b>A9/AK +</b> Educ Comm.</p> <p><b>A21/JW TC</b></p>	
A.I.B Chair	<p>As detailed in the Report submitted to Council 1<sup>st</sup> December 2020.</p> <ul style="list-style-type: none"> <li>• Assessment Interview Board (AIB) 2021 will take place in a similar format to AIB 2020 with application uploading necessary documentation to Google Drive with refined categories.</li> <li>• SHM has been contacted via email regarding AIB applicants, no-one has committed to the process yet, due to Covid-19 and current restrictions. It was decided</li> </ul>	<p><b>A16/SHM</b> HK JD</p>	

	<p>by the council to conduct 2021 AIB interviews virtually rather than face-to-face, as this may also encourage applications. BE suggested this should be conducted via Teams rather than other virtual methods. Teams have been used within the NHS to interview for job vacancies. It was also decided by the council that the AIB 2021 assessment date is to remain as advertised. It was also decided by council for the AIB application fee to remain the same. AIB is expensive to facilitate, and the fees charged do not cover the costs associated with face-to-face AIB. SHM would like to run the forthcoming AIB using the same panel members of 2020.</p> <ul style="list-style-type: none"> <li>Initial drafts have been completed for the AIB documentation which will be valid from 2022, however final amendments will not be made until finalisation of the Membership document has been approved.</li> <li>Going forward SHM would like to link the A.I.B with the face-to-face council meeting in March.</li> </ul>		
Members-in-Training Representative	<p>As detailed in the Report Submitted to Council 1<sup>st</sup> December 2020.</p> <ul style="list-style-type: none"> <li>Members-In-Training have expressed a need for further guidance in writing competencies, it was communicated that this has been raised and discussed prior to this meeting by the education committee. Further guidance is due but will not be immediate as documents need to be produced.</li> <li>A few Members-in-Training have expressed concern about being asked to do additional tasks that are not related to their training. Council felt that hospital placements could ask Members-in-Training to do additional tasks/extra duties as it would result in a well-rounded Technologist that would not only develop additional skills but also keep other skills previously obtained up to date. Members-in-Training have different skills and experience and it should be up to the individual to raise any concerns/issues with their placement hospitals. The IMPT will write to placement hospitals if necessary.</li> <li>NS needs to reach out to distant learning members, TC to give these members NS details. (data protection)</li> </ul>	<p><b>A19/NS PE</b></p> <p><b>A20/PE TC</b></p>	
Journal Editor	<p>As detailed in the Report Submitted to Council 1<sup>st</sup> December 2020.</p> <ul style="list-style-type: none"> <li>The congress edition of the journal should be differentiated from the standard journal, currently looking at assorted colour schemes, (either blue or green) and layouts with the designer and SC. Hardcopy and electronic copy will be available to members.</li> <li>The last time the journal was posted out to members BE spent many hours at the post office. To streamline postage of the journal BE would like to organise a IMPT click and drop business post office account, this would enable to pay and print labels for postage online, then drop the journals at a collection point. JW - Yodel also has a similar service. RE prefers that BE uses his Trusts postal room and sends him the invoice for payment.</li> </ul>	<p><b>A17/BE</b></p> <p><b>A18/BE</b></p>	

	<p>Council agreed that BE look at costs but principle of making this easier supported by Council.</p> <ul style="list-style-type: none"> <li>From the recent electronic newsletter that was emailed to the membership, 34 emails were undeliverable. It is felt that before sending a hard copy of the journal to these members, confirmation of details such as address, emails etc needs to be undertaken. HK to phone units, leaving a message if they cannot speak directly to the members. This exercise will be time consuming. PP stated that it is up to the individual to update their details. A statement could be placed on the IMPT website to remind members to update their details.</li> </ul>	<b>A14/HK</b>	
Website Editor	<p>As detailed in the Report Submitted to Council 1<sup>st</sup> December 2020.</p> <ul style="list-style-type: none"> <li>The UHCW HCS poster circulated to council on 1<sup>st</sup> December can be customised to become an IMPT branded leaflet/poster (with removal of current logos) to promote National MfP day in November 2021.</li> <li>A new webpage will be developed for Continued Professional Development (CPD), that will be members only access.</li> </ul>		
Newsletter Editor	<p>As detailed in the Report not submitted.</p> <ul style="list-style-type: none"> <li>Autumn 2022 newsletter was emailed to the membership in November.</li> </ul>		
5. Articles of Association	<ul style="list-style-type: none"> <li>Articles of Association have not been updated since 1986. NP to be the lead, with the working group to include JW and AK. Articles of Association are the first point of reference to all other membership documentation and cannot be updated until all other documentation has been finalised. Articles of Association need to be generic and passed through a Solicitor before placing on the IMPT website.</li> </ul>		
6. Professional Development Lead	<ul style="list-style-type: none"> <li>KB sent a round robin email in December asking members to volunteer and contribute to the sharing of ideas for the CPD Forum, which will run from January 2021. The sessions will be open to all levels of membership. Not all timetabled seminars/demonstrations/discussions will be CPD events and will take on a more informed format. KB/PM have already timetabled Materialise with regular sessions but are aware that not all units utilise 3D technology. JW is happy to chase speakers but all members of the council should contribute.</li> </ul>	<b>A23/KB PK ALL</b>	
7. Educational Committee	<ul style="list-style-type: none"> <li>Minutes will be circulated to the council on the Education committees first meeting which commenced prior to the IMPT Council meeting dated 2.12.2020 in due course.</li> </ul>		
8. Policies	<ul style="list-style-type: none"> <li>AK Stated that there are currently no policies in circulation.</li> </ul>		
9. Workforce Issues / Data Collection	<ul style="list-style-type: none"> <li>Touched on in Chair's &amp; Secretary's report.</li> </ul>		
10. A.O.B	<ul style="list-style-type: none"> <li>March Council meeting will again be via Zoom with a later start time of 10.15 to allow for the conclusion of the Education committee meeting.</li> <li>All IMPT Council meetings will be via Zoom until further notice, planned dates are:</li> </ul>		

