



The Institute of Maxillofacial Prosthetists & Technologists

IMPT Council minutes from meeting dated Wednesday 3rd March 2021
Venue: via IMPT Zoom.
Minutes taken by C. Louise Watson – Council member

Attendees:

Jason Watson	Chair	JW
Pauline Paul	Honorary Secretary	PP
Richard Eggleton	Honorary Treasurer	RE
Hitesh Koria	Honorary Registrar	HK
Trevor Coward	Education Officer	TC
Steve Hollissey-McLean	AIB Chair	SHM
James Dimond	Website Editor	JD
Barry Edwards	Journal Editor	BE
Edward Malton	Newsletter Editor / Communication Officer	ED
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
Naimisha 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:

Action List	Actions sent out to the Council on 3 rd March 2021 from the meeting dated 3 rd March 2021.
Last Minutes	Minutes 2 nd December 2020 - proposed by Barry Edwards, seconded by Pauline Paul

Subject	Note	Action
Welcome and Introductions	Chair Jason Watson welcomes everyone to the Zoom call at 10.15. Jason Watson welcomed the IMPT President Mr. Adrian Sugar to the meeting and would like to thank Mr. Sugar for his continued support stating that it is a privilege to	To Note

	have Mr. Sugar as the president and would like to extend his term for an additional 12 months, to include the rescheduled IMPT Congress.	
1. Apologies for absence	As detailed above	To Note
2. Approval of Minutes from last meeting dated 02.12.2020	Name correction (NP) & amendment on page 3 Re: subscription payment date.	To Note
3. Matters arising	<ul style="list-style-type: none"> • Actions have been addressed in the reports. • STP Questionnaire not received by JW & BE for council input. • AIB met 2nd March 2021. 	
4. Correspondence and Report		
Chair Report	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> • Role descriptor document has been handed to PK and the education committee for amendments. The document will act as a guidance tool to the general IMPT membership linking the structure of qualifications to career pathway development, it is hoped that the role descriptors will be a guide to local Job descriptions and Personal specifications. Presently career pathways starts at level 7 (A4C) with STP training roles banded at a level 6, which is the current entry requirement. The training pathway framework needs structure and breadth in addition to different entry points to the profession. A conscience focus of the document centres around level 4/5 with the entry requirement being a BTEC/Foundation degree. The role descriptor document takes a similar format to the historic General Whitley Council guidelines/criteria, eg 3 years + post qualification before eligible for 8A position. (time served) However Managers/Trusts have discretion on local banding. • The webinar series was initially going to be discussion based with the sharing of ideas, networking opportunities, however they have quickly developed into formal CPD events, with the aid of Zoom feedback templates. KB will collate submitted forms and issue CPD certificates. The aim is to organise 2 webinars per month at a cost of £38.40 payable to Zoom, which is a fraction of the cost of face-to-face meetings. Each meeting does take a lot of time to organise. AS & TC welcome the introduction of the webinar series stating that it is only to be encouraged, especially with the inclusion of the international members of the profession. JD mentioned that CPD needs to be quality assured however can get around this as peer review however it does need to be auditable by the provider. There have been questions around charging for the CPD webinars, but it was felt that charging would make the process more difficult to administer and was decided at present to keep matters simple and not introduce a levy. • JW would like a group of people to organise a 1 day event in either October or November which would take a similar format to the Zoom meetings. JD suggested that it could tie in with the National Maxillofacial Prosthetists day which is scheduled 	<p>A29/KB JW</p> <p>A30/All</p>

	for the first Monday in November. One member unit to host. JD also suggested that someone should monitor/moderate the questions and answers similar to the AGM.	
Secretary Report	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> • Only have digital copies of IMPT minutes from June 2020, want to collate historical documents including minutes to include on Google drive. PP to liaise with previous minute's officers. • Some council members are having problems with uploading documents to the google drive, apologies came from RE. Adrian Sugar would like access to Google drive via the current links. • The AGM has been scheduled for the 30th April 2021, more details in AOB. • It was suggested that each IMPT role has a dedicated Gmail address that can be passed onto others as roles change. 	A7/PP
Treasurer Report	<p>As detailed in Report submitted to Council 3rd March 2021.</p> <ul style="list-style-type: none"> • Debit Card still in progress as need face-to-face appointment to organise with the Bank. • HK has downloaded PayPal account statements. Monthly Zoom subscriptions are taken from this account. • JD to purchase Anti-virus software, JW supports IMPT to reimburse cost to members, who will need to forward claim to RE. • £2780 still outstanding from 2019 Swansea Congress. RE contacted Peter Evans to check details, still waiting a reply. Action: JW to contact Peter Evans before possibly writing off outstanding figure? With lessons learnt, such as Trade should pay fees incurred e.g. Stands, prior to future Congresses similar to delegates. • Council needs to form a working group to produce standard document on how to organise a generic conference. Considering payments, trade, attendees, and hotels. Going forward it needs to be centralised again. • BE to further investigate the use of either NHS in-house post room or to organise Post office Account for the posting of Journals. JW would prefer a generic post office account so when role is handed to another council member it ensures a smooth handover. 	<p>A13/RE</p> <p>A14/EM & all with laptops.</p> <p>A11/RE JW</p> <p>A10/BE SHM EM SC RE</p> <p>A11/BE</p>
Registrar Report	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> • The membership document working group is currently working on amendments; the final draft will be completed by 24th March 2021, for it to be then presented to the IMPT AGM on the 30th April. JW is not keen to introduce corporate membership, as companies may want additional access to information held by the IMPT on membership. AS, BAOMS does not have Corporate membership and thinks bronze, silver & gold categories only apply to conferences, but will confirm. • There have been 4 new associate member applications received; there are no objections to admit them onto the associate register. JW 	A16/HK

	<p>queried if we must vote on new applicants (associate) as there can be a delay in accepting them any all associated members are supported by full members who have already been vetted themselves.</p> <ul style="list-style-type: none"> Some members have asked for a discount on their subscription, stating that they have not had enough interaction from council. RE said discounts can get messy especially when claiming tax relief. JW and council agree that council are being more proactive RE: webinars, Zoom meetings, newsletters, journals etc. HK doesn't think that the general membership is conscience of the behind-the-scenes workings of the council. JW, feedback should be given to these members. AS, the Craniofacial Society (cleft team) membership have a large disparity in salaries ranging from Receptionist to Surgeon, the membership fee is the same for all at £70, they do get cheaper rate for Congress. HK have had an overseas member, who claims to have paid their IMPT subscription, but this has not reached the IMPT leading account and as such a receipt has not been issued. HK to send details to RE to investigate. HK has received a complaint from a corporate company with regards to the lack of invitation to webinars, asking why Materialise received an invite, and invite not open to all? Going forward commercial partners will be allowed and invited to contribute to the webinar series that is specific to them. HK is directing all webinar CPD queries to KB. Certificates are signed by JW and will send to SC to countersign. 	<p>A22/HK</p> <p>A32/JW</p>
Education Officer	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> Should have enough training centres to run the STP Reconstructive Scientists course for the next two years. The STP Reconstructive Scientists curriculum review has been delayed by the Covid-19 situation, but has now been completed and sent for review and discussion which will occur on the 5th March. The hope is to deliver the new curriculum from September 2022, any changes to the curriculum will not affect current enrolled students. TC is waiting to see if OSCE examinations will be face-to-face or online but thinks the college will decide to go down the online route as the course is part time and delivered mainly virtual. The students will have 24 hours to prepare prior to examination. 	<p>A19/TC PE JW & Trainers</p>
Professional Development Lead	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> KB would like to thank the working group JW, JD & PK. JW is encouraged with work done by KB & PK. The working group is now developing documentation to enable verifiable CPD for the webinar series, using GDC & HPC guidelines for training. KB to send CPD certificates to IMPT members, other organisations i.e., IASPE who 	

	<p>may contribute will send CPD to their own members.</p> <ul style="list-style-type: none"> • Individuals should register for each webinar, once registered a link to the webinar unique to them will be provided. JD mentioned that 75% of registrants are sharing this link with others. HK & SHM raised concerns with sharing of any links with others due to patient confidentiality and consent even if any details are unidentifiable. JW - onus is on the presenter to ensure patient consent is given. It was felt that links should not be shared, if shared then the individual sharing any links will resume responsibility if repercussions occur. TC mentioned that a disclaimer should be incorporated. • AK has had some queries asking why the webinars are in the evening, and not during the working day. It was felt that having the webinars commence at 19.00 the audience numbers would be higher as it would be more accessible for international delegates, the majority of IMPT members could not do during working hours. • It was agreed that presentations should be uploaded for a limited time to the IMPT website for members to view only if unable to register for the webinar. Due to confidentiality or consent issues mentioned previously patient focused presentations will be exempt. • Materialise would like to be paid for a series of CPD presentations that are for planned April, June, and September (£350 per session). The council will not support funding and felt that events should be members led, and all commercial partners to be allowed to contribute to the webinar series that is specific to them. TC mentioned that if the council paid Materialise for their content other companies may expect the same; TC stated we must be cautious. KB thinks that Materialise will want to contribute to the series regardless. HK & JD think that they should pay to use the platform as it is advertising their software. AS thinks they should be encouraged to deliver the webinars for zero cost to the IMPT as they are generally fast when delivering any content, and any practical participation would be impossible. TC agreed that new users would find it difficult to follow if too fast due to unfamiliarity. 	<p>A23/KB PK JD</p>
A.I.B Chair	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> • SHM would like to thank the AIB panel plus JD including the background organisation required to support the virtual AIB. There were a few teething problems with uploading documents, candidates obtaining guidance from an external third party, broadband issues etc. BE commented that the virtual process went surprisingly well. The advantage of face-to-face AIB is that members of the panel can help relax the applicants as all candidates are always nervous that undergo the process, this is more difficult to achieve when doing any interviews virtually. • SHM asked about the level of DBS required, should it be basic or enhanced. Currently NHS Trusts requires an enhanced DBS. IMPT 	

	<p>guidelines state that a basic DBS is required which is in line with HCP. HK informs the council that currently DBS checks are free due to Covid-19.</p> <ul style="list-style-type: none"> Going forward SHM would like to do AIB panels face-to-face due to the problems experienced, which includes increased behind the scenes organisation. JW would like to continue with virtual AIB's as prospective candidates would consider them more convenient. PP commented that she would be surprised if the council received any negative feedback to undertaking virtual AIB in the future. AK suggested possibly running 2 AIB per year, offering virtual and face-to-face possible holding the face-to-face AIB's at the Conference. SHM suggested the council vote on this matter at the next meeting. An issue was raised with regards to the privacy settings of Google drive when AIB candidates upload their documentation and who has access? JD to confirm. Documentation submitted does need to be kept in-case of challenge and for auditing purposes, JD to keep outcomes and scores but will need to dispose of other associated documentation. The working party who will be updating the AIB documentation will need to take into consideration both virtual and face-to-face AIB processes. SHM queried current AIB application fee. SC stated that it was discussed at the council meeting in December 2020 where it was agreed that the fee should remain unchanged. Holding face-to-face AIB panels costs the IMPT considerably more than the application fee charged. 	<p>A17/All</p> <p>A18/JW SHM</p> <p>A5/SHM & AIB working party</p>
Members-in-Training Representative	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> Increased social media presence a welcome idea. Students/members to send posts to JD or SC? For inclusion in various social media accounts e.g. Instagram/Twitter/LinkedIn. JW would like one identified person to work alongside JD. 	A28/NS JD
Journal Editor	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> At the recent AIB there was an issue with the formatting of applicant's case studies, it is proposed that the AIB can update the guidelines of presenting case studies that follow the same journal guidelines of publishing. Students/applicants work hard to produce their case studies, aligning the guidelines of the AIB and journal would result in AIB case studies been used in the IMPT journal. There are 3 MSc students due to complete their studies later this year, by aligning the guidelines of the AIB and publishing papers in the journal it would be hoped to increase incentive to publish. There is a possibility that an additional journal can be produced later this year (Winter edition), as already have a couple of papers that can be included. 	A4/BE HK BE
Website Editor	<p>As detailed in Report submitted to Council 1st March 2021.</p> <ul style="list-style-type: none"> Evaluation/feedback via Survey Monkey is limited to 50 individuals, if wanted to increase feedback 	

Signature of Chair.....

Date of signature.....