



The Institute of Maxillofacial Prosthetists & Technologists

IMPT Council minutes from meeting dated Wednesday 29th September 2021
Venue: via IMPT Zoom.
Minutes taken by C. Louise Watson – Council member

Attendees:

Adrian Sugar	President	AS
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 Hollisley-McLean	AIB Chair	SHM
James Dimond (afternoon only)	Website Editor	JD
Barry Edwards (morning only)	Journal Editor	BE
Edward Malton	Newsletter Editor	ED
Catherine Turner	Communication Officer	CT
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
Oliver Burley	Council Member	OB
Kirsty Galt	Co-opted Council Member	KS
Neesha Sharma	Members in Training Representative	NS

Apologies:

Karen Boyd	Continued Professional Development Lead	KB
Paula Garraway	Council Member	PG

Action List	Actions sent out to the Council on 1 st October 2021 from the meeting dated 29 th September 2021.
Last Minutes	Minutes dated 6 th June 2021 - proposed by Hitesh Koria, seconded by Barry Edwards. Minutes dated 15 th July 2021 – proposed by Jason Watson, seconded by Hitesh Koria.

Subject	Note	Action
Welcome and Introductions	Jason Watson welcomed everyone to the meeting at 10.15am.	To Note
1. Apologies for absence	As detailed above	To Note
2. Approval of Minutes from last meeting dated 06.06.2021	Corrections noted for Page 1 – 5.	To Note

3. Approval of Minutes from last meeting dated 15.07.21	Corrections noted.	To Note
4. Matters arising	Matters arising covered in Officers reports.	
5. Correspondence and Reports		
Chair Report	<p>As detailed in Report submitted to Council 24th September 2021.</p> <ul style="list-style-type: none"> BE confirmed that East Grinstead have withdrawn as a Training centre for the 2022 STP intake. JW to contact Liz Plumb to see if an alternative host unit can be sourced. Huw Jones the Maxillofacial Laboratory Manager in Norwich contacted JW re: Pharmacy wishing to develop in-house 3D services for advice. This raised other issues as documented in the report. SC did confirm that in literature a trainee is claiming to be a fully qualified Maxillofacial Technologist and the Orthodontic Technician who is still classed as a trainee after 5 years is currently undertaking the distance learning course (in secret) but hopes to get onto the STP course. AK said that Norwich is not engaged with Cambridge. JW would like to formally write to Huw Jones, HR and the Senior Healthcare Scientist Rep in the region for response. BE said this should support first before going to formal route. JW has offered to share with RDG UK (Restorative Dentistry Consultant Group) the IMPT Scope of Practice documentation following a comment from a MfP that only MfP's can take extra-oral impressions. This comment was taken out of context by RD UK, who interpreted as restorative clinicians/consultants are not permitted to take these types of impressions. What the MfP meant was that dental/orthodontic technicians are not permitted to take extra-oral impressions. JW will be stepping down as chair from the 2022 Congress in Liverpool. BE said that JW did great jobs especially in challenging times. As stated in the Articles of Association (AofA) there should be a fixed term for all posts/jobs for council members, currently this is not the case and an incumbent can keep the post indefinitely. Key posts should be voted on regularly, need to think of the Council/company not the individual. PP stated that having a vice chair is positive development as a contingency plan if chair unavailable. PP thinks a three year term is ideal for posts as it ties in with the re-election protocols where at the AGM council members are voted on by the membership. RE mentioned that you could put your name forward for roles at the AGM to be voted on; RE considers that the minimum term should be four years. SC thinks rotation of roles is a good idea, as it will give newly elected members insight into the variety of jobs within Council. AK agreed with SC as it will also integrate people into the posts and will only make the council stronger. BE stated that SC & SHM work well as a team (Journal). JW said by adopting this strategy it enable fulfilling roles easier rather than phoning around looking for volunteers. This proposal needs to go to the membership for approval. The proposal will also combat those council members that are not given the opportunity to contribute, (not given a role) or those members that do not fulfil the role given to its full potential. 	<p>A1/JW</p> <p>A2/JW</p> <p>A3/JW</p>
Secretary Report	<p>As detailed in Report submitted to Council 24th September 2021.</p> <ul style="list-style-type: none"> There is no progress with archiving the council minutes due to new job role and not having access to all 	

	<p>historical minutes.</p> <ul style="list-style-type: none"> • Council member have had problems uploading their reports to the Google Drive • HK and NP both put their names forward for the newly created position of vice chair. Both members left the zoom meeting so that the remainder of the council can vote. Hitesh Koria, was voted as the vice chair. JW thanked NP for her support. HK would still like to undertake the Registrars & fitness to practice roles. JW said to be mindful that not taking on too much. • MHRA consultation survey. A link will be sent to all members, so the MDR working group can collectively respond to the MHRA. • It was decided that the March 2022 council meeting will take place as a Hybrid meeting. Meeting face-to-face but with the facilities to conduct/stream the meeting via Zoom to those council members who cannot travel to London. Online access at the Union Jack Club is @ an additional £150 Accommodation may also need to be booked for the night before. AIB may not be feasible, SHM to confirm. 	<p>A8/JD</p> <p>A9/PP ALL</p> <p>A9/PP SHM</p>
Treasurer Report	<p>RE had issues uploading report to Google Drive.</p> <ul style="list-style-type: none"> • The accounts are with the auditor, they will be sent to Companies House and will be placed on the website • It was agreed to close the Barclays account and transfer the balance to Birmingham Midshires as this account pays most interest. • There is currently £28 000 in the congress account, this doubles during a congress year. • Access to debit card still ongoing, JW had debit card with RE name on it and an expiration date of 2015. JW not sure if debit card necessary as all can be done via BACS. SHM said not having a debit card whilst organising congress was not a problem. JW – Scrap debit card idea. • £2780 still outstanding from the Swansea congress. Materialise traded as a Mariden Technique have paid. • BAOMS will pay for JW as JW is a guest speaker. SC to confirm numbers so RE can organise payment to BAOMS. 	<p>A4/JD RE</p> <p>A7/RE</p> <p>A5/RE SHM</p> <p>A6/JW RE BAOMS</p>
Registrar Report	<p>As detailed in Report submitted to Council 24th September 2021.</p> <ul style="list-style-type: none"> • There are two new nominations for Fellows which still need to be processed • Two new applications to join IMPT, Sara Guerrero, who was a previous member and Rachel Proctor, whose application is supported by JW & HK. • HK would like to thank SC for the calligraphy on the Certificates sent. • The fitness to practice document is dated 2017, the disciplinary document has not been updated since 2004. This leaves the IMPT exposed in certain areas, especially as the AofA document states these should be reviewed bi-annually. HK is working to combine these two documents but feels streamlining them is not the correct direction and would prefer the documents to remain separate. Mark Cutler may have access to any updated documents which supersedes the 2004 disciplinary document, HK to enquire. • There is an IMPT member who has been suspended from the GDC register, therefore the IMPT under the direction of the chair reserve the right to also suspend this member. HK has asked the individual for an informal meeting and supplied the member with relevant documents associated with suspension. The member is denying receiving these documents, but is aware that they exist. The disciplinary policy is not currently on the website. HK to organise with chair a 	<p>A14/HK</p> <p>A15/HK</p> <p>A16/HK JD</p>

	panel to assess the case. 3 people need to be on this panel.	
Education Officer	<p>As detailed in Report submitted to Council 24th September 2021.</p> <ul style="list-style-type: none"> HCI is financially supporting the STP course, this year it is not financially viable so will be a fellow year. To run the course 7 students and host units are required. Only 4 candidates were offered places, with one candidate declining place. CT mentioned the aptitude tests are difficult even with candidates that have a first. Some candidates are not getting onto the course even though they are practically excellent, the aptitude tests are not essential for role, JW said standards are needed and the aptitude tests are sat by all regardless of the course applied for. JW mentioned that the Clinical Dental Technology course comes out this year which is a level 5 course and would be a good base to recruit from, for the STP course. Currently there is a very small pool of candidates/graduates to recruit from as only 2 providers are running the Dental Technology degree course. The pool is further reduced with the STP entry of 2:1 degree classification which is achieved by 10-15% of candidates. Since the inception of the MSc STP course in 2013 (8 years) only 19 out of a possible 60 candidates have qualified. During the running of the professional diploma over a similar timeframe, 59 candidates qualified. TC said since 2013 there have been 3 fellow years. HCI will start to look at income and there is a possibility that the course will be removed from the system, if this happens it will be difficult to re-instate the course. JW mentioned that it appears that the membership do not want to support the course, do we need clinical scientists within the profession? Another option to explore is the development of a feeder course to the MSc STP programme; this could be developed alongside Pearson's. 	A19/TC A10/TC
Professional Development Lead	<p>As detailed in Report submitted to Council 24th September 2021. Report delivered by PK</p> <ul style="list-style-type: none"> Since summer there has been a drop in attendees for the webinar series, to raise numbers investigating the need to organise on alternative Mondays & Thursdays and looking at different start times. HK asked if drop in numbers is down to small units are not being involved in 3D technology, which has been subject heavy within the webinar series. PK agreed could be a possibility so topics are to be broadened, i.e. painting eye prosthesis. Possibility to reduce webinar series to 1 per month. SHM stated that the webinars are too frequent and tech heavy. PK thanked people for doing last minute replacement lectures. JW said that members do not like to volunteer to present, with some saying they prefer to present at congress. AK thanked KB and PK for doing a fantastic job, SHM seconded this. It was decided to open the webinar series to DCT's and Registrars, but as learning tool, to help promote the relationship between the laboratory and clinician. DCT's, Registrars and fellows in training will be invited to formal presentations, but not informal discussions. Zoom link issues have now been resolved. JW - IPA have an interesting webinar series, to encourage presentations to be less formal. 	
A.I.B Chair	<p>As detailed in Report submitted to Council 24th September 2021.</p> <ul style="list-style-type: none"> Currently there is one candidate for possible AIB in December, TC asked why change date to 	

	<p>accommodate candidate as others will also request/want other dates.</p> <ul style="list-style-type: none"> AIB ideally should be every 6 months, so not to impede possible job opportunities. Traditionally AIB occurs the day prior to the March Council meeting, JW mentioned that October (during Congress? would be a lot of work) could be another possibility for post qualified STP's. A.K – need to be seen as accommodating. With the change in membership rules a discussion was held by all, with how to proceed with fully qualified members who are in the associate members grouping, as they will not be eligible to remain as an associate. These members may want full membership but are unable to produce a log book. A suggestion was for those with historic qualifications to produce a reflective piece, subject chosen by Council. JW supports the idea of reflective piece along with knowledge, training and experience, especially for these senior members who want to convert to full members, who also tend to specialise in a particular area. This discussion then developed into changing the current log book element of the AIB to a reflective piece or a combination of requirements, consisting of log book, reflective pieces, case studies and interview, for all candidates. SHM – needs to be a range of options as some individuals are working on their log books. TC – log books valid to a certain date then reflective piece after this cut-off date. RE – log book shouldn't be optional, they are a useful tool. PP likes combination of elements. SHM – log books can be faked. SC supports 3500 word reflective piece, JW – log books are generally an after thought, reflective piece can be more insightful, can be based on IACC documents/process. The Council supports a reflective log rather than the traditional log book. Discussion on virtual / face-to-face AIB was led by SHM, as decision will affect the updated AIB document. SHM would prefer to have face-to-face AIB as overall organisation is simpler and can put candidate at ease. JW supports this. 	A22/CT
Members-in-Training Representative	<p>As detailed in Report submitted to Council 24th September 2021.</p> <ul style="list-style-type: none"> The issue surrounding MiT posting pictures of wax/silicone work to social media accounts was brought up. A reminder that consent is needed if patient identifiable information is evident. MiT representative is due to be re-elected in December. NS has asked for volunteers from the 2nd year cohort. 	<p>A21/SC JW</p> <p>A20/NS MiT</p>
Journal Editor	<p>As detailed in Report submitted to Council 24th September 2021.</p> <ul style="list-style-type: none"> EM is happy to generate some advertising for the next Journal. BE happy to expand Journal proof reading team to include individuals other than those located at East Grinstead, to increase diversity. RE still waiting for the invoice on postal for the last journal edition. SC would like to write a brief career profile of the successful recipient of the Brian Conroy award, which is the most prodigious award IMPT give to be publish in the Congress edition of the Journal, this will be a permanent momentum for the individual. PP likes the idea, BE & team to work on the idea. There is a need for more papers for the Journal and Newsletter. 	<p>A13/BE RE</p> <p>A12/ BE SC</p> <p>A11/BE CT</p>
Website Editor	<p>No report submitted.</p> <ul style="list-style-type: none"> Members are having issues uploading their reports onto Google Drive; TC asked if this was a Firewall issue. JD said need to sign in to upload documents. PP is happy to upload documents. 	A8/JD

Newsletter Editor	<p>As detailed in Report submitted to Council 24th September 2021.</p> <ul style="list-style-type: none"> The December newsletter should be ready in November, JD will submit the spotlight article when he can. Need more content to put into issue, SC will get images from BAOMS. Obituary for Liz Gill to be included even though she wouldn't approve as she didn't like death, births and marriages (AK) JW to write to Liverpool as a future spotlight on Congress & Liverpool. EM needs more support with the Newsletter to generate ideas. Allocated roles PG & OB. CT mentioned the use of CANVA software to help produce certificates, newsletter, journals etc. Free version is adequate but licence is needed for the full version. Costings are either £10 per month or £99 per year. It was decided to trial the software for a year. SC also recommends this software 	<p>A25/JW</p> <p>A28/EM JW A31/AK A29/SC CT RE</p>
6. Articles of Association	<ul style="list-style-type: none"> On-going 	
7. Policies	<ul style="list-style-type: none"> Whistleblowing policy to be circulated for discussion in December's meeting, should this be included in Disciplinary & fitness to practice policies? Social media policy/guidance needs to be developed. Disciplinary & fitness to practice documents currently being reviewed and updated by HK IMPT awards document, not updated in many years. AK has rewritten the document from the bottom up, as lots of duplication and broaden the criteria. Changes include: first time lecture to rising star. BE & SHM do not like rising star term. Scoring sheets, including scoring answering questions on presentation. The awards should be judged by independent panel of 2 peer assessors, so bias does not occur, i.e. the journal award should be judged by the educational committee and not the Journal editorial board. Another change is that you cannot win an award if you are the only applicant in the category. SC suggested a best webinar presentation, a people's choice award. AK said maybe not an award but presentation with champagne and certificate. 	A30/AK
8. A.O.B	<ul style="list-style-type: none"> SC organised most of BOAMS, with CANVA software useful tool (discussed previously) SC said that generic registration banners & flag would be a useful addition that contain the IMPT Logo, which would aid delegates on registration location. RE not happy to purchase but does support the idea. Dave Ellis is happy to be on the working group of the educational team, and will begin to produce model answers for exam questions. TC had discussion and would prefer examples rather than model answers, but not for all competencies. This is to try and level the playing field as some host units offer differing advice to MiT. IASPE – 1 slot is remaining, but will rejig order to finish earlier. Will advertise the event soon. (PK) Continuation from the IMPT awards document surrounded the awarding of the traditional trophies. It was felt that a small trophy (which can be kept) should be awarded instead of the large trophy. These large trophies are not insured and carry sentimental value, they should be responsible of the chair to store and displayed at each Congress. There is also a chance that winners can be mocked for taking large physical trophy home. The small trophies design can change for each Congress and possibly be paid for by sponsorship. AK - retrospective awards should not be awarded. RE – past award winners should be placed on the IMPT website. SC - certificates should also be awarded as last Congress was the first time this 	

	occurred. SC is not in support of winners receiving a small/replica trophy and thinks the decision should be put out to the membership. Council agreed that small awards to be given to winners along with photo of them with large traditional trophy.	
	Meeting concluded at 16.30	

Minute sign off for the Zoom meeting dated 29th September 2021

Signature of Chair.....

Date of signature.....