

The Institute of Maxillofacial Prosthetists & Technologists



Minutes from trainers meeting dated Wednesday 14th June 2023

Venue: via Teams.

Minutes taken by Siân Campbell

Attendees:

Amy Davey		AD
Anthony Simpson		AS
Ana Veli		AV
Brendan McPhillips		BM
Catherine Turner		CT
Giovanna Grados		GG
Graham Marshall		GM
Grainne Hamze		GH
Heidi Silk		HS
James Dimond		JD
Jason Watson		JW
Karen Boyd		KB
Katey Spicer		KS
Melanie Bugden		MB
Naimisha Patel		NP
Naomi Pearson		NPE
Naomi Sweeney		NS
Nick Connolly		NC
Oliver Burley		OB
Robin Thorpe		RT
Siân Campbell		SC
Stefan Edmondson		SE
Steven Hollisey-Mclean		SH
Trevor Coward		TC

Apologies:

Keith Winwood		KW
Mathew Pilley		MP

Subject	Note	Action
Welcome and Introductions	HS welcomed everyone to the virtual trainers meeting and shared the agenda with everybody.	
Apologies for absence	As detailed above	
Minutes	<ul style="list-style-type: none"> • Minutes from previous meeting shared with attendees and all actions have been completed or are in progress. • IC update from theme board meeting – no formal minutes have come through but there is now a link to what is discussed in these meetings. HS to share link with trainers if they wish to see those. • Pass comments onto HEI's. HS did this last week and NP has sent responses to the comments which HS will summarise today. • SE and IC to update on implant course today. • KW to update on exams. • If trainees are sending any correspondence to HEI's then to make sure that all HEI's are copied in to the emails. • HS sent a confirmation email after the last trainers meeting to give advisory study leave to ensure all trainees have equal time to prepare for exams. • Lead trainer handover to be discussed again today. 	If trainers would like the link for the Themeboard meetings, to get in touch with HS
Current Trainees	<p>Accommodation</p> <ul style="list-style-type: none"> • Accommodation is now available to trainees at the Union Jack Club in London. As NHS employees they can obtain a temporary honorary membership. Will still need to book in advance and will be subject to availability. <p>Members in Training Representative</p> <ul style="list-style-type: none"> • Role was discussed at council. This role should cover all forms of trainees inclusive of the STP programme and King's full time and distance learning courses. However they must be registered with the IMPT as Members in Training. • JD has sent the current Members in Training Representative, the list of current Members in Training. If they are not registered with the IMPT the Shivani is not their link role. Shivani is in the process of passing on her contact details to those members. • HS asks that Member in Training Representative still represents all STP's for the purpose of collecting competency figures for these meetings. • JW explained that Shivani has held this role for two years and so will be standing down for the next council meeting in October. She has offered the role to all other trainees but nobody has stepped forward. • If nobody steps forward then the Lead Trainer may need to get in touch with trainees directly for competency figures. <p>Supplementary workshops</p>	Trainers to share this information with their trainees.

	<ul style="list-style-type: none"> • SE – 11 trainees attended the implant course held in Birmingham and so a good proportion of our trainees took advantage of this opportunity. <p>Competency status</p> <ul style="list-style-type: none"> • Really good response from trainees this month, all of the trainees completed the questionnaire. HS shared current competency status for trainees. <p>Year 1</p> <ul style="list-style-type: none"> • Current figures range from 7-14%. The comparison since the April figures was shown. • A discrepancy is apparent with one trainee, however it shows they have made little bit of progress but they have just been through an exam and submission period and so may have been focussing on that rather than their competencies recently. • They all have more in progress so it shows they are working towards submissions. They all have three or four in progress. <p>Year 3</p> <ul style="list-style-type: none"> • Two of these trainees are due to sit their IACC imminently whereas two will be sitting it at a later opportunity. • The figures show progress is being made and the graph demonstrated their overall progress since December also. • One of the students with an extension has six months to get them finished and so even though their figures look low hopefully now the exam period is out the way they will be able to focus on their competency submissions. • Exams have all been completed and results are due the first week of July. All have been marked. • Research projects have all been submitted HS unaware if the VIVA's have taken place yet. • Focus for final year trainees will now be their IACC. <p>2023 IACC</p> <ul style="list-style-type: none"> • NC and HS have finished all the final edits to the CBD's and have sent off to the school. There are 9 CBD's. Two are formative and available on the NSHCS website for trainees to take a look at. Seven are ready to be used during the IACC. • Interviews will be on the 10th of July. • There are two trainees sitting the IACC in the winter. Their submission deadline will be October 17th, with the interviews being held between 6-10th November. There is a conflict of interest for HS and NC for these trainees for this IACC so need some people to come forward. <p>Year 2 retake</p>	<p>Trainers to email lead trainer if they are able to support the winter IACC</p>
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	<ul style="list-style-type: none"> • This was retaken but an appeal has been submitted and awaiting an outcome. <p>Year 1</p> <ul style="list-style-type: none"> • Focus for the first years will now be on their competency submissions. • HS did receive a competency query from a training officer. To discuss later to get input from other trainers present in the meeting today. <p>2023 IACC</p> <ul style="list-style-type: none"> • NC and HS have finished all the final edits to the CBD's and have sent off to the school. There are 9 CBD's. Two are formative and available on the NSHCS website for trainees to take a look at. Seven are ready to be used during the IACC. • Interviews will be on the 10th of July. • There are two trainees sitting the IACC in the winter. Their submission deadline will be October 17th, with the interviews being held between 6-10th November. There is a conflict of interest for HS and NC for these trainees for this IACC so need some people to come forward. 	<p>Trainers to email lead trainer if they are able to support the winter IACC</p>
<p>2023 Reconstructive Science Intake</p>	<ul style="list-style-type: none"> • NC thanks all those that undertaken shortlisting and subsequent interviews. • There were 6 successful candidates for a potential 8 host centres. Unfortunately this is one below that which has been set by NSHCS. HEI's and NSHCS are in discussions on whether this number is viable to continue with this cohort. • NC fully supports any unit in making the decision that they do not have a viable candidate. No unit/individual/manager should feel that they should take an unsuitable candidate forward to ensure the running of the course. • This does mean that we have 7 host units available for next year due to some which postponed and those which did not have a successful candidate. Hopefully the NSHCS will look favourably on this position. • We have to wait on the response from the NSHCS at this point. It is not a definitive no at this point. Once NC receives a response the membership will be updated through communications. • NC request that anyone that has been involved with shortlisting or interviews to share their experiences and views. Positives, negatives and otherwise. There are some concerns about candidates knowledge, experience and how prepared they are for these interviews. Share feedback with NC directly at this stage. • If you are available to support with the upcoming winter IACC please contact the lead trainer, through 	

	<p>the lead trainer email address. It is a rewarding process to be involved in which will also ultimately help you better support your own trainees in future.</p> <p>Non-DT</p> <ul style="list-style-type: none"> • Still waiting for the NSHCS to respond following the submission of proposals asking what adaptations/changes can be made to try and support potential trainees coming from a non-DT background. This is being chased but no response as of yet. • Aiming for 2025 intake. If it becomes more viable sooner, the membership will be informed and involved. • There is a lot of interest in parallel specialties; this could be beneficial for our profession. <p>Contractual issues</p> <ul style="list-style-type: none"> • One of our host found themselves in a difficult situations due to their trainee made the decision to postpone the start of the course due to reasonable personal circumstances. The wording of 'postponing' the course start this lead to the trust being responsible for the employment of that trainee even though the NSHCS does not provide funding at that point in time. • 'Extenuating Circumstances' is a much better approach to discuss with the NSHCS to ensure no additional financial strain is put on the department budget at these very difficult times. • Education committee has raised and discussed possible appendices into trust contracts that highlights there has to be progress within to course to protect the trust. Thank you to JD for sharing similar clauses which his trust is including in their contracts. 	
University and NSHCS communications	<p>OSCE Comments</p> <p>Feedback from the OSCE's was forwarded to the HEI's and HS summarised their responses and shared during the meeting. HS will share feedback with trainers directly so that they may discuss with their Trainees if necessary.</p> <p>Sharing documents</p> <ul style="list-style-type: none"> • It was suggested that files are shared on a shared Google drive rather than on the website. JD/CH to organise. 	HS to share HEI feedback from OSCE with Trainers.
Pastoral Support Troubleshooting	<p>Pastoral Support</p> <ul style="list-style-type: none"> • MP is on A/L so no feedback for pastoral support at this time. <p>Competency Query</p> <ul style="list-style-type: none"> • HS received an OCE query, and shared: 'Present a patient history relevant to the specialty to a member of the Multi-Disciplinary team'. HS shared her response and three scenarios of potential examples which she 	

	<p>gave. This title is in each of the four rotational modules. Those that were involved in the writing of the new curriculum were very much guided by what the NSHCS wanted in terms of wording.</p> <ul style="list-style-type: none"> • OB thanked HS for her response and he found it very helpful. • HS suggested that a role play scenario may be an option at this early stage in the course. 	
AOB	<p>Lead trainer hand over (NC)</p> <ul style="list-style-type: none"> • Some progress has been made • One person has stepped forward to support one aspect of the role. They would like to remain anonymous at this moment in time. • The meeting co-ordinator aspect and assessment co-ordinator still need to be filled. • There is also the pastoral role which is currently provided by MP but if anyone is interested in this role also then I am sure MP would happily pass on this aspect also. • It has been incredibly rewarding but it is time to hand over the role so that ideas which others may have can be taken forward to improve things. • If these roles cannot be filled it will be go back towards the Education Committee who will look at what can and cannot be achieved. <p>Trainee discounted rate for events</p> <ul style="list-style-type: none"> • The recent AGM in Coventry made a discount code available for trainees to attend for free. Some trainees who registered for the event did not attend. • This ultimately left a cost to the IMPT as the event was catered for. • It is important that trainees aim to notify organisers as soon as possible in these circumstances. <p>GIRFT</p> <ul style="list-style-type: none"> • JW highlighted the questionnaire that went out which members of council were involved in, including JW, SHM, and Richard Eggleton among others. The questionnaire will come out and will ask questions about topics such as staffing. JW stresses that this is to start open conversations with people about the workforce we have got. • This will go to the GIRFT office at every single hospital. These teams have to collect huge amounts of data, through the management team and clinical team and then your general manager. If anyone has a visit and would like advice JW is happy to give context. • SHM further clarified that the team on council has tried to include members from different types of laboratories. Louise Watson, Edward Malton, Richard Eggleton, Stefan Edmondson and Jim Dimond. SHM has stepped back from this due to him being located 	

	<p>in Wales. After feedback the questionnaires will be shared with laboratory managers in England.</p> <p>Lead Trainer Handover</p> <ul style="list-style-type: none"> • SHM thanked the SWC Lead Trainers for all the work they have done including these meetings. • SHM encouraged anyone who would be interested in any of the responsibilities required for the Lead Trainer role to step forward. • NC encouraged anyone to get in touch and will be welcomed to lead trainer teams meetings so that they will be supported in the role. <p>Congress 'Lite'</p> <ul style="list-style-type: none"> • Congress 'Lite' on 15th September in Manchester. KW is not here today to share details but these will be shared through communications in due course. • The next meeting, and last organised by the SWC, will be during the week prior. 	
	<ul style="list-style-type: none"> • Meeting concluded at 13.32 • Next meeting to be scheduled for the Wednesday 6th September 12.30pm-1.30pm. 	

Minutes signed off for the STP Trainers Zoom meeting dated 14th June 2023

Signature of Lead Trainer..........

Date of signature.....21/08/2023.....