



The Institute of Maxillofacial Prosthetists & Technologists

IMPT Council minutes from meeting dated Wednesday 6th December 2023

Venue: Union Jack Club/Zoom

Minutes taken by C. Turner – Council Member

Attendees:

Steve Hollisey-McLean	Chair	SHM	In Person
Pauline Paul	Honorary Secretary	PP	In Person
Naimesha Patel	Honorary Treasurer	NP	In Person
James Dimond	Honorary Registrar	JD	In person
Karen Boyd	Education Officer	KB	In person
Charlotte Hughes nee. Heath	Website Editor	CH	Virtually
Siân Campbell	Journal Editor & Equality, Diversity, Inclusion Lead	SC	Virtually
Oliver Burley	Newsletter Editor	OB	Virtually
Catherine Turner	Communication Officer	CT	In person
C. Louise Watson	AIB Chair & Minutes Officer	CLW	In Person
Stefan Edmondson	Council Member	SE	Virtually
Kirsty Barbour nee. Galt	Council Member	KG	In Person
Sameera Miah-Moola nee. Patel	Council Member	SP	Virtually
Hitesh Koria	Council Member	HK	In person
Barry Edwards	Council Member	BE	Virtually
Edward Malton	Council Member	EM	In Person
Taran Malhotra	Council Member	TM	Virtually
Naomi Sweeney	Co-Opted Council Member	NS	Virtually
Mark Svolkinas	Co-opted Council Member	MS	Virtually
Steve Worrollo	Retired Co-opted Council Member	SW	In person
Angel Akdeniz	Members in Training Representative	AA	In person

Apologies:

Paramjit Kaur	Continued Professional Development Lead	PK
Richard Eggleton	Council Member	RE

Minutes dated 19 th April 2023 EGM	Proposed – KB Seconded – NP
June minutes - to be signed.	
Minutes dated October 2023	Proposed – JD Seconded – NP

Welcome and Introductions	Would like to welcome Steve Worrollo (SW) new retired council member, Angel Akdeniz (AA) new student representative, and Naomi Sweeny (NS) our new co-opted member. Also welcome to Ann Begley (AB) IMPT president and Stefan Edmonson (SE) returning to council.
Apologies for Absence:	RE, PK,
Actions Dated 07.06.23 (To confirm completion or progress for SHM to sign off.)	<p>A1 – PP - Complete</p> <p>A2 – PP – Complete</p> <p>A3 – PP – Complete</p> <p>A4 – NP/PP – Complete</p> <p>A5 – PP – Complete</p> <p>A6 - NP/PP – Complete</p> <p>A7 – SMH - Complete</p> <p>A8 – CH/PK – Complete</p> <p>A9 – RE – Complete</p> <p>A10 – CFM/PP/HK/SH – A lot of progress made with regards to Articles of association to be completed before AGM, will be discussed in more detail later in the meeting.</p> <p>A11 - RE – Ongoing - Provide 2 additional years of financial documents to NP and help with transition of accounts to new Treasurer.</p> <p>A12 - SC - Complete will discuss further in report.</p> <p>A13 – HK/SW/CM - Ongoing - CM sends his apologies he is still happy to be part of this although no real progress as yet - SW to be included in the history - pull in information – ongoing from March last year with Chris Maryan, Mark Cutler, Alan Bocca etc regarding the Thackeray Museum to write something for them and any donations of prostheses. To keep Heidi Silk up to date with progress also as she has been involved since the beginning.</p> <p>A14 – HK - Complete</p> <p>A15 – SHM – Complete – Will be discussed further in report.</p> <p>A 16 - NP - Ongoing – to investigate bank and building society accounts, find out how many we actually require etc - further details in report.</p> <p>A17 – CLW/HK – Complete - March Minutes have been approved.</p> <p>A18 - HK – Complete - Retired member has been filled</p> <p>A19 – NP – Complete – In progress also Emma Worrell has decided to rescind membership so to be reimbursed.</p> <p>A20 - SC – Complete - Further information in journal report</p> <p>A21 – NP – Complete</p> <p>A22 – NP – Complete</p> <p>A23 PK/NP -Ongoing - Formalise a process for IMPT funding of training courses - Need to start officialising agreement on terms.</p> <p>A28 – SHM – Complete - Would like to list members with coaching qualifications – KB has been working on this will give more information in report.</p> <p>A29 – SC – Complete</p> <p>A30 – JD – Complete</p> <p>A31 - KB – Complete - slight confusion initially– KB checked back to in June meeting minutes to clarify that she was meant to ask TC for advice - former students which were not successful with the STP/distance learning were then going for equivalence. Query from one student which was on the distance learning - now trying to go through the equivalence route. SE said would be possible but unlikely they would meet the criteria.</p> <p>A32 - CLW – Complete</p> <p>A33 – CLW – Complete</p> <p>A37 – SC – Ongoing – To continue to upload historic Journals.</p> <p>A38 - SC – Complete - to check with Heidi for heads of department to check units email addresses to ensure that emails come through, ongoing issue. If you don't open emails from addresses the inbox blocks them – firewalls put in place to</p>

<p>Actions dated from 4th October 2023</p>	<p>protect users. Will need to do more research into new emailing system discussed in website report (CH) may negate this issue.</p> <p>A39 - EM – Complete To address trade stand issue to be discussed in report.</p> <p>A40 – CH – Complete</p> <p>A42 - HK – Complete</p> <p>A43 – SHM - Ongoing - Congress awards document - Was just to question with AK whether he wanted to continue - he has now passed everything over to KB. Document seems to be almost there as had little feedback through from Liverpool congress for improvements. KB will upload to google drive as she has all the documents. PP will confirm.</p> <p>A1 – PP - Complete</p> <p>A2 – PP - Complete</p> <p>A3 ALL - Complete</p> <p>A4 – PP - Complete</p> <p>A5 - RE - Complete</p> <p>A6 - NP – Ongoing - Email all council members to comply asset register, including costs, depreciation.</p> <p>A7 – SMH/PP - Complete will cover in report.</p> <p>A8 – CH/PK - Complete</p> <p>A9 – CLW/SMH/CH – Ongoing - June 7th Minutes - Recommended amendments complete, however requires signing and anonymising (by CH) before being added to website.</p> <p>A10 – CFM/PP/HK/NP - Completed Covered in report.</p> <p>A11 – RE - Ongoing</p> <p>A12 – SC - Complete - Discussed in report.</p> <p>A13 – HK - Complete</p> <p>A14 – HK – Complete - Heidi copied into email sent out.</p> <p>A15 – SHM – Complete</p> <p>A16 – PK/KM – Complete – Idea abandoned will discussed further in report (KM).</p> <p>A17 – CLW – Complete - March minutes - Sent to HK to approve.</p> <p>A18 – SC – Ongoing - Not ordered banners yet – still waiting on company to come back with quote – would like to double check at this point whether IMPT would also want to explore options of table covers etc? Confirmed to include in quote JD Covering in further detail in report.</p> <p>A19 – NP- Complete</p> <p>A20 – SC - Complete</p> <p>A21 – NP - Complete</p> <p>A22 – SHM - Complete</p> <p>A23 - PK/NP - Ongoing - Formalise a process for IMPT funding of training courses – As previously discussed from Junes Actions - Still some work required with this.</p> <p>A24 – NP/PP/CHM – Ongoing - Prepare and submit documentation for both the auditors and charity commission. Deadline is imminent.</p> <p>A25 – CLW - Completed in report.</p> <p>A26 - RE – Further information Included in treasurers report</p> <p>A27 – KB - Completed</p> <p>A28 – CLW - Completed to be included in report.</p> <p>A29 – CH - Ongoing - PP asked has the presentation been added to the website – Anna Veli, Coaching Presentation – CH will get this done is currently on google drive only.</p> <p>A30 – NP – Ongoing - Investigate Charity bonds - New accounts to look up in January.</p> <p>A31 – KB - Completed</p> <p>A32 – CLW - Completed</p>
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A33 – SHM/PP/NP/RE - Ongoing – working together well but to set up a new meeting regarding finance for further discussion.

A34 – SP/AA – Ongoing - SP Update on what student body would like to feature on future webinar series. SP to discuss with AA – In progress.

A36 – HK/TM - Ongoing – HK to email those who lectured in Manchester asking to submit into the next Journal. TM to email HK with those to lectured in Manchester.

A37 – SC/BE – Ongoing – Currently In process will be discussed in report.

A38 – SC - Ongoing – An ongoing discussion previously – SC will get emails addresses from Heidi Silk of departmental leads, to send out an email to ensure training officers are receiving emails and that imptcommunications@gmail.com is deemed as a safe sender. However, JD/CH suggestions in website report will also hopefully help with issues relating to the firewall issues we have been experiencing.

A39 – EM - complete

A40 – CH - Complete

A41 – SHM - Complete

A42 – JD – Complete further information will be discussed in report

A43 – PP - Complete

A44 – SC/SHM/JD - Ongoing - SC has sent through now to SHM for final approval then to be uploaded to the shared google drive to be standardised by JD – Although already agreed.

A45 – SP/CH – Ongoing – SP has done some research – one way in which it could be done is in a way similar in a way that hospitals to do e-learning – embed the video onto the IMPT website – with a code – called video tracking. This is to ensure that the person watching the video cannot fast forward the video and they have to watch till the end. It then gives you a questionnaire when complete to ensure that they have an understanding - other options available are paid options which seem quite expensive so would be better to have an additional page on the IMPT website. SP to discuss further with CH and report at next meeting.

A46 – JD – Completed in report.

A47 – SHM/JD – Completed in report.

A48 – SHM/JD/SC – Ongoing – In progress.

A49 – PK/CH – Ongoing - To explore the possibility of having QR codes linking training/events etc. for website – Ideal for putting onto promotional materials – This is in progress discussions between PK CH.

A50 – PP – In hand to be completed by the deadline of the 31st December 2023.

A51 - SHM/PP - complete

A52 – CH – Ongoing - Add to website guidance on IMPT standards.

A53 – KB/PK – Ongoing - Look at uploading CPD feedback form to the website

A54 – HK – Completed

Policy UPDATES –

Pol1 – HK/NP – Ongoing - HK has edited the ‘*Expenses, including refund policy*’ and will pass on for signing off to NP.

Pol2 – CLW/NP/JD - Ongoing – ‘*Payment policy, to be including in individual policies e.g AIB, Expenses and membership documents*’ – about how we pay for things, is quite complicated as it is a centralised document for all aspects of payment. Still to be looked into.

Pol3 – CFM, SHM, PP, HK Ongoing – ‘*Articles of Association including voting*’ - in progress nearly complete will be discussed later.

Pol4 – RE/HK – Ongoing - *Fellowship document* (RE is taking the lead) HK has edited certain parts, well written document just a few areas needing clarity.

Pol5 – KG/JD – Ongoing - *FTP – Standards - Code of Conduct* (similar to fitness to practice of GDC / HCPC). KG has completed the majority of this. **Action for everyone** to review this and use tracked changes to provide comments.

	<p>Pol 6 – KB – Ongoing – Research Policy – research role is currently being covered by KB although this will have to be looked into making an official council role on council going forwards.</p> <p>Pol 7 – SC – Ongoing - Social media - SC has sent this one for approval and standardisation ready for upload to website.</p> <p>Pol8 – SC/SP/RE – Ongoing - Equality Diversity LGBTQ - still in process of being written, SP and SC to look at it together. RE has also volunteered support.</p> <p>pol9 – HK – Ongoing - Congress Award Document – Ready to upload to google drive and go through as a group – Action for everyone.</p> <p>pol 10 - SC– Ongoing – Congress Journal - more detail later in report</p> <p>pol11 – SHM – Ongoing - Retired Co-opted member guidance/policy - if retired member wishes to come forward they can and we will vote in October to commence from December. It has been confirmed to stick to one retired member per term – although experience people can be invited to help out with areas if required.</p> <p>Pol12 – SOP for voting via zoom – now redundant. Will discuss later in meeting.</p>
Correspondence and Reports	
Chair Report	<p>As detailed in Report submitted to Council 6th December 2023 –</p> <p>SHM to ask for everyone to keep verbal reports as minimal as possible to help keep to time, don't need full details as these can be access via the written report on google drive.</p> <p>BSSPD/AGM meeting – BSSPD – British Society of Prosthodontics and AGM. APRIL 2024 - Programme has been set up which is detailed in report – Peter Evans has helped massively as well as James Owen - event in Cardiff – This is a chance to promote our work – SE has kindly agreed to do a presentation – focusing on promoting IMPT in a positive way.</p> <p>OB also does a talk to students in Bolton – include food and drink incentive to encourage students to attend and stay and listen – Encouraging the Grassroots.</p> <p>Useful to tap into existing Prosthetic Dental Technicians and not just focusing on recently qualified students as there might be existing technicians that would be interested in entering the profession.</p> <p>JD has agreed to do an Introductory talk at the OTA but EM will expand on more of this later.</p> <p>SHM doesn't think IMPT has the best reputation especially with students so whatever can be done to improve this would be a positive step.</p> <p>The GIRFT report is ongoing and EM has an update on this also.</p> <p>Sorted BAOMS accommodation – thanks to NP and RE, EM - EM is now taking the lead on this. He will report later.</p> <p>Google drive document platform is now set up – we will have a look at this all together –</p> <ul style="list-style-type: none"> - 5 people have come for work experience with SHM - Grass roots incentive – encouraging all units to take part in this – to send out communication to encourage this – Each trust will have different parameters – honouree contract route. Risk assessment etc – often trust policies mean the student is not allowed to do physical work – just observing.

		<ul style="list-style-type: none"> - Lead trainers role -PK seems to be getting somewhere with the secondment role - 2 days a week for someone to get funding to support with the train the trainers nationally. They would be paid to concentrate on areas which we are struggling to get people into. - Ongoing alternative route of entry working group, vote in January as widely discussed previously. - With BAOMS meeting we will be doing a short IMPT meeting the day before – BAOMS have kindly set up the meeting room for us - effectively we have four hours in the afternoon to cover everything - for everyone - ask everyone to upload report prior to meeting so everyone can read beforehand to make it as straightforward as possible. - Professional bodies meeting (AHCS) attended – very interesting/worthwhile - in Scotland they have looked at the scientific route and are going to adjust to make more appropriate - to be discussed later by JD/KB - Thanks to SE and OB that do the talks to the students. - IMPT merchandise - positive impact on profession - JD will cover in more detail in report. - IMPT Standards qualification letter has been completed and sent to PP to approve. - Thank you to CFM, PP and HK for all their work with articles of association work. - With regards to the IACC 2023, thanks to Ian, Mark and Jim for all of their work on this. - Thanks to OB for Newsletter and all the editors KG, NP, HK. Looked great. - Barry will present his report soon for discussion and needed to be settled today.
Secretary Report		<p>As detailed in Report submitted to Council 6th December 2023.</p> <ul style="list-style-type: none"> - No change on the price of rooms - there will be going into 2024 - but no change as yet – a lot of change for this meeting due to the train/rail strikes - proven difficulties with coordinating the meeting – rooms have been refunded, but refunds will take some time to sort but will tie in with NP to facilitate. ACTION. - Spoken about articles of association – Charity Commission - all sorted just need to be finalised. ACTION - Emails sent out regarding retired and coopted – to invite retire member SW and NS (Co-opted) - No new information - everything has been going through the chair - NP if people want to be refunded - please email her - PP will send out another email – keep everything digital – for auditing purposes any refunded tickets need to be accounted for. ACTION.
Arsham presentation -	Materialise	<p>South Account manager -</p> <ul style="list-style-type: none"> - NP – We discussed at the last meeting money to spend on education – looking at feedback from students - once they leave the unit they do not get that much experience on the software – thinking of rolling out the software at all the units where the students are placed – prices go up in January. - Arsham – - Been with the company 4 years - Mainly focusing on materialise can support the training programme more than they are currently doing. - Why they are so invested -is because they are certified toolbox of kit – if there is one to learn on at this stage it is with materialise software – - All have CE marking - better application for medical circumstances. - Currently Materialise go into kings to demonstrate to student’s digital workflows and presentation - Second year and thirds years then get a hand on segmentation - Third year also gets some hands on design techniques.

	<ul style="list-style-type: none"> - 5 years of supporting the programme. - Materialise were then approached to see what else they can provide as not everyone has access to software after the workshops - - The two main suggestions - mimics user certification course (MUC) or the student mimics innovation suite licences - need to work on procreated student files cannot bring in outside course DICOM data - MUC can be tailored to students needs - students will get access to a platform which then they can undertake certain tasks, gives then the possibility to do this within their own time - they then need to submit two assignments in order to pass – CPD accredited - £351 per user - so every student would be charged this. - Part of the MUC you also get access to the student version of MIS – but only a 3 week trial. - However, the student version licence can be purchased separately for a year. All functionality of MIS – student handbook – Open export – but predetermined cases are preloaded onto the software. - Student handbook gives the students a learning material to refer back too whenever they need – has different ‘lessons’ demonstrated. - An amalgamation which would be best ideally for students - For units that already have software - the tutorials potentially can help current users - 5 licences are fixed to computers - materialise are happy to migrate licenses where students move between sites – - Pricing - MUC - £351 if get 5 users discount price of £1492 - Annual student license £851 if 5 users discount price of - £3617 - MUC and annual student license - £1202 or if 5 users discount price of £4670 - NP asked if IMPT Include in other years i.e. another 7 licences - any further discount? – Potentially for the MUC only but not for the combination package. <p>Any questions?</p> <ul style="list-style-type: none"> - If students wanted to import in data for a case they are undertaking – student project files are all pre-determined – these could be created however if a case if particularly interesting – printing as STL files are all exportable. - SE asked - Is this payable on top of what units are already paying - Arsham - the student licence would not be owned by the hospital but actually the IMPT – running in parallel on the same PC. - SH thanks so much for presentation and time, Arsham will forward his presentation to NP if there are any questions at this time – Although would need to move forward quite quickly as prices increase in January.
Treasurer Report	<p>Report not yet uploaded to Google Drive</p> <p>NP apologises for the late report</p> <p>Money has now finally gone into HSBC</p> <p>If tallied up IMPT have £130,495.10 in accounts</p> <p>HSBC are being problematic when trying to get a credit card</p> <p>Spoken to SHM this morning with regards to moving to Barclay’s Bank as HSBC is proving difficult.</p> <p>Can only do this on a Saturday as no banks have managers on site now and HSBC are shut on Saturdays.</p> <p>Birmingham Midshires has now been closed and gone into the ‘charity’ account.</p> <p>Now that inflation rates have gone down NP will wait until January and then decide where to put money going forwards relating to interest rates.</p> <p>HK - Paypal will not be allowed to be closed – 2 reasons will not allow in arrears and names still on the account.</p>

	<p>If combining all the money into the same bank SH mentioned NP to check amount that is insured - and that banks can be joint.</p> <p>If account changed from HSBC would have to inform members as payment details for members would have to be changed if they have direct debits. Another option could be to continue to have the HSBC open so members can keep the same details and then the money moved in April to the new account.</p>
Registrar Report	<p>As detailed in Report submitted to Council 6th December 2023.</p> <p>JD - looking at merchandise – will discuss with SC as makes sense to get banners from the same people – as there is an artwork fee.</p> <p>In print seems to be quite competitive –</p> <p>Table cloth is £165 for premium</p> <p>Pens - from £200 -£1200 for 1000 units - really need to set a budget.</p> <p>So many options available mouse mats, socks etc. QR business cards insignificant costings. JD to discuss with SC.</p> <p>Larger orders are normally cheaper as get bigger discounts.</p> <p>Student events and conferences main areas to promote.</p> <p>JD and SC will come up with a proposal for approval and circulate.</p> <p>STP workshop for Materialise - pencilled in for March next year – 2 at a time - students will also be invited back to practice at another opportunity. If travelling JD can suggest alternative options for students for closer units to contact to see if they can utilise licences to practice.</p> <p>CH have contacted students to see what the appetite is for this course - to discuss with AA to circulate a new email to confirm these numbers - should be open to all students – including full time and part time.</p> <p>Main item to discuss is the member management software - have costings associated to propose - bespoke platform which can be built upon seems to be the most straight forward -main benefits are that it is GDPR compliant. At the moment it is an excel spreadsheet which is not very safe for holding information. Automated system - members will get a reminder for payment when it is due and they will get a certificate once paid. From a legal point of view important to get something in place – will make communication easier as one platform to circulate from - this will integrate with emails.</p> <p>Currently only set up as a membership management tool – register that we currently have will be imported into the membership management tool and then auto populated - i.e. when the call of subscriptions goes out it can be updated automatically – automatically checks GDC member number etc.</p> <p>IMPT has around 120 full members currently.</p> <p>Last year there was a new category made which was Member In Training</p> <p>Payment will be the same as most pay by direct debit. We could incorporate card payment but the IMPT would then receive a charge for these transactions. NP wanted to know if there is a way of stopping members paying twice. – Currently not in place.</p> <p>The cost of this system is £2000 plus VAT for the setup – there is a working prototype is currently running - no charge for this.</p> <p>There is an annual fee of £250 to host this as a website – there is initial training of £380 – no time limit just until we feel comfortable.</p> <p>There would be costs to build additional modules as and when it is needed - flexible platform.</p> <p>We do have a legal commitment to our members, GDPR etc –</p> <p>£2130 total cost ongoing cost of £260 should be VAT exempt so should be this amount.</p> <p>Proposal is that the IMPT takes this on – for the registrar.</p>

	<p>The people to have access to this will be JD and CT – Register and communications.</p> <p>Taken to vote – 16/16 for – unanimous therefore carried forward.</p> <p>Should be able to get this in place for the first of January.</p> <p>Certificates for members in training have been printed and signed by JD and SHM are with SC for calligraphy.</p> <p>Two new applications - one is for MIT - Rachel Ludlam – Distance learning Student Middlesbrough – Supported by Trevor Coward and Sean Hird. – No objections.</p> <p>The other is for associate member - Javad Jahantigh – and therefore it just for council's information.</p> <p>Problems with emails have been spoken about – seems to be getting worst – CH has more information in her report.</p> <p>For council discussion – Introducing a Corporate Partner Membership – benefits to include advertisement in newsletter journal etc – discounted rates for trade stands. For associates currently there are no real benefits.</p> <p>Think there would be more scope to get more corporate members on board if there were more benefits for them. Commercial value –</p> <p>Currently a proposal to just investigate whether this is something to explore – will be too late for 2024 registration - would have to be 2025. Potentially if anyone has signed up we can be flexible with the price –</p> <p>No objections to carry this forward and explore this as an option.</p> <p>JD would like to propose that we do a pro-rata membership fee – for those that apply during the year – any applicants that apply in October should be at 50% of the membership. More details in report.</p> <p>Beneficial for members to join as soon as possible,</p> <p>JD to propose – October at 50% and December to include the following year. No objections - carried.</p> <p>Flow chart for the documents to streamline document writing and editing - also to include a review period so it can be reviewed every two years ideally.</p>
Update of Voting for fellowship Awards – Barry Edwards	<p>BE – has been asked mainly to provide clarification/overview to be able to sign off the minutes from March. The report in question is available on google drive.</p> <p>Debate is regarding two fellowship nominations - the fellowship guidelines states that proposals should be brought forward to council verbally to see if there are any objections – essentially the document wasn't properly followed as this did not happen and therefore council is presented with two options:</p> <p>Option 1 - Council go back and do the vote again.</p> <p>Option 2 - A vote is taken now to accept the decision.</p> <p>8.10 wasn't undertaken previously - and therefore option 8.10 needs to be addressed now.</p> <p>HK states although the fellowship document is well written a few points that need clarification, 8.10 being one of these which has since been added too which will be forwarded to RE for approval.</p>

	<p>Earlier this year HK had apologised for lack of instruction which followed – The verbal confirmation was a historical concept but not stated in the policy. But also on top of that, the vote was retaken with Charles Mcnamara present - CM - one part was possibly not followed properly - but if the vote was retaken would the decision be different? If not, then to accept and move on.</p> <p>This was all started with the objection to the vote - there is a chance for any member to voice their concerns.</p> <p>SHM states that the appeal section also requires some clarification as this could be misinterpreted.</p> <p>HK states that policy is open to interpretation - the only people that are able to be privy to the nominations are members of council - the rest of the IMPT will only be informed of this decision at congress.</p> <p>BE report states that is fellowship something that needs to be discussed at AGM? Although it was noted that this would then take away element of surprise for those nominated.</p> <p>Vote for accepting decision and move forwards with learning from what has happened – 13/16 voting for acceptance to move on – therefore carried. HK will forward some suggestions to BE to improve the fellowship document.</p> <p>MINUTES FOR APRIL MEETING then: Proposed - KB Seconded - NP</p>
Education Officer	<p>As detailed in Report submitted to Council 6th December 2023.</p> <p>KB states that they had education meeting this morning, April and June have been anonymised and should be in processed to be put onto the website.</p> <p>PK report is on the google drive. SP will cover the CPD report separately.</p> <p>First item in report is the alternative entry - came to the conclusion to proceed and have a vote in January 2024 - KB has included a breakdown of the information to be included in report - anything new that is mentioned will really add little benefit. KM asks is there any objections to continue to a vote in January.</p> <p>CFM suggests that this is a council vote not a membership vote.</p> <p>KB looked into doing a 'for and against' argument - but had very mixed feedback – predominately yes but with caveats and questions – it was decided that this would end up being two opposing opinions rather than opposing facts.</p> <p>Caveats for risks assessment due to indemnity, GDC regulatory issues,</p> <p>IMPT have undertaken a massive amount of work regarding this and a decision needs to be made.</p> <p>A summary of for and against arguments should be recirculated if taken to membership vote.</p>

Virtual vote would be made possible via the IMPT website and the results will go to the registrar and will then need to be confirmed by a consultant within his hospital.

This isn't a vote to get rid of dental technology – it is purely to add an additional route of entry. The profession needs to have more people coming through to fill the vacant positions.

Are there any plans to add an additional training core – if that is going to be provided this needs to be confirmed. Although this would not be accepted by the GDC. What has been discussed is the fundamentals of dental technology would need to be taught although this would not be a qualification and would not lead to registration with the GDC.

Bolton university and Cardiff university will be approached to give an overview fundamental course.

Discussions have been made with the national school and HEI's if we were to accept that changes – students would have to be made aware that coming forward without the dental technology this might affect their career choices in the future.

No objections for KB to send out a summery email to give an overview and to request members to vote on this matter at the end of January.

Lead Trainer Update –

PK report is available on google drive – some issues with STP placements

IACCS in October have gone ahead – JD, MS, Ian have been involved in this - one candidate has taken for the first time and was successful.

Up to date commissioner lists have been requested.

Next lead trainer meeting in the new year to be going ahead in January. PK will arrange when back in work.

Coaching scheme - struggling for engagement - sent out further communications and perhaps a webinar to explain what would be desired – get more advertisement out for this.

The research team and moving forward – Taran has agreed to arrange quarterly meetings for a research policy/document updates – Jason Watson has completed the congress policy this is now in circulation.

Got the draft document through for the awards policy from Adrian Kearns this will be updated according and circulated to council.

PP regarding Scotland - Scotland STP programme is not fully funded only fund up to 75%. There has been discussions in place to hopefully provide a wider voice for funding. Catherine Ross (Chief Scientific Officer) she is behind coordinating a strategic Approach to implement HCS in Scotland. – Questionnaire has been sent out to those working across Scotland NHS HCS services to collate information in order to shape what the future direction of healthcare science in Scotland will be. This will be fed back to the Scottish government - then appropriate action will

		<p>take place. PP is currently part of multiple sub groups but just need to wait and see how all pulls together and will report back to council.</p> <p>Apprenticeships – A trail blazer group needs to be first set up – which is 10 potential employers for apprenticeships. This has been actioned at the educational meeting.</p>
Professional Lead	Development	<p>As detailed in Report submitted to Council 6th December 2023.</p> <p>Now running webinars at lunchtime and different days to facilitate attendance – will need someone to fill in as deputy.</p> <p>Now using a 30min format as an hour seemed quite daunting - 20 mins presentation - pre-recorded – or voice over - lots of options to make presenters to have an option that they are comfortable with – webinars booked now till March 2024</p> <p>PK had an idea of them talking and inviting members to present via social media platforms - attendance has been good and is looking promising.</p> <p>STP year one are going to be approached to see if they can do 10minute slots presentation – case presentations etc. SP is starting a new role in January so can help to encourage STP to be involved.</p>
AIB		<p>As detailed in Report submitted to Council 6th December 2023.</p> <p>Would like to thank BE, Kate Murrell (Medical Photographer at QVH - Independent Advocate) SC and JD. Three applicants all of which were successful. The feedback is that one case study was not enough – this needs to be increased to 3 case studies plus the reflective. The reflective piece didn't seem to cover all the questions which is required.</p> <p>Was also challenging as the reflective piece was not marked – therefore difficult to compare with those who had completed the case studies – therefore seemed very different between both AIB options - need to even the playing field.</p> <p>BE, SC, LW to all review the AIB reflective log.</p> <p>Passed applicants - Phil Brewer, Cassandra Watkins, Katie Spooner</p> <p>JD to make a note of these applicants to ensure they do not pay for the coming year's subscription - but to complete the renewal form.</p> <p>Potential to just do AIB's once a year – if more than 4 candidates then the potential to finish on Wednesday morning?</p>
Members-in-Training Representative (MiT)		<p>As detailed in Report submitted to Council 6th December 2023.</p> <p>Multiple students had concerns of travel expenses – is there a way of getting the money in advance rather than claiming expenses back?</p> <p>Are expenses also available for other courses such as medical tattooing etc?</p> <p>Curriculum really enjoyed the lectures provided - Students have asked if preloading of lectures would be available as felt this means they could be better prepared.</p> <p>Students didn't really enjoy the first week felt wasn't relevant to the profession. Although this is the generic content that is required by the HCPC.</p>

	<p>Could there be a generic practical skills element of the course.</p> <p>Different views on elective possibilities - there hasn't been much content on what is a possibility and what is not.</p> <p>Student's main issues tend to be with one file submission and standardisation – good amount of details and references.</p> <p>Heidi Silk – has put out a template this should be followed - and training on what is and what isn't suitable. There is work with the national school to what is suitable and appropriate to be deemed as competent. Heidi has done lots of work and come to give lecture to students to give examples of ideal competency write ups.</p> <p>This had always been subjective but there is basic guidelines that have been shared. There should be an open dialogue between trainer and trainee regarding this.</p> <p>Case based discussions - training activities - 30minutes when you click on each competency it provides evidence to include.</p> <p>To look on NSHCS website –</p> <p>Feedback – changed for OSCE to CTPT - some units are unsure of what it is and what it involves - is there a minimum amount of clinical time that each student should have?</p> <p>– This is down to student to speak with trainer and explore other local units if they do not feel like they are getting the clinical exposure they feel they need.</p> <p>Mock is on the 13th Feb real one is 9th April for Year 1.</p>
Journal Editor	<p>Report not yet uploaded to Google Drive</p> <p>SC – unfortunately, with receiving only got 3 submissions from the Liverpool congress it was not viable to go ahead with Liverpool congress edition.</p> <p>Welcome and thanks to KG who is also now part of Journal editing team.</p> <p>BE has had looked to get journals scan and uploaded as PDF to the websites.</p> <p>Estimated costing for scanning journals - £350 then will have a permanent electronic record.</p> <p>The proceedings will be a lot more expensive and will be more difficult to get back together - there was around 5 of these.</p> <p>Hopeful to discuss with CH to eventually have a keyword search engine on website to eventually to assist with searching for relevant articles.</p> <p>Proposal made for scanning existing journals and no objections were made for spend around £500 to get this done.</p>
Website Editor	<p>As detailed in Report submitted to Council 6th December 2023.</p> <p>Jason Watson wanted a website document review to be visible - shows what documents require frequent review. Just to keep up to date with these elements.</p> <p>CH has undertaken this and updated to the Google drive - Website Document Review.</p> <p>CH to discuss with SH regarding what JW has requested in detail with regards to access of this document.</p>


	<p>Investigating the potential of going from Gmail to google workspace. This means it can become more generic/more professional and can be more readily accessed when people change roles, potentially would require 14 different but these could be grouped to all go into the same inbox. £6 per email inbox per month.</p> <p>The main concerns with the emails are with it not getting through, and not being able to determine whether they are being read, deleted etc. method of determining whether it has been received. The main email addresses that delivery notifications would be useful for would be Communications and register.</p> <p>CH to check more details on this for next meeting – storage size of inbox available for the £6 and to explore the option should the IMPT go for three inboxes – a generic one to cover the majority of all IMPT roles except Communications and Registrar who would have their own.</p>
Newsletter Editor	<p>As detailed in Report submitted to Council 6th December 2023.</p> <p>Winter newsletter has been released - really good feedback from this - OB has started the spring newsletter with the general graphics etc.</p> <p>To be included - Manchester Day Congress</p> <p>Spotlight sections to be undertaken by Leeds Hospital by - Sabah Zoulifquar</p> <p>If there are any other advertisers that council think will be interested to let OB know</p> <p>STP update piece – can AA sent email to OB have discussion regarding doing this.</p> <p>OB - SW to do a retired council member piece. Confirmed.</p> <p>Should it be 2 times a year or 4? Council agrees that it should be winter and summer edition. December and June.</p> <p>Comparison of equality and diversity information to be included in the next newsletter - SC to email OB with details.</p> <p>CH needs to upload the new newsletters to the website.</p>
Communication Officer	<p>As detailed in Report submitted to Council 6th December 2023.</p> <p>Instagram is now up at 380 – Engagement went down but this is probably linked to having a rise in engagement after the Manchester Congress.</p> <p>Linked in Engagement has increased this is presumably linked to the amount of job opportunities that have been advertised across the socials recently, and linked in always tends to have a better response to these types of posts.</p>
Equality, Diversity, Inclusion Officer	<p>New data collection will start with the renewal of membership in April - hopeful for the same again this year.</p> <p>SH forwarded an email regarding things we may not be doing - will work with SM to look into option of 'wall of diversity' page.</p>
2025 Congress (Bristol)	<p>Amy Davy (AD) joined the meeting to provide update on 2025 Congress at 13.30</p> <p>To summarise where the congress team are at –</p> <p>They have checked out some venue options –</p> <p>Amy, Misha, Claire and admin support Grace.</p> <p>Doing a lot of the phone calling - monthly meetings have been arranged.</p> <p>Accommodation and venue options have been explored although nothing is secured – a lot of options but many are out of budget or does not have accommodation close by.</p> <p>Option 1 – The Bristol – prices could be negotiated - £110 for rooms – lecture room can hold 300 so 150 should be very comfortable – can be divided into several spaces should it be required. Ballroom can be split into 2 or three different rooms. No outside catering allowed – parking immediately next to the hotel - not part of the hotel but can negotiated - train station is not in the middle of Bristol – so this would not be in close proximity.</p> <p>Option 2 – The Marriot - still in communications - little more expensive - £145 per night - quite a traditional hotel – conference room can hold is 240.</p>

	<p>Option 3 – is the double tree Hilton. This is the most far out - there isn't too much else around the hotel – however it is much more affordable – they do have conference rooms although do not allow full conferences so complicate matters with regards to having a second site.</p> <p>The other option are conference venues which do not have accommodation we are the curious – Rosalind Franklin room, The annex the planetarium – which is a really interesting venue but would mean difficulties with two sites</p> <p>Option number one has the best options for breakout options.</p> <p>Inverness had a bit of a walk – if we are in agreement for 'we are the curious' it is a 13/15mins walk from the hotel – could easily get taxis if needed. E-scooter and e-bikes are also available. Council agreed that it would be worth to get costs for the two venue option.</p> <p>Reunion dinner option – Many places were checked but couldn't cater for the number of delegates – ZaZa Bazaar - was really the only option - buffet style food - they have mentioned that they could secure off an area for us. Could be quite noisy but really the only option available - £20 - £25 a head.</p> <p>Banquet/Awards/Gala Dinner – All general ideas at this point - aerospace concord museum - evening dinner seated underneath Concorde, exclusive hire, part of a much bigger museum, having a motivational speaker with perhaps a connection to aerospace for the entertainment – potential links for other options. Nice facilities all quite new. Prices for 100 – 299 guests would be £72 + VAT or with half a bottle of wine £82.00 at VAT per person.</p> <p>Bristol beacon – huge music venue – iconic building in Bristol</p> <p>We the curious – if not used for the conference itself it could also be used for the gala meal – get to have a look around the science exhibits - with meal in one area providing good view of Bristol. Planetarium could be an option for dinner under the stars but need to do more research.</p> <p>AD also thought if it was affordable, they are considering booking an additional venue to come back to in Bristol – bars etc after the gala meal. Can either disperse or gather at bar.</p>
IMPT Funding training/courses of	<p>Grassroots – SH keen to start promoting the IMPT - and start to attract people to the profession. Units that can offer this if they can start to promote in their areas.</p> <p>BE and NS at the QVH twice a year do and open evening which encourages work experience and unit visitors.</p> <p>SE is presenting in Cardiff and OB presenting in Bolton to help draw in interest.</p> <p>Would be good to have more merchandise to give out at these events to help promote the profession.</p> <p>How do we promote the profession to dental technicians - Ed has a lecture slot at the Dental Trade show – JD is doing an introduction to Maxillofacial Prosthetics.</p>

	<p>Need to focus on reaching out to existing dental technicians not just new students coming through.</p> <p>No objections to spend some money on merchandise and promoting the profession.</p> <p>There has been a lack of enthusiasm to support training funding, need to be addressed as we do need to think about spending.</p> <p>Materialise Funding Option - Mentioned that for training funds if you fund the STP's for the materialise packages described today you will have to fund the distance learners too – NP has stated that some units have both so can share a license.</p> <p>Members in training members should get the benefit of the IMPT education funding not just everyone on the course. This is going to benefit materialise- because it is highlighting their product - it's a closed licence.</p> <p>The basic training that the STP get currently is still a good base.</p> <p>Vote on materialise software student funding – 2/16 for agreed to fund one of the suggested materialise courses. Therefore, not carried.</p> <p>In house training could be a better plan potentially.</p>
BOAMS	<p>Day delegate package at £75 - BAOMS is 4th July Oxford -subsidy – formula one is on at the same time which has increased the area price – Looking for authorisation of a subsidy of £6000. Based on 30 delegates going for the full package – based on an average attendance historically. Accommodation package for two days - gala dinner is on the Thursday night. Would be an early bird offer the first 30 delegates would get the subsidy anyone after that would have to pay the full amount.</p> <p>Vote for subsidising – 19/19 votes agreed to funding - therefore carried.</p> <p>CARDIFF BSSPD 2 day (18th – 19th April) event - £195 for the full package to bring it down to £150 looking to £45</p> <p>Taken to vote 10/19 Agreed to funding - Therefore carried.</p>
GIRFT	<p>What is a Maxillofacial laboratory? 62 units in England include and aspect of dental technology – where does that leave someone who has worked on the STP course - oral and maxillofacial laboratory essentially would become two different departments, the ones coming through without GDC registration would then be in different situation.</p> <p>The job role has developed over the years the next intake of students are changing - potentially less employable if come through without dental technology as would reduce the roles that they could do.</p>
Council Roles	<p>3 years turn around for job roles - time frame for terms, this will be continued going forward – outgoing posts will become a mentoring role for the new role to come into post. If the current outgoing role does not wish to participate in a mentoring role then council will look to see who else has experience in the role to help. Mentoring with their deputies. Hopefully helps to smooth the transmission from deputy to main position.</p> <p>Attended the school education day – an email was sent in error. 500 people in attendance – general take back and objectives made was to show way forward – wasn't very interactive, lots of tick boxing exercises rather than discussion. Main</p>

A.O.B	<p>agenda was the student bursary – NSCHS is aware that the £2k bursary is not enough with current inflation rates etc. – they could not give an answer at this time - units also have to have some money to cover material costs etc – all the bursaries will not automatically go to the student for spending. Recruitment processing - how can we get more applications and streamlining the process – AI was a large topic that the school want to get into the curriculum, lots of positives – rotation of the new curriculum very keen on various specialties to rotate around other specialist to get more detail of healthcare science frameworks – aware that there is a skill gap – more document in report. Liz Plum to discuss bursary – will come back on the results of the meeting at a later date.</p> <p>SW – discussion of the leadership training course not being carried was a mistake - we have not prioritised training and people coming through – professionally.</p> <p>SH did go back to the team to see if there was any wiggle room on cost – nobody thought that it was wasn't worthwhile - certainly to be recorded on the minutes that an opportunity was missed.</p> <p>We are subsidising lots of other courses – this was relevant to our membership – leadership course given by Service Managers as the trust basic leadership courses can be quite generic.</p> <p>Potential to revisit, SH to run it passed Mark Cutler and the team for end of next year or potentially the following.</p> <p>Unfortunately, some managers can feel quite isolated - SHM to look in to providing a heads of units group – heads meeting for professional planning and guidance -</p> <p>CT covering minutes - need to discuss who will take this forward for future meetings.</p>
	Meeting concluded at 16:30
	Next meeting - Wednesday 6 th March (Virtual)

Minute sign off for meeting dated 6th December 2023

Signature of Chair.....

Date of signature.....17/05/2024.