

HEOPS

Higher Education Occupational Physicians / Practitioners

HEOPS EXECUTIVE COMMITTEE MEETING

14th May 2015

Minutes

Present

Alan Swann (AS)
Janice Craggs (JC)
Phillipa Hawkins (PH)
Dennis Todd (DT),
Alice Hobson (AH)
Aileen Stewart (AS)
Patricia Southall (PS),
Anne-Marie O'Donnell (A-MO'D)

1. **Apologies:** Nigel Wilson, Susan Robson, Angela Graneek, Christine Rajah
2. **The Minutes** of HEOPS Executive meeting November 2015.
Approved
3. **Matters arising**

4. **Guidance on OH Services in Higher Education draft document**

The committee were generally positive. There was a discussion about inclusion of JC's staffing levels survey data. There was no consensus about inclusion of a staffing formula into the document. AS feels the document needs a bottom line figure, others were happy to simply link to JC's benchmarking survey.

A number of minor suggestions/ corrections were made including putting in a link to SEQOHS accreditation from "models of provision" section

ACTION: AMOD update document

It was agreed that JC will put the results of the benchmarking survey on the HEOPS website but will additionally clarify that this is a minimum level for core services (larger more complex services will require more staffing) and put in the range and explain that it will be periodically updated to reflect resourcing needs also to put in a comment about part-time staff often have the same OH needs.

ACTION JC

It was felt it important the document aligns to SEQOHS principles.

ACTION AS to check document and forward changes to AMO'D

- a. Process for internal (HEOPs) approval
Once all changes suggested by Exec have been made the document will be circulated to the membership for formal consultation asking specific questions to get more helpful feedback.
- b. Endorsement by other relevant associations.
Following this a similar structured format will be used for getting feedback from UCEA, USHA, ANHOPS, AMOSSHE and HSE
- c. Proposal for adoption & publication by UCEA
AS is taking the guidance to the UCEA H&S committee on 18.5.15 for endorsement and agreement to publish as one of their guidance documents. to take to UCEA on 18th May

5. Items for info only:

- i. Fitness Standards – new standards published for Paramedics and Speech and Language therapists
- ii. Carcinogen guidance
Carcinogen and mutagen guidance is now published on the website. AS noted the removal of paragraph mandating HR for carcinogen worker from the recent COSHH ACOP

6. Membership of Executive Committee

- i. Resignations: Dr Alan Swann (Exec and Chair), Dr Christine Rajah (secretary only), Dr Nigel Wilson (webmaster only), Alice Hobson and Angela Graneek.
- ii. Nominations: Dr Sam Phillips - confirmed
- iii. Selection of new Exec members :
It was agreed that the chair would be voted in by the Exec not the whole membership. JC suggested the constitution may need amending accordingly.
Chairman: Nigel Wilson voted in unanimously
Secretary : Phillipa Hawkins volunteered and was accepted
Webmaster: vacant NW will continue in the short term
ACTION: NW Need a scoping paper about what being webmaster entails, could co-opt a non-executive member perhaps based in Liverpool to take this on and also could use money from the HEOPS funds to consider redesigning the web given how it has grown of late
ACTION AS to raise this and call for volunteers at the AGM
AS will continue as email moderator

7. Joint meeting with ANHOPs

AS has agreed to a joint HEOPS/ ANHOPS meeting for this in Spring 2016 with a focus on TB screening. Consensus of the Exec was that there should be a

working party with ANHOPs to agree & develop a new rational protocol prior to the meeting.

ACTION: AMOD to meet with Blandina Blackburn to scope this further NW and Blandina form a working party.

PH will mention this to Alastair Robertson and consider if Ali Hastroudi will contribute.

8 Meeting fees

There was a discussion if we should aim for break-even or profit-making. It was agreed we will charge £50 and use any surplus to fund speakers, web hosting and expenses for Exec members whose institution will not support Exec or other committee attendance.

9 AOB

USHA Conference

AS reported on the USHA conference- well received

Next USHA is in Belfast

Future conference topics

AH recommended Paul Farmer chief exec of Mind as a future HEOPS speaker as he had very positive feedback from those that attended USHA conference

JC suggested looking at aging worker cognitive assessments

UCEA H&S committee

AS will replace AS as new UCEA committee rep

Membership criteria discussion

Members need to be working for an HEI and an OH professional but meetings may be open to a wider group

Date and Time of Next Executive: Autumn 2015 at University of Salford