

# HEOPS

Higher Education Occupational Physicians / Practitioners

## HEOPS EXECUTIVE COMMITTEE MEETING

Thursday 28<sup>th</sup> April 2016  
Minutes

Dr. Nigel Wilson (Chairperson & Web Master)

Patricia Southworth (Treasurer)

Philippa Hawkins (Secretary)

Dr Christine Rajah

Janice Craggs

Aileen Stewart

Dr. Anne-Marie O'Donnell

Dr. Susan Robson

Dr Sam Phillips

1. **Apologies:** Christine Rajah, Nigel Wilson. Anne-Marie O'Donnell (resignation)
2. **Minutes of HEOPS Executive meeting September 2015**  
Approved
3. **Matters arising:**

**OH Workforce Guidance** – PS updated the Exec Committee that the final reworking, to correct typo's and grammatical idiosyncrasies, of the HEOPS Guidance on Occupational Health in HE were to be made. AS is to send the document onto UCEA as soon as possible once these corrections made; the document had already been sent to HSE and USHA to seek their endorsement. JC queried whether a review date for the document had been considered. SR suggested a review date of two years. Agreed.

**Action:** PS to add a Review date of two years to the document

**UCEA Nov 2015 meeting outcome** - AS asked for feedback on UCEA's Health & Safety Wellbeing Plan, circulated prior to the meeting. Discussion held – comments were: no provision for resources to deliver the plan; not aligned to implementation; not much substance in how it will be delivered, so how will it be aligned to outcomes; how will it be embedded in HEI's. The HSE viewpoint is that wellbeing is flavour of the month, but that this is an add-on, and that we must have the resources to cover the core activities however wellbeing is not delivered solely by Wellbeing. JC asked how we would flag this to our membership and that Nicola (UCEA) had offered to speak to HEOPS on what UCEA do. A discussion was held on recommending

relevant Exec Committees to the membership (e.g. LUPC) but opinion was divided on this.

**Action:** No HEOPS response to UCEA, but AS to feedback to UCEA based on the discussion held during the meeting

- 4. Website management succession** - PH informed the Exec Committee of NW email outlining that he was planning to resign as HEOPS Chair, from the Exec Committee and as WebMaster in 12 months.

**Action:** Email to membership seeking volunteers for this role and including information on what the website involves and details about the language / software (NW)

**Action:** To check the Terms of Reference regarding whether the professional background of the Chair is specified – completed subsequent to the meeting; the professional background of the Chairperson his is not specified in the Constitution.

- 5. Finances and payment for web hosting and domain name** - PS reminded the Exec Committee that HEOPS pays for the domain name and web hosting, currently paid by NW and reimbursed to him from HEOPS, although it should be possible to pay for this directly from the Treasury account by setting up direct debits or standing orders to pay for items such as these. Current signatories on the account: Alan Swann, plans are in action to remove Alan and replace with PS and NW. JC suggested that AMO'D should be encouraged to re-join the HEOPS Exec Committee.

**Action:** PS to pursue this and the necessary paperwork has already been sent to Santander.

The Exec Committee discussed how the meeting would work tomorrow when ANHOPS held their AGM, as HEOPS AGM would normally be held, but no additional room for this. Treasurer's interim report tabled: HEOPS balance looking healthy, the money from the Salford meeting was outstanding and a balance of £2000 was expected at year end.

**Action:** Update to membership in place of AGM detailing:

Progress on HEOPS Guidance on Occupational Health Provision in HEI's

A financial report

Requesting volunteers for WebMaster

Volunteers to Exec Committee

AOB to be submitted by email

- 6. Dental Schools Council Adjustment Guidance and implications for other disciplines** - SR reminded the Exec Committee that NW had responded and that the Exec Committee couldn't progress this item without NW's view

**Action:** To establish where the guidance has got to and how to take this forward

SR advised the Exec Committee that all Medical Schools should publish their core competencies, that the GMC had agreed to take this on, but nothing has been forthcoming. Core competencies are needed for all clinical courses to be able to defend challenges Manchester had recently used their published competencies to do so. Manchester is publishing their competencies which all reference the HEOPS Fitness Standards (for each School) and the procedure document, detailing how the

student will be assessed (meetings to be held, clinical skills labs assessment and how measured against the competency standard all detailed)

**Action:** SR to circulate Manchester's procedure document to the Exec Committee

JC raised that this approach would not be limited to professional disciplines. SR suggested a review of policy & guidance on Fitness to Study. As without a policy an HEI is open to indefensible legal challenge when discharging a student due to significant health issues.

**Action:** Agenda item for next meeting: Policy on Fitness to Study (PH)

The Exec Committee recognised variance in approach across the Exec Committee; in Manchester UG students with significant health issues seeking mitigating circumstances are referred to OH, Glasgow & Birmingham have a UMO who provides this advice. JC queried who is involved in fitness to participate in fieldwork. SR advised that this is a large part of OH work, following up on ill health whilst abroad. JC queried who owns the responsibility for screening these students.

**Action:** Consideration to be given to raising with UCEA the review of the Advice to University's on travel (AS)

## **7. Meeting venue, date and topic for autumn 2016**

**Action:** To request for hosts to come forward from the membership

Speakers / Topics were suggested: SEQOHS (JC)

Fit for Work

HSE

A local clinician (from host HEI)

**Action:** Hot topics to be requested from the membership for the next meeting.

Discussion held about possible venues: Glasgow, Newcastle and Oxford, but Glasgow identified as having difficulty securing rooms particularly for the Autumn term. Suggestion raised that a hotel room could be used as a venue if the host HEI does have difficulty with room bookings / availability.

SP joined the meeting. Exec Committee informed that she is leaving UCL but remaining within the sector so is able to remain on the Exec Committee

**Action:** to discuss with AMO'D whether Oxford could host the next meeting

## **8. AOB - JC raised that data retention and archiving practice is not consistent across the HE sector. SR informed the Exec Committee that NW had developed a paper on records retention and that Manchester was following Liverpool.**

**Action:** SR to request that NW puts his retention paper on HEOPS website / circulate to HEOPS members

Discussion held about possible members to be invited to join the Exec Committee, Exec members identified to approach individual members.

**Action:** Establish that current Exec members still committed to the Exec and check Terms of Reference for length of term on the Exec Committee.

**Revalidation** - JC RCNi Roadshows and NMC templates to assist in the process. The local network has re-engaged to enable confirmer conversations and counter-signing to occur.

**Action:** Circulate RCNi Roadshow details to membership (JC)

NW joined the meeting

Revisited agenda items 6) and 4)

6. **Dental Schools Council Adjustment Guidance and implications for other disciplines** - NW circulated paper to HEOPS on 18/02/16. Paper now with NAWP (Disability Group), but had been with them for three months. Development of HEOPS and Dental Schools Council guidance discussed. JC raised consideration of updating the fitness standards and developing new ones. Physicians Assistants are the next fitness standard to be developed.

**Action:** NW to discuss with ANHOPS tomorrow.

JC has developed a questionnaire on the practices around immunisations – will circulate around HEOPS to confirm the questions and will then circulate amongst HEOPS and Jiscmail Biohazard Group.

4. **Website Management succession** - Scope of WebMaster role discussed – NW outlined 2 hour session with him to go over what he does. NW spends 10 minutes once per month to amend content, upload and remove documents. SP queried whether software compatible with Apple.

**Action:** To check website tools compatibility with Apple software (NW)

**Action:** Review of Terms of References to circulate to Exec Committee and then to membership