

HEOPS

Higher Education Occupational Physicians / Practitioners

HEOPS EXECUTIVE COMMITTEE MEETING

Thursday 10th April 2014
Minutes

Dr Alan Swann (Chairperson)
Dr. Nigel Wilson (Web Master)
Heather Bearpark (Treasurer)
Dr Christine Rajah (Secretary)
Patricia Southworth
Lara Carmel
Janice Craggs
Phillipa Hawkins
Alice Hobson
Dr. Anne-Marie O'Donnell
Dr. Susan Robson

- 1) **Apologies** Lara Carmel, Ian Brown (resignation), Heather Bearpark (resignation).
Melanie Phillips, Claire O'Brien
- 2) **The Minutes of HEOPS Executive meeting October 2013**
Approved
- 3) **Matters arising**
 - GMC core competencies for medical students** -SR reported no progress.
 - Health and Disability questions for new medical graduates** –being piloted currently.
 - Well-being agenda in universities** The well-being agenda is gaining momentum in the sector, and includes the UCEA Health at Work Network and the Health Universities Network. have been invited to attend a forum convened by Dame Carol Black to discuss the well-being of staff in higher education on 13th May.
Action: AMO'D and CR to feedback after the meeting.
 - Developing HEOPS Network**
No progress had been made in developing a clinical audit network. It was agreed that the next HEOPS meeting could focus on audit. NW volunteered to lead and host this “topics” meeting. **Action:** NW to circulate dates for meeting
 - Nurse Professional Indemnity Insurance** SR reported Manchester University seeking advice regarding this. **Action:** SR to circulate further information.
- 4) **Progress on the joint USHA conference**
AH and PS reported to that the next USHA conference is to be held 22nd to 24th of April 2015 in Bournemouth. HEOPS has been invited to contribute to the

programme. If HEOPS were to make a significant contribution to the meeting it could replace the spring 2015 HEOPS meeting. PS summarised suggestions by the committee for topics to focus on managing health risks and partnership working with USHA **Action** PS and AH to feedback after meeting the USHA planning committee.

5) Technical guidance (Health Surveillance, Fitness)

Health Surveillance guidance was forwarded to the HSE for comment. **Action:** AS to send final draft to NW to be uploaded on to the web.

Carcinogens and Mutagens guidance. Alan & Jo Pickering have agreed a draft This will now be sent to USHA hygienists for comment.

Fitness Standards NW reported completing a further four fitness standards this year with another 7 to be developed.

6) Revised HE guidance

PS, AMO'D and AS are currently revising HSG257: Guidance on OH services in HE. NW suggested including smart resource use e.g. electronic records. **Action:** NW and JC to review formula for staffing ratios. PS to circulate revised guidance once developed for comment.

7) AGM: Recruitment of new members; re-election of current

Suggestions for membership of the Executive were discussed. Elections to take place at the meeting on 11 April 2014.

8) Membership of HESH

This is the consultative committee of the HSE. AS suggested that HEOPS should be on the membership. **Action:** AS to progress

9) AOB

1) Proposed SOM/FOM single organisation - <http://singleorg.co.uk/wordpress/> (JC)

It was agreed that HEOPS representation on the shadow board would not be helpful at this stage.

2) Benchmarking of OH resources in UK universities – results of recent survey & HEOPS guidance due for review 10/12/14.(JC)

JC is fed back that the recent survey she had undertaken showed the existing HEOPS guidance does not reflect the current provision.

3) The OH workforce Project, Prof John Harrison (AS) for information <http://www.nhshealthatwork.co.uk/news-latest.asp?info=OHworkforceproject>

The NHS Council for work and health has set up a working group led by Prof. John Harrison to review the OH workforce. This may have wider implications for OH services.

4) Health & Work Service – implications for in house OH services (JC)

Currently being tendered for, but may be difficult to deliver given the manpower resources required. All agreed that this was not a comprehensive occupational health service.

Date and Time of Next Executive April 2015 Bournemouth