

HEOPS

Higher Education Occupational Physicians / Practitioners

HEOPS EXECUTIVE COMMITTEE MEETING

Monday 25th October 2010

Howden Room, King George VI building,
Newcastle University

Present :

Dr Ian Brown (Chairperson)
Dr Nigel Wilson (Web Master)
Janice Craggs
Dr Alan Swann
Dr Anne Marie O'Donnell

1) Apologies

Joanne Heslop (Treasurer), Denis Todd, Dr Christine Rajah (Secretary),.

2) Minutes of the 30th March 2010 HEOPS Executive meeting

Signed off by committee

3) Matters arising

a) Doctor Revalidation – general roundtable discussion in relation to appraisal. **IB** confirmed since last meeting timeframe has been put back some 12 months but an on line toolkit is to be launched, members to be kept posted. **NW** confirmed he had created a link on the HEOPS website to the SOM page on revalidation.

Action: Nurse colleagues to consider parallel scheme which may feed into their existing PREP scheme once doctor revalidation process confirmed.

b) Strategic Health Authority (SHA) Funding of Immunisation for HC students –Round table discussion on the various approach currently in place for the funding and reclaiming of these costs. Current agreement inconsistent and insufficient to cover requirements under present DH guidelines. DH guidelines need to be revised to be fully funded by SHA. This is an ongoing piece of work which will be revisited by the executive in relation to the White Paper.

c) Membership Survey - On hold - **AS** to facilitate a survey of membership regarding their funding from respective SHA. KV to liaise with Anne Marie O'Donnell regarding analysis of data.

AS confirmed we now have a membership of 170 with a gradual trickle of new members.

Action:AS to check with Hilary Todd when doing SOM returns can we contact those in academia who are not currently members of HEOPS.

Action: JH to confirm if KV forwarded to her list of membership of HEOPS by institution and whether she has contacted those institutions with no members.

d) ANHOPS/HEOPS meeting

AS confirmed the joint meeting /agenda item "Fitness to be a doctor" at ANHOPS pre-meeting at SOM meeting in Edinburgh had not taken place.

Action: AS to chase Dr. Hamish Patterson, ANHOPS for the dates of the two proposed workshops in November 2010 and Feb 2010. Intention is to raise this topic again as an agenda item. AS also intending to attend a meeting on health care for health care practitioners ANHOPS are organising with ?DH

e) Future Meetings

Meetings of Exec will coincide with HEOPs meetings/study day and generally between meetings we will communicate by email to cut down the need for face to face meetings.
AS confirmed there was no need to create JISC mail base for Exec. Remember when emailing one another not to email everyone on the mail base at HEOPS@JISCMail.AC.UK

f) Subscriptions - Not appropriate to charge for membership at this stage

4) Confirmation of the Membership of the Executive, tenure, office, personal responsibilities and representation (WJ, IB and All)

a) NW confirmed he re-circulated the constitution to members following the last meeting but given the new membership would be appropriate to circulate again for comment.

Action NW to re circulate this document again to the membership for comment.

KV is stepping down as member of Executive. IB thanked Kate for her significant contribution to the founding of HEOPS.

b) New executive members - IB confirmed both JT Craggs and Bob Dunn had agreed to join the executive.

Action: IB to confirm at HEOPS Study Day on 26.10.10 if Elizabeth Aniteye wishes to take up the invitation extended to her to join the executive.

c) Meetings – it was agreed that rather than have a nominated meetings secretary we would co-opt the meeting organiser to the Exec and support development of the study day.

5) Endorsement of the Core Competencies for medical training (DT)

SR provided a position update on this confirming the Medical Schools Council are preparing a paper for consideration by the wider committee at a meeting on 11th November 2010. Feedback indicates MSC would welcome the opportunity to view the draft HEOPS Fitness standards for medical students and nursing student.

NW also confirmed he had circulated the University of Liverpool guidance on assessing medical students for endorsement by HEOPS to which he had received several relevant suggestions.

Action NW to present updated drafts of HEOPS Medical Students and Nursing students Fitness standards at the HEOPS study day on 26.10.10 and seek further feedback from the membership. Next steps **SR** to gain approval by GMC and MSC. The MSC meeting is at the end of November

6) The Belfast educational meeting in Spring 2011. **IB** confirmed he would extend an open offer to delegates at the HEOPS study day on 26.11.10 to host this meeting and if there was a volunteer then Belfast University would not be required to host this event.

Action - IB to consult delegates at the 26.10.10 study day for a volunteer to host the spring meeting.

7) UKEA/USHA – draft guidance on safety in fieldwork in the UK and overseas

Commended by HEOPs via AS to Elizabeth Aniteye who sat on the special interest group. Draft guidelines have now been published.

Action – NW to create link on HEOPS website to this guidance.

8) UCEA – subgroup of the Health and Safety Committee – AS confirmed as HEOPS representative for the 5 year plan and the nominated priorities are: promoting quality assured OH services and supporting sickness absence management.

Action: NW to create link on HEOPS website to this guidance.

9) Varicella Zoster in the workplace: Occupational aspects of management. NHS Plus requested response from HEOPS. **AS** has responded on behalf of HEOPS. Action closed.

10) A.O.B

IB has liaised with SR as how best to ensure HEOPS maintains links with the GMC, MSC and the BMA. This will be achieved by personal representation by HEOPS members who periodically sit on these committees

11) Date and time of next executive meeting - evening of 9th May 2011 prior to Spring Study Day which will be hosted by Cambridge University on Tuesday 10th May 2011. Venue for meeting tbc.

Minutes taken by J.T. Craggs
25.10.10