

HEOPS EXECUTIVE COMMITTEE MEETING

Tuesday 30th March 2010
11.00am

Room AG06

City University, London

Dr Ian Brown (Chairperson)
Dr Christine Rajah (Secretary)
Dr Nigel Wilson (Web Master)
Joanne Heslop (Treasurer)
Wendy Jones
Dr Kate Venables
Dr Alan Swann

1) Apologies

Dr Susan Robson and Dr Denis Todd

2) Minutes of the 7th December 2009 HEOPS meeting

Revalidation – discussion in relation to appraisal. IB to consider potential for on-line resource for HEOPS members. Current Faculty/SOM scheme costly and cumbersome

Action: NW to liaise with IB , CR to post link to NHS revalidation forms if possible.

NW create link to SOM appraisal page

Nurse colleagues to consider parallel scheme which may feed into their existing PREP scheme

3) Matters arising:

- a) **Strategic Health Authority (SHA)** Funding of Immunisation for HC students – inconsistent and insufficient to cover requirements under current DH guidelines. DH guidelines need to be revised to be fully funded by SHA s.
Action: IB lobby DH in conjunction with Committee of Heads of Medical Schools (CHUMS) and Association of Teaching Hospitals. AS to facilitate a survey of membership regarding their funding from respective SHA. KV to liaise with Anne-Marie O'Donnell regarding analysis.
- b) **AGM Minutes** of 8th December 2009 approved
- c) **ANHOPS/HEOPS** meeting
Action AS to liaise with Hamish Patterson about joint meeting /agenda item at ANHOPS pre-meeting at SOM meeting in Edinburgh
- d) **Constitution**
Meetings of Exec will coincide with HEOPs meetings
Action AS to create JISC mailbase for Exec to minimise need for meetings
Subscriptions - Not appropriate to charge for membership at his stage
Action KV to give list of membership of HEOPS by institution **JH** to contact institutions with no members
Action WJ to make minor amendments as agreed

4) Confirmation of the Membership of the Executive, tenure, office, personal responsibilities and representation

- a) KV is stepping down as member of Executive. IB thanked Kate for her significant contribution to the founding of HEOPS.
- b) Agreed to recruit more nurse members.
Action CR to invite Janice Craggs, **AS** to invite Elizabeth Aniteye and **IB** to invite Bob Dunn
- c) Meetings – it was agreed 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

All agreed that this is a very helpful document which highlights practical functional aspects of competence. The committee noted that latest version of “Tomorrow’s Doctors “ had been published without the benefit of access to the competency framework and hence was still task based rather than competency based. Agreed that the next step would be to consider practical guidance on implementing the guidance for HEOPs members.

Action NW to circulate University of Liverpool guidance on assessing medical students for endorsement by HEOPS. Next steps **SR** to gain approval by GMC and CHUMS

6) The Belfast educational meeting – to be deferred until Spring 2011

Action CR to liaise with JC re next meeting in Newcastle in October/Nov: “ The evidence base for promoting wellbeing and wellbeing interventions”

Action IB to update DT

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

Commended by HEOPs

Action AS to inform Elizabeth Aniteye regarding our support in general and make specific comments as agreed

8) UCEA – subgroup of the Health and Safety Committee – HEOPS representative for the 5 year plan

AS nominated-priorities : promoting quality assured OH services and supporting sickness absence management

9) Varicella Zoster in the workplace: Occupational aspects of management. NHS Plus requested response from HEOPS

Action AS to respond of behalf of HEOPS

10) A.O.B

IB will liaise with SR as how best to ensure HEOPS maintains links with the GMC, CHUMS and the BMA. **Action IB**

11) Date and time of next meeting at next HEOPS meeting Newcastle TBC