

The logo for HEOPS (Higher Education Occupational Practitioners) features the acronym 'HEOPS' in a bold, blue, sans-serif font. The letters are contained within a white rectangular box with a thin blue border. This box is set against a solid blue rectangular background.

Higher Education Occupational Practitioners

HEOPS EXECUTIVE COMMITTEE MEETING

Teleconference

5:30pm, Tuesday 18th February 2020

Minutes

In Skype meeting:

Ali Hashtroudi (Chair)
Aileen Stewart
Max Hill
Liz Murphy
Rohit Prajapati
Philippa Hawkins (Secretary)

1. Apologies – Blandina Blackburn, Gary Malcolm, Janet McGettigan, Patricia Southworth
2. HEOPS Treasurer

Patricia Southworth formally stepped down from the treasurer role in May 2019. There was expression of interest from two members and Ms Janet McGettigan was appointed based on the length of experience both as OH nurse and a member of HEOPS. The board ratified this appointment and she would formally join the Board.

Action: Chair to confirm the appointment to Ms McGettigan.

3. HEOPS Conference

We have not had a conference since May 2019. This was because UCL (MH) and Imperial College (Claire O'Brien) volunteered to host jointly however due to unforeseen circumstances they could not progress. MH confirmed he would not be able to arrange in this academic year due to waiting list for a venue.

EM was concerned about the short notice and obtaining speakers, who would be available, as her own diary commitments extend into 2021. It was agreed to endeavour to find a venue which can host in June. If a venue is not found by the end of February then MH would host in September 2020.

AH confirmed that we can pay for the venue but any volunteer should provide a quote so the Board can confirm it is affordable. AH has had an initial conversation with the NHS Health@Work Network Board, whose next conference is to be held at Warwick, about a joint

conference or access to the conference for HEOPS members. However this will be an NHS focused conference.

Action: RP and PH to enquire about availability a venue in Birmingham. MH and Claire O'Brien to do the same for UCL and Imperial.

4. TB Audit

PHE North West have recently undertaken a large scale contact trace involving a University student. Concerns have been raised with AH following this about consistency of approach for TB screening and AH has agreed to undertake an audit.

The questionnaire used in the London audit has been revised and is now ready and volunteers have come forward to pilot. Once this has been completed the questionnaire will be disseminated throughout HEIs, via HEOPS and the Medical, Dental and other healthcare Schools Councils. The expected output will provide evidence of how the sector is doing, any room for improvements and that HEIs are clearing people correctly.

Action: AH to continue to progress the audit throughout HEOPS

5. A.O.B.

An approach from Loughborough University and the Faculty of Occupational Medicine Ethics Committee resulted in a consideration of the decisions taken around outsourcing Occupational Health (OH). AH suggested creating guidance for HEI's on commissioning OH and has three volunteers to invite to progress this work. A conversation ensued regarding previous guidance (Kate Venables previous work and the 2016 HEOPS Guidance).

Action: AH will consider whether this needs to be an update to the 2016 guidance.

EM raised whether the Jiscmail list and the method of assessing this remains fit for purpose. There was confirmation of the process in place and a conversation regarding the options for change to the membership. It was agreed that AH will email the whole HEOPS Exec on this item.

Action: AH to outline options to HEOPS Exec, via email, to obtain agreement on Jiscmail membership and ratifying this.

Date and Time of next Executive meeting: August 2020 tbc

Meeting closed: 18:15

Dr Ali Hashtroudi

Chair

