

**Severn Postgraduate Medical Education**

**School of Primary Care**

**Full School Board Committee Meeting**

**1.30 pm, Wednesday, 23 October 2013, Deanery House**

**Record Of Decisions ACTION**

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| **Attendees:** |  |
| Robin While, Chair (RW) |  |
| Ian Kelham, Vice Chair (IK) |  |
| Bill Irish, Director School of Primary Care (BI) |  |
| Paul Main, Deputy Director SoPC (PM) |  |
| Michael Harris, APD Quality Assurance (MH) |  |
| John Edwards, APD ARCP (JRE) |  |
| Phil Grimmer, APD Recruitment (PG) |  |
| Becca Duffy, APD Bath (BD) |  |
| Holly Hardy, APD Bristol, S Glos & N Somerset (HH) |  |
| Lizzie Eley, APD Gloucestershire (LE) |  |
| Steve Holmes, APD Somerset (SH) |  |
| Jon Elliman, APD Swindon & Wilts (JE) |  |
| Shara Paulo, SoPC Education Manager (SP) |  |
| Jenny Hepworth, Lay Chair Bristol, N Somerset & S Glos. (JH) |  |
| Peter Amos, Lay Chair Gloucestershire (PA) |  |
| Lisa Wyatt-Jones, Lay Chair Somerset (LW-J) |  |
| Sheila Pietersen, GPE Pre CCT rep (SPi) |  |
| Louise Davis, TPD Bristol, deputising for Pippa Stables, GPE Post CCT rep |  |
| (LD) |  |
| James Playfair, GP Educational & Clinical Supervisors Representative (JPl) |  |
| Andrew Blythe, UoB Faculty of Medicine Primary Care representative (AB) |  |
| Sarah Purdy, Severn Faculty RCGP representative (SPu) |  |
| Philip Kirby, Avon LMC, deputising for Rupa Parmar, LMC representative (PK) |  |
| Liz Alden, EPO representative (LA) |  |
| Jenna Powell, Chair GP ST Committee 2013/2014 (JPo) |  |
| Robin Simpson, Defence Deanery representative (RS) |  |
| Jackie Pullin, GP Co-Ordinator (JP) |  |
| **Visitors:** Stuart Cook, Deanery QA APD (SC) |  |
| Julie Edwards, RSM (JEd) |  |
| Mandy Price, Bristol GP Trg Programme Sen Administrator |  |
| Peter Searle-Barnes TPD Swindon, deputising for Pam Gates |  |
| Chris Bevan, Anne Hampton, Karen Prees – Bath visitors |  |
| **1. Apologies:** |  |
| Davinder Sandhu, Postgraduate Dean |  |
| Martyn Hewett, APD Appraisal & Revalidation (MHe) |  |
| Mark Vose, Deputy APD Bath (MV) |  |
| John Kyffin, Lay Chair Bath (JK) |  |
| Pam Gates, Lay Chair Wilts (PGa) |  |
| Nicholas Jestico, Central Leadership Scholar 2013/2014 (NJ) |  |

**Record Of Decisions ACTION**

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| Geoff Hogg, Sessional GP Representative (GH) Joe Unsworth, Hospital ES representative (JU) |  |
| 1. **Introductions**   Lizzie Eley, Nicholas Jestico, Jenna Powell, Robin Simpson plus visitors. |  |
| 1. **Change to School Board Constitution**   The Board agreed a third term be supported for Robin While as Chair and Ian Kelham as Vice Chair. PM to amend the Constitution to allow the third term for the period of the term only. | PM |
| 1. **Change of Dates for School Board Meetings** – **2014**   It was agreed SB dates would move to the first Wednesday in June and December; with the next Full School Board taking place in June 2014. JP to confirm dates/venues with BI for all SB meetings in 2014 and notify SB members and administrators. | JP/BI |
| 1. **Minutes from last Full School Board meeting** (17 April 2013) The minutes were agreed with the following amendments:  * 5.1.2 – Paragraph 7.   The first sentence should read “the physicians’ assistants and nursing staff ...” rather than “the physicians and nursing staff ...”   * 5.1.2 – Paragraph 20.   The 4th sentence should start “At Sarah Purdy’s request, it was suggested ...” rather than “It was suggested ...”  JP to make the necessary amendments prior to publishing these minutes on the SoPC website now they have been agreed by the SB members present at this meeting. | JP |
| 1. **Minutes from last Mini School Board meeting** (25 July 2013)   The minutes were agreed as an accurate record by those SB members present at the meeting. JP to publish on the SoPC website now they have been agreed at this meeting. | JP |
| 1. **Matters Arising**   The Chair requested that with immediate effect, the reporting format of School Board meetings would change from minutes to a record of decisions. The Board supported this proposal.  Outstanding Action Points from the April 2013 SB meeting will be discussed under separate items at this meeting excluding:   * Item 13.2: A SB NQGP representative appointment has not been made. PM to secure an appointment/report back at next Full School Board. * Item 14: No longer a separate agenda item. MH advised SC has accepted this proposal. * Item 18 - to be deferred to the next Full School Board. | PM/LA  MHe/PA/JP |
| **8.** Chairman’s Actions  The three Chairman’s actions granted by RW were endorsed. No contentious issues. |  |

**Record Of Decisions ACTION**

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| 1. **GP Director’s Report**   BI gave a verbal report highlighting the LETB/HESW decision to approve the expansion of GPST recruitment from 136 to 154 places for the academic year 2014/2015, an increase of 18 places from this current year’s allowance. This figure will increase to 161 places for the academic year 2015/2016. These additional placements will be in areas of highest workforce need.  Funding has been approved to support training for further development of Primary Care Health Care clinicians (Bands 1 – 4) and practice nursing. A £500K annual budget has been allocated.  GP Appraisal management provision has expanded to include the full Severn footprint through the structure of the Primary Care Area Teams.  Funding for the GP Retainer Scheme has been protected in the two Severn Area Teams for existing GP retainer doctors, however, no practice funding allowance has been forthcoming since the start of the financial year towards prospective GP retainer doctors/practices. Martyn Hewett is following this up with the two Primary Care Area Team directors. |  |
| 1. **GP ST Committee Report**   Jenna Powell gave a verbal report highlighting concerns relating to OOH induction in Somerset, teething issues with the Lead Employer Scheme, problems caused by the recent e-Portfolio upgrade and the length of time allocated for candidates to select rotations at the 2013 Stage 3 recruitment event and rankings. All concerns have been or are being addressed and no further involvement is required by the SB. |  |
| 1. **End of Hospital Post Survey Results 2012/2013**   MH summarised the results of his report and recognised the work of the centre managers in asking GPSTs to complete the survey. 95% of trainees completed the questionnaire; a very encouraging result.  Board members thanked MH for his report and for establishing the questionnaire in its current form. The Board was reassured that MH’s successor will continue to use collated data and ensure it is used to inform QA processes and that patch APDs will continue to address any future concerns raised.  Jenna Powell was asked to feedback how seriously the Board takes GPST feedback, especially where concerns are raised regarding patient safety and satisfactory training being given, and to encourage all GPSTs to engage in such surveys/questionnaires.  It was agreed GPST comments/concerns in isolation need to be triangulated before corrective action was taken. | JPo |
| 1. **Quality Reports**   **12.1 Patch QA visit: Swindon to Bath – 2 October 2013.**  PS-B presented Swindon’s QA report. BD thanked Swindon on behalf of Bath.  In response to the report Bath has committed to the following:   More direct teaching observations welcomed by Bath TPDs. |  |

* Review ST1 trainee group size for DRCs from 10 or 12 to possibly six.

**Record Of Decisions ACTION**

Programme APDs please note

JP

HH/LD/JH

SC/BI/SG

* LTFT – canvas trainees to ask what support is necessary in order that they can attend DRCs.
* Review how new supervisors can be supported in newly approved training practices.

The administration of visits was discussed. It was agreed:

* Visit dates are to be deferred to later in the year. As Full SB meetings will be deferred from October to December, this should alleviate timing

issues.

* Continuing the lead role of lay representation is important.
* Teaching observation needs to be timetabled in the visit.

RW thanked both teams on behalf of the Board.

**12.2 Educational Provider Organisation Visits**

**12.2.1 Swindon GP Education Trust**

This Trust was visited by Jim Morison on 16 July 2013. His report was received without comment in Martyn Hewett’s absence who is now responsible for such matters.

JP to write to EPO on behalf of the SB.

**12.3 Weston General Hospital: GP Trainee Hospital Posts** – **Progress Update**

SC joined the SB members for this item and LD presented her paper highlighting how positive the feedback has been from GPSTs currently in Weston posts. All trainees had responded and given feedback stating that adequate support and good training is being provided. No negative comments received except for Gynaecology and the cross over working with

Orthopaedics.

Although pleased to hear the positive comments from LD, HH and JH, SC gave a broader summary of training in Weston General and reiterated the complexity of the situation. Higher specialty Geriatric Medicine posts had been graded as “D” for two years consecutively. Two higher specialty Geriatric STs would not be rotating to Weston in November due to two known consultant vacancies from January 2014. From August 2014 three core surgical posts would be withdrawn. A third summit meeting was held in August and all issues of concern have subsequently satisfied the requirements of the CQC and standard review meetings will now resume.

It was agreed Bristol would continue to support Weston and remain in contact with GPSTs placed at Weston for the next 18 months. Lines of communication will be maintained for all existing and future trainees in post. LD to visit in December.

The senior PGME team are to maintain close scrutiny during this period. The next review visit is planned for December and is to include the CQC, GMC and Trust Development agency.

On behalf of the SB, RW thanked Bristol and all involved for their determination in ensuring the trainees concerned are aware of this continued support.

**12.4 Annual Quality Panel Reports for Hospital & Practice Posts** Programmes were reminded that green, amber and red were accepted at the last SB and should have been used as grading recommendations rather than A, B, C & D. All programmes were also asked to use the report template as specified. At this SB meeting, the green (A & B) recommendations were tabled whilst the amber (C) and red (D) graded posts were discussed.

**Record Of Decisions ACTION**

Programme APDs

BD/JK

Programme APDs

**12.4.1 Bath**

* The Medical Assessment Unit (MAU) post at the RUH received an amber (C1) grade. BD confirmed a visit was planned for 24 10 2013.
* Rush Hill & Weston Surgery experienced a relationship breakdown between GPST and supervisor. The practice was visited on 24 09 2013 and found to be satisfactory. On-going monitoring will take place via the QA panel. BD to ensure GPSTs placed at the practice are offered the lay representative’s contact details. See visit report at Appendix 1 for further details.

It was proposed and endorsed that targeted visits, similar to the above, are prepared for by reviewing the last six years of quality panels. Also, extensive enquiries should be undertaken to ascertain if any written evidence of any significant events/complaints have been raised previously.

**12.4.2 Bristol**

* Care of the Elderly (CoE) post at Frenchay received an amber (C1) grade. HH confirmed no GPST is currently in post and changes to the department are in progress due to moves to Southmead. A visit is planned for 01 09 2014.

**12.4.3 Gloucestershire**

* Cardiology upgraded from red (D) to amber (C2) showing significant improvements with further improvements anticipated. Regular, formal teaching now taking place.
* Emergency Medicine (C2) increased support for GPSTs since July 2013. It is anticipated this positive change will have a significant impact. Visit arranged for 8 11 2013.
* General & Elderly Medicine (C1). Visit planned within next six months to re­assess workload. Training is not being compromised by this increase.
* Oncology/Palliative Care (C1). Visit planned within next six months to check regular teaching sessions carried out by Oncology seniors.

**12.4.4 Somerset**

* Williton Surgery received an amber grade due to the challenges faced during the last year. SH will closely monitor and support the practice.
* A&E MPH received an amber grade for the second year. Improvements have been made and the seven posts will move to green in 2014 if improvements are maintained.
* Medicine at YDH received an amber grade due to GMC survey evidence. Targeted Deanery visit is planned for December. BI recommended these five posts remain under close scrutiny.

**12.4.5 Swindon**

* ENT remained amber due to morning handover. It is anticipated improvements will be made within the next couple of months.

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| A review is planned for January 2014.   * Paediatrics received an amber grade due to communication issues. A    review is planned for November 2013. * Moredon Medical Centre received an amber grade due to increase in ES workload due to shortage of GPs. It is anticipated the situation will improve soon as new GP appointments have been made. * Phoenix Surgery had a trigger visit in May 2013 due to the quality of the training environment when the trainer was absent. The practice has not been re-approved as a training practice. RW thanked all SoPC participants for their input and sensitivity in reaching this difficult decision.   All Programme APDs to write to congratulate hospital DMEs regarding “A” graded GP trainee posts and to express concern/discuss corrective action for amber and red (C & D) graded posts. | Programme APDs |
| 1. **Handling GP Trainee Patient Safety Concerns**   The Board endorsed MH’s and SC’s proposed recommendations. MH to arrange for the upload of this process to our website and link to the EoP questionnaire.  The lack of significant events entered against E-portfolio trainee records was highlighted. MH asked to add this point to the process document.  05 11 13: PMN from MH:  The Patient and Personal Safety Concerns process document is for all trainees, not just GP STs, and it has already been agreed by the Deanery Quality Board. MH suggests that the point about "lack of significant events entered against E-portfolio trainee records" is an e-portfolio issue rather than a patient & personal safety concern issue, in which case it might be better off in one of the e-portfolio mailings. | MH  MH |
| 1. **Recommendation for Standardising Slot Sharing for LTFT GP trainees in Practice Posts**   Programme APDs have taken the recommendation on board and, to date, have nothing to report since its introduction. This will become standard practice due to GP expansion and the increasing number of practice posts. |  |
| 1. **Quality Development**   **15.1. MDU/Deanery/RCGP Excellence Awards**  RW reported the 2013 award ceremony hosted on 24 July was successful and well attended. Feedback received will be implemented in the planning of the 2014 event which will be arranged for 23 July 2014; venue still to be confirmed. Some challenges are being addressed in funding the event. A business plan will be necessary since the introduction of a preferred agency which choses  suitable venues for such events. Flyers have already been distributed.  **15.2. ARCP** – **External QA report from RCGP** – **Summer 2013** The final QA report has not been received as yet.  **15.3. MRCGP** – **CSA & AKT pass rates** – **Summer 2013**  JRE presented his paper highlighting that the few international medical graduates in the school perform poorly. |  |

**Record Of Decisions ACTION**

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JP

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PG

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| 1. **GP Clinical and Educational Supervisor Reports**   **16.1. GP Supervisor Approval Summaries**  All ES/CS applications submitted were discussed, granted (re)approval and endorsed as recommended.  On behalf of the SB, JP to send letters via E-mail to all supervisors granted approval/re-approval with copies to associated parties concerned.  **16.1.1 Bath**  Oldfield Surgery received an amber (C2) QP grading but BD is optimistic the practice will be ready for an F2 doctor by December 2013. MV will revisit in November.  **16.1.2 Bristol**  Follow up visit for ES re-approval deferred from July 2013 SB to this SB took place on 2 October by HH. Timetabling concern has been addressed and matter resolved.  **16.1.3 Gloucestershire**  Romney House Surgery retains its amber (C2) grade. However, significant improvement shown since July visit. LE re-visited on 13 October and will re-visit again to ensure the improvement is sustained.  **16.1.4 Somerset** No concerns raised.  **16.1.5 Swindon**  See item 12.4.4 regarding issues relating to Phoenix Surgery. ES granted 3-yr re-approval, however, practice not re-approved as visitors in May believe not a suitable learning environment for a trainee.  An amber (C1) grading was given to both CS applications from Purton Surgery. The visiting team felt that the practice was educationally supportive but the CSs lack experience. Both will attend further CS courses. JE will revisit in 6 – 9 months. JP confirms one CS is booked on November ECSC and will ensure the other attends the PCSC in March 2014.  **16.2. Retirements & Resignations**  The retirements and resignations were received. JP has or will be sending letters to all supervisors concerned on behalf of the SB.  With regard to the retirement of John Scanlon, Blackbrook Surgery, Taunton, John was an MRCGP examiner and writer for Stage 2. PG to look at a successor for Severn in this latter capacity.  **16.3. RCGP Fellowship Nominations & Awards**  Senior RCGP posts for Tim Ballard and Terry Kemple as mentioned in the July 2013 SB minutes and Weekly News Bulletin at the time. Huw Morgan will become an FRCGP in November 2013. This item was not discussed. |

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| 1. **Progress on 6-Year Educational Supervisor Re-approval Cycle** JE summarised the report highlighting how well received the new process is generally. At MH’s recommendation, it was agreed the process will now be | Programme APDs |

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| referred to as the “standard” process rather than the “new” process implemented by the programme offices. All programmes have already adopted the process to a lesser or greater degree.  BI asked that JE and MH write up the process of this intregrated ES (re)approval procedure for dissemination to other Schools of Primary Care as this may prove beneficial for them also.  APDs to consider whether it would be feasible for the CS process to be developed in the same way with a peer review being carried out by a fellow CS. It was agreed this item should be discussed more fully at a future APD meeting and then brought back to the Full SB.  RW thanked MH/JE for their report. | MH/JE  Programme APDs |
| 1. **3-Year ES Approval Process & 6-Year ES Re-Approval Process: Procedural Inconsistences Between Patches**   MH presented his paper. Although the annual quality panel process has addressed these inconsistences previously, during the review it was highlighted trainer workshop attendance varied considerably.  BD/JE to further develop this paper at APD level and clarify at the next SB.  This issue forms part of a wider project looking at trainer workshop quality. JE is working on this. | BD/JE |
| 1. **Patch Annual Reports: QA of Release Course Teaching:**   **19.1 Bath**  MH summarised his report highlighting Bath demonstrated superb teaching skills. The visit to Bath by MH and Huw Morgan had been rescheduled to 26 June 2013 due to adverse weather conditions earlier in the year. Hence why this report was not presented at the Full SB meeting in April.  **19.2 Proposal for format of 2013/2014 Patch Annual Reports**  It was recommended and agreed the three programmes not participating in formal visits during 2014 are to produce “light” reports focussing on QA of teaching and that MH’s successor continues this model for the next academic year. | Programme APDs |
| 1. **Report on School of Primary Care Capacity**   SP’s paper was received. It was noted the increase in female GPSTs has had an impact on Severn’s future workforce provision. |  |
| 1. **New Sites for GMC Approval**   The Board supported the proposal that practice visit sites are where the GPST spends most of their time and that other sites and branch surgeries be listed if the GPST is likely to spend two or more sessions per week at such subsidiary sites. MH will annotate the host practice (re)approval application form accordingly available via our website. | MH |
| 1. **Report on Undergraduate Teaching in Primary Care at UoB Medical School**   AB summarised his paper. The Board discussed the low number of undergraduate placements in Bath. It was agreed BD to liaise with the Bath | BD |

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| undergraduate lead.  BD suggested that AB may wish to talk to the Bath ESs about this concern as it could provide a good opportunity and experience for GP supervisors, registrars and training practices to mentor undergraduate students. AB confirmed he would be willing to visit, however, teaching by registrars was not a solution. Undergraduate Year 5 students need training from qualified GPs.  Sarah Purdy wished to highlight to the SB the great deal of work AB has contributed to improving the situation for which he should be recognised. The plan now is to move on further to provide GP training within the practices. | BD/AB |
| 1. **Non-Executive comments on performance of, and recommendations     for, the SoPC from their perspectives** |  |
| 1. **Any Other Business**  * RW personally thanked MH and PM for their contributions and support to the School of Primary Care. * Sarah Purdy confirmed her resignation from the Faculty Board and will, therefore stand down as Severn Faculty RCGP representative on the School Board. PM to arrange a successor. * PM thanked the Board members for their engagement during his term as Deputy Director. * As there is currently no structure in place supporting Louise Davis for QA, the Board approved BI’s proposal that BBT be brought in to the scope of the School Board’s remit including post approval processes. BI/LD to bring a paper to the June meeting detailing the scope of inclusion; BI proposed several APDs and himself get together to discuss this matter further. | PM  BI/LD/JP |
| **25. Dates of SB meetings - 2014**  Although first Wednesday of June and December 2014 are preferred for Full SB meetings, dates and venues to be confirmed after further discussion between RW/BI/JP   * Mini Board: March (not 20 January pm). * Full Board: June (not 30 April) * Mini Board: September (not July) * Full Board: December (not 22 October). | RW/BI/JP |