

Minutes

MEETING: NIMDTA Board
DATE: Thursday 26th March 2020
TIME: 2.00 pm
VENUE: Online

Members:

Mr A Joynes	Chair
Mr D Maguire	Member
Dr J Little	Member
Mr G McKenna	Member
Mr L Wilson	Member

In Attendance:

Professor K Gardiner	Chief Executive/Postgraduate Medical Dean
Mr M McCarey	Senior Governance, IT & Facilities Manager
Ms P Black	Senior Business Manager
Ms G Kerr	Committee Support Executive Officer

	Item	Action
Apologies		
	26 March 2020 Update Deane Morrice (Deputy Chair)	
Declarations of Interest – Items of Business		
	26 March 2020 Update None	
Announcements		
	26 March 2020 Update Mr Joynes highlighted that Board thanks had been circulated to NIMDTA staff for their efforts in moving to a work from home situation. Mr Joynes thanked Prof Gardiner for his leadership at this time and commended Mr McCarey, Mr Oliver and Mr Notarantonio for their actions in relation to key business continuity steps.	
Minutes		
	Minutes of the meeting on 30 January 2020	Ms Kerr -

	<p>were approved subject to reference to Dr/Ms Dougan being standardised at 9.3.</p> <p>Mr McCarey advised that minutes from 27 February 2020 have been prepared, but are undergoing internal checks before release. These will be circulated via email.</p>	<p>Complete</p> <p>Mr McCarey Ms Kerr</p>
Matters Arising		
	<p><u>26 March 2020 Update</u> Mr Joynes suggested these are deferred unless there are any urgent matters. Mr McCarey advised that the majority are complete and those outstanding can wait until the meeting on 29 April 2020.</p>	
Update from CEO/ Postgraduate Medical Dean		
	<p><u>26 March 2020 Update</u> Professor Gardiner circulated a paper and provided a comprehensive update.</p>	
NIMDTA Internal Committees		
Faculty Development	<p><u>26 March 2020 Update</u> Postponed</p>	
QMG	<p><u>26 March 2020 Update</u> Meeting last week; now all postponed</p>	
Hospital Specialty Training Committee; Hospital Dentistry Committee; Foundation School Board	<p><u>26 March 2020 Update</u> All postponed</p>	
Trainee Review Group	<p><u>26 March 2020 Update</u> Postponed</p>	
Business Support Committee	<p><u>26 March 2020 Update</u> Postponed</p>	
Doctors and Dentists Review Group	<p><u>26 March 2020 Update</u> Meeting next week then postponement</p>	
SMC	Weekly by videoconference	
Board	<p><u>26 March 2020 Update</u> Professor Gardiner asked for Board agreement on how to engage during the pandemic. Members discussed and agreed to meet online each Thursday at 2pm, for a maximum of 30 minutes. Mr McCarey suggested an Action Log rather than full minutes for these due to the associated administration involved. Members agreed.</p>	<p>Mr McCarey – Complete</p>
School Boards and Training Committees	<p><u>26 March 2020 Update</u> All postponed</p>	
NIMDTA External Meetings		

DoH meetings	<u>26 March 2020 Update</u> All postponed except coronavirus	
NIMDTA Events		
Trainee Regional Teaching; Generic Skills	<u>26 March 2020 Update</u> All cancelled	
Recognised Trainers Events	<u>26 March 2020 Update</u> All cancelled	
Professional Support Day	<u>26 March 2020 Update</u> Cancelled	
Educational Excellence Day	<u>26 March 2020 Update</u> Cancelled	
Clinical Education Day	<u>26 March 2020 Update</u> Decision delayed	
Trainee Forum	<u>26 March 2020 Update</u> Cancelled	
Lead Educator Forum	<u>26 March 2020 Update</u> Cancelled	
VALUED activities	<u>26 March 2020 Update</u> Cancelled	
Involvement in New Groups		
MDRS Recruitment	<u>26 March 2020 Update</u> Daily Teleconference (Ms Campbell and Ms Dale)	
Regional HR Group	<u>26 March 2020 Update</u> Regular Teleconference (Ms Hughes)	
Redeployment Group (with HSC Trusts)	<u>26 March 2020 Update</u> Weekly Videoconference (Professor Gardiner; Dr Steele; Ms Hughes; Ms Dale)	
Regional Medical Directors	<u>26 March 2020 Update</u> 3/week Teleconference (Professor Gardiner)	
Statutory Education Bodies	<u>26 March 2020 Update</u> Weekly Medical Directors Teleconference (Professor Gardiner)	
Statutory Education Bodies	<u>26 March 2020 Update</u> Weekly Chief Executives Teleconference (Professor Gardiner)	
Training Activities		
Recruitment	<u>26 March 2020 Update</u> On hold MDRS decision	
Academic Recruitment for August 2020	<u>26 March 2020 Update</u> Cancelled	
ADEPT Leadership Recruitment for Aug 2020	<u>26 March 2020 Update</u> Cancelled	
ARCP	<u>26 March 2020 Update</u> 4-Nation statement To be attenuated	
PYAs	<u>26 March 2020 Update</u> Cancelled for 2020	
Revalidations	<u>26 March 2020 Update</u> All before September 2020 deferred for 12	

	<p>months (GMC action)</p> <p>Dr Little queried if deferral also applied to Trainees who would not have been revalidated. Professor Gardiner confirmed that deferral applies to all revalidation recommendations due to be made before September 2020, but that fitness to practice concerns will still be reported to the GMC.</p>	
GMC National Training Survey	<p><u>26 March 2020 Update</u></p> <p>Postponed (GMC action)</p>	
Inter-Deanery Transfer	<p><u>26 March 2020 Update</u></p> <p>On hold</p> <p>4-Nation approach</p>	
Out of Programme placements	<p><u>26 March 2020 Update</u></p> <p>On hold</p>	
Rotation of trainees in April 2020	<p><u>26 March 2020 Update</u></p> <p>Cancelled</p> <p>4-nation approach</p>	
Hours monitoring	<p><u>26 March 2020 Update</u></p> <p>Suspended (HSC Trust)</p>	
Vulnerable trainees	<p><u>26 March 2020 Update</u></p> <p>Pregnancy</p> <p>Chronic illness</p> <p>Medications (immune suppressants)</p>	
Educators	<p><u>26 March 2020 Update</u></p> <p>Called back into service</p>	
NIMDTA visits	<p><u>26 March 2020 Update</u></p> <p>Postponed</p>	
NIMDTA Placement Quality activities	<p><u>26 March 2020 Update</u></p> <p>Postponed</p>	
Trainer Recognition	<p>Extended for 1 year duration</p>	
Single Lead Employer – April Intake	<p><u>26 March 2020 Update</u></p> <p>Mr Joynes asked if the transfer remains on schedule. Professor Gardiner confirmed this is the case, with the exception of a few outstanding payment details.</p>	
Business Activities		
Annual Report and Financial Activities	<p><u>26 March 2020 Update</u></p> <p>Submissions requesting.</p> <p>Mr McCarey confirmed that sections are now with SMC Members for update, with the assumption that submission deadlines will be unchanged. Professor Gardiner confirmed that a light touch approach would likely be adopted due to the current context.</p>	
Financial reporting	<p><u>26 March 2020 Update</u></p> <p>Impact of remote working</p> <p>Ms Black advised that systems have been very difficult to access/use from home for staff, but</p>	<p>Ms Black – Complete</p>

	<p>advised she is hopeful to meet tomorrow's deadline for submission. Ms Black confirmed she will circulate an update to Members today via email. Mr Joynes asked if there is likely to be potential for late notice easements, Ms Black advised she believes this will be possible. Mr Joynes asked if there is a risk NIMDTA will lose the BSO Client Manager through redeployment. Ms Black advised this is not a proposal at present.</p>	
Accounting Officer deputies	<p><u>26 March 2020 Update</u> Mr McCarey and Ms Black Mr Joynes proposed a deputy also be assigned for Professor Gardiner's role as Postgraduate Medical Dean. Members discussed and agreed this should be both Dr Steele and Ms Hughes. Dr Little highlighted the current arrangements within the HR Contingency Plan.</p>	Prof Gardiner
Audits	<p><u>26 March 2020 Update</u> Complaints audit delayed. Mr Joynes asked if this can be done remotely. Mr McCarey confirmed this is the case, advising that information is normally provided to Audit via Sharepoint and this can continue. Ms Black advised that Internal Audit have contacted her re Year End Follow Up audit work. Ms Black confirmed the current position and Internal Audit were content. The deadline is 7 April 2020.</p>	
Staff recruitment	<p><u>26 March 2020 Update</u> On hold</p>	
Appraisals	<p><u>26 March 2020 Update</u> Professor Gardiner proposed delaying staff appraisals until after September 2020. Members agreed with this approach.</p>	
Complaints	<p><u>26 March 2020 Update</u> Mr Joynes asked for an update on the outstanding complaint cases. Professor Gardiner provided a summary on each case, - Dental complaint investigation is on hold due to COVID-19. The investigator has asked for details of remuneration available. Members discussed and agreed that an estimated cost should be calculated before proceeding. - GP complaint is complete from NIMDTA's perspective with the option for complainant to</p>	

	go to the Ombudsman. - Foundation complaint is awaiting confirmation from complainant that they are content to close. Mr McCarey to follow up.	Mr McCarey
New Initiatives		
Early Provisional Registration of F1	<u>26 March 2020 Update</u> National Teleconference 4-nation government agreement NI group (Professor Gardiner) Ms Black asked for clarification on payroll costs. Professor Gardiner confirmed trainees will be employed and paid by Trusts.	
Early Full Registration of F2	<u>26 March 2020 Update</u> National Teleconference 4-nation government agreement NI group (Professor Gardiner)	
Return to training	<u>26 March 2020 Update</u> ADEPT Fellows OOPR and OOPE Clinical Research Fellows	
Redeployment of trainees	<u>26 March 2020 Update</u> Dr Steele, Ms Hughes; Professor Gardiner	
Website	<u>26 March 2020 Update</u> Coronavirus section –all statements Professor Gardiner thanked Mr Oliver and Mr Notarantonio for assisting with this.	
NIMDTA specific guidance for trainees	<u>26 March 2020 Update</u> Regular updates	
NIMDTA specific guidance for educators and trainers	<u>26 March 2020 Update</u> Newsletter	
NIMDTA Staff Updates	<u>26 March 2020 Update</u> Weekly update	
NIMDTA remote working	<u>26 March 2020 Update</u> Commenced 18.03.20 Professor Gardiner thanked Mr McCarey, Mr Oliver and Mr Notarantonio for facilitating this.	
NIMDTA closed	<u>26 March 2020 Update</u> Commenced 24.03.20	
Disciplinary and grievance activity	<u>26 March 2020 Update</u> Postponed (HSC Trust)	
Trainees at Independent Hospitals	<u>26 March 2020 Update</u> Decanting of urgent surgery Indemnity Practising rights	
Any Other Business		
Deputy Chairman	<u>26 March 2020 Update</u> Mr Wilson proposed appointing a Deputy Chair	

	(in the absence of Mr Morrice) who will provide cover should the Chair be unavailable. Members nominated Mr McKenna. Mr Wilson also noted that quorum may have to be adjusted due to sickness levels.	
Board and Audit Committee Self Assessments	<u>26 March 2020 Update</u> Mr McCarey highlighted that these must be completed prior to the Annual Report. Members agreed for this to be done via email.	Mr McCarey
Beechill House	<u>26 March 2020 Update</u> Mr McCarey highlighted the amount of work and staff time required to move NIMDTA off site. Suggesting that it would be best to remain off site until such times as a permanent return to normal working can take place. Members agreed.	
Foundation Dentists	<u>26 March 2020 Update</u> Mr Maguire highlighted the difficulties faced by Foundation Dentists during these measures, while only emergency treatments take place. Professor Gardiner advised that Dr Hendron has written to DoH on this matter.	