

# Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 26 June 2014  
**TIME:** 2.00 pm  
**VENUE:** Boardroom, Beechill House, NIMDTA

## Present

### Members

Mr A Joynes (Chair)  
Mr D Morrice  
Mr D Maguire  
Mr G Smyth  
Mr L Wilson

### Officers

Professor K Gardiner (Chief Executive/Postgraduate Medical Dean)  
Dr C Loughrey (Director for Postgraduate GP Education)  
Ms M Roberts (Administrative Director)  
Ms R Campbell (Human Resources Manager)  
Mr M McCarey (Corporate Governance Manager)

Mr David McCarter (Adviser for General Dental Practice) deputising on behalf of the Postgraduate Dental Dean

### In Attendance

Mrs P Dardis (Corporate Services)

## 1 APOLOGIES

Ms A Carragher (Director for the Foundation Programme)  
Professor D Hussey (Postgraduate Dental Dean)  
Mr T Hutchinson (Finance Manager)  
Dr I Steele (Director of Postgraduate Hospital Specialty Training)

## 2 DECLARATION OF MEMBERS INTERESTS

None declared.

### 3 ANNOUNCEMENTS

The Chair wished to record the condolences of the Board to Mr T Hutchinson on the recent loss of his father.

#### Meeting of the Remuneration Sub-Committee held on 26 June 2014

It was noted that a meeting of the Remuneration Sub-Committee had been held prior to the commencement of the NIMDTA Board. The Board ratified the Sub-Committee's recommendations and the Chair informed members that the decision would now be fully implemented.

Chair

### 4 MINUTE OF PREVIOUS MEETING (Paper B14/38)

Minute of the meeting held on 1 May 2014, copies of which had been circulated prior to the meeting, were approved subject to the addition of the following insert under Page 8 (9: Financial Update):

- Concerns were expressed by Board Members with regard to the structure within the Finance Department and the impact of the Finance Manager's current absence on the preparation of Final Accounts for 2013/14. It was agreed that this matter would be addressed following the Finance Manager's return to work.

#### **Professor K Gardiner (Chief Executive/Postgraduate Medical Dean joined the meeting)**

### 5 MATTERS ARISING

#### 5. Matters Arising: 6 Paperless Board

Upon enquiry, the Corporate Governance Manager, Mr McCarey, informed the members that he hoped the tablets would be deployed shortly and the provision of wireless access to the HSC network within Beechill House was progressing. A training workshop still needed to be organised before the first paperless Board could take place. He suggested again that the Non-Executive Board Workshop scheduled for 28 August could be used for this purpose. He would email members as soon as arrangements were confirmed.

Corporate  
Governance  
Manager

8. Report from the Chief Executive/Postgraduate Medical Dean: 8.1 Quality Management – Dean’s Report to the GMC

The Chair confirmed that he had written to Dr Steele and his Team to formally acknowledge their contribution in support of the Quality Management agenda.

8. Report from the Chief Executive/Postgraduate Medical Dean: 8.3 Faculty Development – Research Opportunities Symposium

As agreed at the June meeting, Professor Gardiner had circulated the summary of evaluations from the event held on 17 April at Riddell Hall.

8. Report from the Chief Executive/Postgraduate Medical Dean: 8.6 Staffing

As agreed at the June meeting, Ms Campbell (Human Resources Manager) had circulated the summary report of discussion and summarised evaluations from the Staff Engagement Workshop held 7 April to the members.

12. Report from the Administrative Director: 12.2 Review of NIMDTA

It was noted that Professor Gardiner had responded to Ms Paula Smyth (Deputy Director of Human Resources, DHSSPS) re. her correspondence of 9 April, to confirm that NIMDTA were unable to provide administrative support for the Project Team.

18. AOB: ALB Business Planning: Requirements for Annual Quality Reports

As agreed at the June meeting, the Departmental correspondence outlining the requirement for ALBs to produce and submit an Annual Quality Report had been discussed and taken forward by Senior Management. The information had also been circulated to the Non-Executive Members for information. The September deadline was noted and the report would be brought to the Board before being submitted to the Department.

## 6

## REPORT FROM THE AUDIT SUB-COMMITTEE

### 6.1

### Unconfirmed Minute of the Meeting held on 13 May 2014 (Paper B14/39)

Members received and discussed the unconfirmed minute from the meeting held on 13 May 2014. Mr Morrice (Chair of the Audit Sub-Committee) highlighted the following:

#### Credit Note

It was noted that the credit note from the Southern Health & Social Care Trust had now been received.

#### FPL Issues

It was further noted that there had been identified issues with respect to Customer Issue Vouchers. Mrs Jenny McCaw from Internal Audit had agreed to provide an update to the next meeting.

#### Draft Annual Report 2013/14

Mr McCarey (Corporate Governance Manager) had provided an overview of the Annual Report. It had been noted and agreed that a revised timeframe for the submission of the Accounts which also applied to the Annual Report would be agreed on the return of the Finance Manager.

#### Governance Statement

Members had received a copy of the draft Governance Statement. It had been noted that further information in relation to the accounts being late may need to be added.

#### Internal Audit

- Progress Report to the Audit Committee

Internal Audit had confirmed that all audit work was complete and that management responses had been received.

It had been noted that two reports had received limited assurance. An update had been included under the Administrative Director's report.

- Internal Audit Annual Report

Mr Morrice further informed the members that the Annual Report from Internal Audit had been very good. Internal Audit had verified the scores of the Controls Assurance Standards and a substantive level of compliance had been agreed.

#### ALB Audit & Risk Committee Chair's Forum

The next date for the Forum had been changed from 12 June to 4 July. Unfortunately, due to the late change, there would be no representative from NIMDTA's Audit Sub Committee.

#### Audit Committee Self-Assessment Checklist

Mr Morrice confirmed that the submission had now been completed. Non Executive Members of the Audit Sub-Committee were asked to email the Corporate Governance Manager with any further comments. He would then sign off on the hard copy which would be scanned and returned to the Department in line with the submission deadline of 26 September.

## **6.2 Date of Next Meeting**

Mr Morrice informed the members that the Audit Sub-Committee meeting scheduled to take place that morning had been cancelled and would need to be reorganised with the Auditors for a date in August to sign off on the Annual Report and Financial Statements.

Further dates for the remainder of 2014/15 were also needed. Meetings were normally scheduled in October and January.

## **7 GOVERNANCE & RISK SUB-COMMITTEE**

### **7.1 Draft Minute of the Meeting held on 20 May 2014 (Paper B14/40)**

Members received and discussed the draft unconfirmed minute from the meeting held on 20 May 2014. Mr Joynes (Chair of the Governance & Risk Sub-Committee) highlighted the following:

The meeting on 20 May had focused primarily on the review of the Human Resources and Dental Risk Registers but had also discussed the format of Risk Registers in general. Professor Gardiner had suggested that a risk log be created detailing the risks, which could be updated as required. The log could be a live document.

Mr McCarey informed the members that the Departmental Risk Registers had been saved to and could now be accessed by Heads of Department via the shared SMT drive. He was also, with the help of Mr Oliver (IT & Records Management Officer) currently developing a proforma for the future production of Departmental reports. The reports could also imbed information on, for example, Risk Registers and Departmental Performance Against Business Objectives.

Mr Joynes informed the members that the Governance & Risk Sub-Committee continued to strive to develop a consistent framework for the Departmental Risk Registers. The Risk Management Refresher Training delivered by Amberwing on 29 May had stimulated further thought in this regard.

## **7.2 Date of Next Meeting**

It was noted that the next meeting of the Governance & Risk Sub-Committee would be held on Tuesday 26 August, at which time the draft minutes from the May meeting would be considered before approval.

## **8 DRAFT ANNUAL REPORT 2013/14 (Paper B14/41)**

Members received and discussed the draft Annual Report for 2013/14. The version being considered had previously gone to the NIMDTA End-Year Assurance & Accountability meeting which had taken place on 16 June 2014.

Mr McCarey (Corporate Governance Manager) and Ms Roberts (Administrative Director), advised that updates from Foundation and key financial information including the Remuneration Report were still to be added.

The following minor revisions were suggested:

- Page 13 – table on strategic objectives – to be changed to landscape to improve the legibility
- Page 7 – first and second para – to read 2013-14
- PPI section to include further information in relation to lay representatives

The Chair wished to thank Mr McCarey and the rest of the Senior Management Team for their input and hard work in pulling the first draft together.

## **9 FINANCIAL UPDATE**

### **9.1 Draft Financial Statements for year ended 31 March 2014 (Paper B14/42(i))**

Members received and discussed the first draft of the Financial Statements for the Year ended 31 March 2014 which were presented to the Board on behalf of the Finance Manager by Professor Gardiner (Chief Executive/Postgraduate Medical Dean).

It was noted that based on the information and using the key performance target of breakeven defined as a surplus or deficit +/- 0.25%, the Agency were currently looking at a small surplus but should fall within breakeven.

### **9.2 Draft Governance Statement for year ended 31 March 2014 (Paper B14/42(ii))**

Members received and discussed the tabled Draft Governance Statement which had previously gone to the NIMDTA End-Year Assurance & Accountability meeting which had taken place on 16 June 2014.

The Chair updated members on the outstanding appointment of the medical member to the Board to ensure a full complement of Board members to support the governance framework, which had been noted in the Statement.

## **10 REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B14/43)**

The Board received and discussed the report from the Chief Executive/Postgraduate Medical Dean, attention was drawn to the following:

### **10.1 Quality Management**

It was noted that the Quality Management Group, chaired by Dr Steele (Director for Postgraduate Hospital Specialty Training) had met on three occasions since the May meeting of the Board.

#### Hospital Deanery Visits

Professor Gardiner's report provided a list of Deanery visits which had taken place from the beginning of May and included those planned by NIMDTA up until the end of November 2014.

Professor Gardiner highlighted the triggered visits to Medicine and Obstetric & Gynaecology at Causeway in the Northern Trust that had taken place on 18 June.

It was noted that the visit to General Medicine had been carried out in response to concerns raised by QUB with regard to the clinical supervision of medical students in the unit.

The visit to Obstetrics & Gynaecology had been triggered in response to training concerns raised by the Director of Medical Education.

He informed the members that the factual accuracy reports had been forwarded to the Trust for comment with a list of concerns to be addressed.

#### GMC National Training Survey

It was noted that the Survey results, which Professor Gardiner had shared with the Chair, had been published on 23 June. Professor Gardiner informed the members that Northern Ireland had reflected well in the report but there were still some areas to be addressed. It was agreed to circulate the information to the Non-Executive Members for information.

PA – Corporate Services

It was noted that a member of the General Medical Council (GMC) had joined the meeting of the Quality Management Group on 9 June.

Professor Gardiner highlighted and members discussed two undermining investigations which had now been completed.

## **10.2 Faculty Development**

The Faculty Development Group, chaired by Dr Richard Tubman (Associate Dean) had met on two occasions since the May meeting of the Board. Professor Gardiner's report listed a number of events that had taken place recently and highlighted those planned in the future.

## **10.3 Trainee Support**

The Trainee Support Review Group continues to meet monthly and is chaired by Dr John Collins (Associate Dean). It was noted that an advanced trainee support workshop dealing with 'the trainee under investigation' was planned for November 2014.



Professor Gardiner further informed the members that there had been a serious assault of a Psychiatry trainee in the Southern Trust on 5 June. Members discussed the incident and action taken.

#### **10.4 Revalidation**

The Revalidation Steering Group continued to meet on a regular basis, the most recent meeting being held on 11 June and was chaired jointly by Dr Steele (Director for Postgraduate Hospital Specialty Training) and Dr Loughrey (Director for Postgraduate General Practice Education). It was noted that the group included representation from the GMC, Trusts and also had lay representation.

#### **10.5 Staffing**

A Staff Briefing attended by the Non-Executive Members of the Board had taken place that morning.

Professor Gardiner further informed the members that he had completed the required annual appraisal of NIMDTA's senior educators. Appraisee training had been organised by Ms Campbell (HR Manager) for NIMDTA administrative staff and delivered on 9 May and 2 June.

Professor Gardiner informed the members that Dr McNeill (Deputy Head for the School of Obstetrics & Gynaecology) had recently been named as the first recipient of the prestigious Marcus Filshie Fellowship by the Royal College of Obstetrics & Gynaecology and would be travelling to Uganda.

#### **10.6 Representation/Meetings/Training**

Members noted the on-going external events attended by the Chief Executive/Postgraduate Medical Dean.

### **11 REPORT FROM THE HUMAN RESOURCES MANAGER (Paper B14/44)**

Members received and discussed the report from the Human Resources Manager and attention was drawn to the following:

#### **11.1 Resourcing**

Ms Campbell (Human Resources Manager) informed the members that there would be a vacant administrative Band 3 post in the General Practice Department from the 11 July.

She wished to bring the recent correspondence received from the Minister for Health highlighting the Centralisation of Vehicle Licensing Services to Swansea to their attention. This had resulted in a surplus of administrative staff in the Department of the Environment and the Minister had requested support in ensuring that Driver and Vehicle Agency (DVA) staff were made aware of administrative vacancies.

## **11.2 Recruitment**

### Appointments/Resignations

Members noted the recent resignations and list of newly appointed Training Programme Directors which would also be noted and discussed under the report from the Director for Postgraduate Hospital Specialty Training.

### Recruitment Complaints

Members noted and discussed the two complaints received in respect of Respiratory Medicine recruitment which had been highlighted within the Human Resources Manager's report. Both had been reviewed and Ms Campbell informed the members of the outcomes.

## **11.3 ACCESS NI Audit**

It was noted that an ACCESS NI Audit had taken place on 8 May. Ms Campbell reported that overall the audit had gone well with some minor concerns about the disposal of ACCESS NI forms. The report from Access NI was awaited.

## **11.4 Human Resources Risk Register**

It was further noted that the Risk Register had been reviewed on two occasions and considered by the Governance & Risk Committee at their meeting held on 20 May.

## **11.5 Human Resources, Payroll, Travel & Subsistence System (HRPTS)**

Ms Campbell's report included an update on the HRPTS system and a number of regional issues in relation to the payroll function. She highlighted the following:

Ms Campbell updated the members on the ongoing issue of the payment of statutory maternity leave for junior doctors on rotation.

This had affected one GP trainee to date, but two others had been highlighted. As agreed at the May Board meeting a manual adjustment had been made so that the trainee could receive maternity pay.

Increased pension contributions from 1 April 2014 had not been applied in April. It had been agreed with the Trade Unions that contributions would be applied and backdated to April in June. A communication was sent to all NIMDTA staff apologising for the inconvenience.

There were also issues in relation to:

- Incremental salary increases for GP Appraisers
- Payment of KITS days for GP Trainees
- Payment of Clinical Excellence Awards

The issue of the use of the system by Educator staff to record annual leave was still waiting to be resolved. A card based system had been reintroduced in the interim.

## **11.6 Oriel**

It was noted that NIMDTA was required to and had submitted a business readiness checklist for the implementation of the Oriel system by 30 May 2014. Ms Campbell informed the members that weekly teleconference's were ongoing.

## **11.7 Appraisee Training**

Members noted that two half day sessions had been held on 9 May and 2 June. Feedback from attendees had been very positive.

## **11.8 Recruitment and Selection Training**

It was noted, since the May meeting of the Board, five sessions of Recruitment & Selection training had been provided for recent specialty training interviews. One session had also been provided for the new Dental Trainers.

## **11.9 Health and Wellbeing**

It was further noted that Senior Management had supported a workshop entitled 'Mood Matters' delivered by Aware Defeat Depression on 17 June as part of the Health and Well-being strategy. Twenty staff had attended and feedback was excellent.

### **11.10 Staff Satisfaction Survey**

The Staff Satisfaction Survey had been reviewed and revised in consultation with NIPSA. The Survey had been issued to staff on 12 June for completion by 27 June. The report on the findings with an action plan would go for consideration to the September meeting of the Board.

HR Manager

## **12 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B14/45)**

Members received and discussed the report from the Administrative Director. Attention was drawn to the following and the accompanying papers received:

- Vacancy Position from August 2014
- Information Requests/Ministerial Correspondence Summary (May – June 2014)
- Procurement & Contract Management – Interim Report
- Internal Audit Strategy incorporating the proposed internal Audit Plan 2014/15 – 2016/17
- Less Than Full-Time Training
  - Policy
  - Administrative Process Flowchart
  - Application

### **12.1 Senior Management Committee**

It was noted that Senior Management Team had met on two occasions since the last meeting of the Board.

### **12.2 Review of Post-registration Training and Education**

An update had been provided under matters arising on the response to the correspondence received from Ms Paula Smyth (Deputy Director of Human Resources, DHSSPS). Ms Roberts informed the members that there had been no further developments in relation to the Review.

### **12.3 Recruitment and Junior Doctor Vacancies**

Members received and discussed the vacancies spreadsheet. Ms Roberts informed the members that the vacancy position had changed since the spreadsheet had been issued.

She informed the members that twenty-eight of the twenty-nine successful applicants interviewed for LATs (locum appointments for training) for the combined specialty training programme had

accepted. The majority of these were for Surgery and Obstetrics & Gynaecology but appointments had also been made in Psychiatry and Paediatrics. All four Emergency Medicine posts had been successfully filled.

## **12.4 Information Requests and Ministerial Correspondence**

Members received and discussed the summary of information requests and responses which included Assembly Questions which had been received during May and June to date.

It was noted that the Department were currently being audited on sponsor control of ALBs. A request had been received from the Sponsor Branch for help in answering a number of questions and providing the requested evidence. The Corporate Governance Manager had responded and provided the information.

## **12.5 Implementation of Internal Audit Recommendations**

### Procurement and Contract Management

Members received and discussed the interim report to the Board provided by the Administrative Director, which supplied an update on the progress of the implementation of the Internal Audit recommendations in respect of STAs and contracts. It was noted that a meeting was currently in the process of being organised with the Assistant Director of PaLS to review and seek advice in relation to specific regional contracts and the submission of STAs (Single Tender Actions). A further update would be provided for the September meeting of the Board.

It was noted that a Management of Contracts Policy was currently being drafted and would go to the September meeting of the Board for consideration.

Corporate  
Governance  
Manager

### Doctors in Difficulty 2013/14

It was noted that Senior Management had accepted the recommendations from the final report and an action plan was in place to ensure implementation of the recommendations.

### Financial Review 2013/14

It was noted that an action plan had been put in place to address the identified weaknesses. The final report had confirmed limited assurance.

## **12.6 Internal Audit Plan for 2014/15**

At the request of the Head of Internal Audit, the Internal Audit Strategy incorporating the proposed Internal Audit Plan 2014/15 – 2016/17 was being presented to the Board prior to going for consideration by the Audit Sub-Committee (date to be confirmed).

Members discussed the timeline for the Audits. It was noted that the audit on Board Effectiveness was proposed for 2015/16. Mr McCarey advised that the Board Self-Assessment Tool had suggested that an audit should be done on a three year cycle.

## **12.7 Less than Full-Time Training (LTFT) Policy**

Members received and discussed the revised policy and flowchart in relation to the process for approving less than full-time arrangements for Foundation, Specialty and GP Trainees, which was submitted to the Board for information. It was noted that further discussion was required with the specialties and clarity around the LTFT budget was required before being able to take the process forward.

It was also noted that the policy would be screened for equality implications which would then inform any decision to restrict GP trainees from working less than 80%.

## **12.8 Oriol (MDRS) Update**

It was noted that Oriol had been piloted with twenty-one medical specialties. NIMDTA had met with the IT suppliers (HICOM) on 12 May to brief staff on the Oriol system and timeline for implementation. Release 2 (dental recruitment) was expected to be implemented from 1 September and Release 3 (medical recruitment) was due to be rolled out in November. Training for all relevant NIMDTA staff was scheduled to take place on 19 September.

Members discussed the cost implications and it was noted that the Department had yet to formally commit to the project. Members noted the table included in Ms Roberts, report that provided an initial draft of the funding breakdown for 2014/15 for the four nations based on the Barnett Formula.

## **12.9 Annual Quality Report**

Discussed under matters arising.

## **13 REPORT FROM THE CORPORATE GOVERNANCE MANAGER (Paper B14/46)**

Members received and discussed the report from the Corporate Governance Manager. The report covered the following and the accompanying papers received:

- Complaints/Incidents/Accidents & Information Requests (April/May 2014)

### **13.1 Annual Report 2013/14**

The draft Annual Report for 2013/14 had been discussed under Item 8 of the agenda.

### **13.2 Risk Management**

#### Departmental Risk Registers

It was noted that the review of Departmental Risk Registers continued. The revised Dental and Human Resources Registers had been reviewed at the Governance & Risk Committee meeting of 20 May. Two meetings had taken place in relation to the development of the Hospital Risk Register and a further meeting was confirmed for 4 August in order to prepare the Register for consideration by the Governance & Risk Committee at their meeting scheduled for 26 August.

#### Training

The Risk Management Training provided by Philip Basham from Amberwing had been highlighted previously in the update from the Chair on the Governance & Risk Committee. Mr McCarey informed the members that the training had been delivered in two sessions. The morning session had been tailored for administrative staff with the afternoon session aimed at risk owners. A total of twenty-eight people had attended the two sessions and feedback had been positive.

### **13.3 Complaints/Incidents/Accidents/Requests**

Members received and discussed the reports covering the period April 2014 and May 2014. It was noted that there had been no Complaints/Incidents/Accidents/Requests recorded for May.

### **13.4 Paperless Board**

Discussed under matters arising.

### **13.5 Departmental Reporting Template**

It was noted that a new reporting template was being developed with a view to streamlining reporting requirements. A proforma template would be presented to Senior Management for discussion.

### **13.6 Training**

#### Investigations Training

Investigations training had been delivered on 23 May with a further session being organised for 28 November.

## **14 REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B14/47)**

Members received and discussed the report from the Director for Postgraduate General Practice Education and attention was drawn to the following:

### **14.1 General Issues**

Dr Loughrey (Director for Postgraduate GP Education) highlighted the significant pressures in the Department due to the increasing workload.

### **14.2 Specialty Training**

#### Recruitment

It was noted that two successful applicants to the GP Training Scheme were not taking up their offers. One offer had been withdrawn as they will not have achieved their Foundation competency in time to commence in post for August 2014. The second decided to decline the offer based on the location of the post. Due to the late withdrawals it had been too late to offer the posts to other successful applicants. The gaps would be filled in August by current trainees who are out of sync in the programme. Therefore only sixty-three applicants had been recruited to the sixty-five available programmes.

#### Updated Statistics

Members' attention were drawn to the updated figures contained within Dr Loughrey's report. It was noted that there were currently a total of two hundred and eighteen trainees within the



programme. Members noted and discussed the number of trainees undertaking less than full-time training and the large number of those categorised as 'out of Sync'.

### 14.3

#### **GP Appraisal**

It was noted that the General Practice Department continue to work closely with the Health & Social Care Board (HSCB) in the delivery of appraisal. Additional administrative support had been needed as amendments to the appraisal process to meet the needs of revalidation are implemented.

The annual Appraisal Conference had been held on 9 June. Feedback from the lay representative had been extremely positive.

Dr Loughrey updated the members on the unresolved issue of the revalidation of trainees in another specialty who have also acquired a CCT in General Practice and remain on the Performers List.

#### **Continuing Personal Development (CPD)**

It was noted that the restructuring of the roles and responsibilities had taken place. The GP Tutor would be providing one session in GP Appraisal and one in CPD. A programme of limited events, historically well supported and generating income would be provided next year. Requests had also been received for provision of Depression Awareness events commissioned by the Public Health Agency.

NIMDTA are currently seeking GP Practices to provide supervised training placements for the three applicants for the HSCB sponsored Career Development Scheme. Additional applicants were expected in the future. The lack of identified administrative support for the scheme was highlighted. The workload was being absorbed by the current staff, placing them under significant pressure.

### 15

#### **REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B14/48)**

*The Chair welcomed Mr David McCarter to the meeting. Mr McCarter (Adviser for General Dental Practice – Continuing Education), would be deputising on behalf of Professor David Hussey (Postgraduate Dental Dean).*

Members received and discussed the report from the Postgraduate Dental Dean presented on his behalf by Mr David McCarter. Attention was drawn to the following:

### **15.1 Representation/Meetings/Training**

Members noted the substantial number of activities that Professor Hussey (Postgraduate Dental Dean) had attended since his last report to the Board in May.

### **15.2 Foundation Dentistry Issues**

It was noted that progress had been made in the proposed reduction in the salary for Dental Foundation trainees. The proposal was currently out for consultation until the end of June and it was hoped the reduction of £2k would be implemented on 1 August.

Two local students had been unsuccessful in their final examinations therefore creating two vacancies in local training practices. It was hoped the vacancies would be filled through national clearing in July. It was noted that the student recruited under special circumstances had deferred until next year.

### **15.3 Hospital Dentistry**

Twenty-two Dental Core Training posts had been recruited and allocated to the three training bases. It was noted that a number of applicants had declined the offer of a post. The vacant posts were filled using the reserve list.

A training day on Workplace Based Assessments (WBAs) for Trainers based in the Secondary Care Sector had been held. There had been thirteen attendees on the day and feedback received had been extremely positive.

### **15.4 Continuing Education Issues**

The programme for the autumn term was progressing well. Plans were also well advanced for the 2015 Annual Conference scheduled to take place in March.

The highly successful Public Health Agency (PHA) initiative on mental health and well-being had received £9k funding for the following year.

*The Chair thanked Mr McCarter for standing in on behalf of the Postgraduate Dental Dean*

**16**

**REPORT FROM THE DIRECTOR OF POSTGRADUATE HOSPITAL SPECIALTY TRAINING (Paper B14/49)**

Members received and discussed the report from the Director for Postgraduate Hospital Specialty Training and attention was drawn to following:

**16.1 Hospital Specialty Team Meetings**

The Hospital Specialty Team had met on two occasions since the May meeting of the Board.

The Specialty Schools Forum had met on the 15 May and had included the Training Programme Directors. Ms Lesley Edgar (NICE Implementation Facilitator for Northern Ireland) had given a short presentation.

Dr Steele's report highlighted and members discussed a number of current Hospital Specialty Training issues which included:

Core Surgical Training

It was noted that quality indicators were in the process of being introduced into Core Surgical Training. It was expected that Core Surgical Training recruitment would return to a local process with effect from August 2015 but would follow the national model.

Combined Specialty Training

The new initiative to combine core level posts had been discussed under the report from the Administrative Director.

Risk Management Training Workshop

Dr Steele informed the members that following the impressive workshop facilitated by Amberwing, the objectives of the Hospital Specialty Training Department have been reviewed and the risks associated with the objectives identified.

Annual Review of Competence Panels (ARCP)

New guidance to be followed from August 2014 had been issued to trainees.

Paediatrics

The School of Paediatrics were keen to introduce further sub-specialty posts. The report from the recent workforce planning

review for Paediatrics from HSCB/PHA was awaited.

### ENT Training

Dr Steele informed the members that following a proposal to alter the distribution of trainees in ENT, a meeting had taken place with the Training Programme Director and representatives from the Belfast Trust and South Eastern Trust.

### Removal of Trainees

It was noted that COPMeD (UK Deans) had produced a removal of trainees policy. The document would be discussed at the next Specialty Schools Forum and would be shared with Trusts and other relevant organisations.

### GMC National Training Survey

This item had previously been discussed under the Report from the Chief Executive/Postgraduate Medical Dean. A response would be due to go to the GMC by 8 July giving NIMDTA's response to trainees' patient safety and undermining comments resulting from the Survey.

## **16.2 Appointments**

The following appointments had been made since the last meeting of the Board:

- Dr M Roberts (Training Programme Director for Acute Medicine)
- Dr K Khan (Training Programme Director for Plastic Surgery)
- Dr V McConnell (Training Programme Director for Genetics)
- Dr M O'Kane (Training Programme Director for Psychotherapy)
- Dr J Sommerville (Training Programme Director for Histopathology)
- 
- Dr B Mockford (Training Programme Director for Trauma & Orthopaedics)
- Dr A Collins (Training Programme Director for Radiology)

Dr Steele's report also listed those posts due to be interviewed and those also due to be advertised.

### **16.3 School Board Reviews**

The following School Board reviews had been completed:

- Anaesthetics – 15 May 2014
- Surgery – 25 June 2014

### **16.4 External Meetings**

Members noted the external meetings attended by Dr Steele on behalf of NIMDTA during May and June to date.

## **17 REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME (Paper B14/50)**

Members received and noted the report from the Director for the Foundation Programme which included a note on the following:

- Representation at Meetings
- Recruitment to Foundation Posts at F1 and F2
- Allocations of F1 and F2 doctors
- ARCP Review scheduled for June 2014

### Annual Induction Day

On enquiry from the Chair, Professor Gardner confirmed that Mrs Margaret Murphy, would once again be giving her excellent presentation at the F1 Induction Day to be held at the Lagan Valley Island Centre. He highlighted the event again with the Non-Executive Members and encouraged them, if available, to attend all or part of this well organised annual event.

## **18 CORRESPONDENCE/REPORTS/PAPERS (Paper B14/51)**

Members received and noted the following:

- The National Fraud Initiative: Northern Ireland – NI Audit Office (17.6.14)

## **19 ANY OTHER BUSINESS**

There was no further business to discuss.

## **20 DATE OF NEXT MEETING**

- Thursday 18 September 2014 – Boardroom

#### Confirmed Dates for Remainder 2014

- Thursday 27 November 2014 – Boardroom

#### Provisional Dates for 2015

- Thursday 22 January 2015 – Boardroom
- Thursday 26 February 2015 – Boardroom
- Thursday 30 April 2015 – Boardroom
- Thursday 25 June 2015 – Boardroom
- Thursday 24 September 2015 – Boardroom
- Thursday 26 November 2015 - Boardroom

*All formal meetings unless otherwise advised will commence at 2.00 pm with a Pre-Lunch Meeting of Non-Executive Board Members at 1.00 pm.*

#### Non-Executive Members Workshops 2014

- Thursday 28 August 2014 - Boardroom
- Thursday 30 October 2014 - Boardroom

It was noted that the Non-Executive Workshop scheduled for 28 August may be used for the rescheduling of the Audit Sub-Committee. Alternatively, if not needed for Audit, it would be an ideal opportunity for the deployment and training on the new tablets.

#### Provisional Dates for 2015

- Thursday 26 March 2015 – Seminar Room
- Thursday 21 May 2015 – Boardroom
- Thursday 27 August 2015 - Boardroom
- Thursday 29 October 2015 - Boardroom