

Minutes

MEETING: NIMDTA Board
DATE: Thursday 30 January 2020
TIME: 2.00 pm
VENUE: Board Room, NIMDTA

Members:

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

In Attendance:

Professor K Gardiner	Chief Executive/Postgraduate Medical Dean
Mr M McCarey	Senior Governance, IT & Facilities Manager
Dr B Hendron	Postgraduate Dental Dean
Dr I Steele	Director for Hospital Specialty Training/ Professional Development
Ms R Campbell	Senior Professional Support Manager
Ms D Hughes	Senior Education Manager
Ms J Turner	Senior HR Manager (Trainee Employment)
Dr M Stone	Director of Postgraduate General Practice Education
Miss C McGlone	Facilities & Governance Executive Officer

Ref	Item	Action
1.0	Apologies	
1.1	Ms P Black (Senior Business Manager) Mr D Morrice (Non-Executive Member) Dr L Parks (Foundation School Director)	
2.0	Declarations of Interests – Items of Business	
2.1	None noted.	
3.0	Announcements	

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3.1	<p>Mr Joynes welcomed Dr Stone to the Board as Director of Postgraduate General Practice Education.</p> <p>Mr Joynes welcomed Ms Turner as Senior Manager for Trainee employment.</p>	
4.0	Unconfirmed Minute of Meeting held on 28 November 2019	
4.1	<p>It was highlighted that an amendment was required for Dr Samantha Russell's title.</p> <p>Under 7.1 Mr Wilson suggested rewording of a sentence.</p> <p>Minutes were approved subject to the agreed amendments.</p>	
5.0	Matters Arising	
5.1	<p><u>HR Report: WTE</u></p> <p>Ms Campbell confirmed that she had referred back to BSO regarding the incorrect figures and this remains a work in progress.</p>	
5.2	<p><u>Staff Survey presentation</u></p> <p>Ms Campbell confirmed that the presentation had been circulated to all members during the last Board meeting.</p>	
5.3	<p><u>11.3 Policy Review</u></p> <p>Mr McCarey advised that he would follow this up.</p>	Mr McCarey
5.4	<p><u>12.1 Change of titles</u></p> <p>Mr McCarey confirmed that changes had been made regarding titles and would confirm the issues around Dr Steele's role. Ms Campbell confirmed that she was waiting on details and would have these for the next Board meeting.</p>	Mr McCarey Ms Campbell
5.5	<p><u>15.1 Business Case approval</u></p> <p>Professor Gardiner advised that there were still issues with</p>	

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	<p>outstanding allocations.</p> <p>Mr Joynes queried how many allocations were outstanding. Professor Gardiner advised that an allocation had been received earlier on 30th January however all 11 speciality posts from August 2019 were outstanding; NICPLD and Single Lead Employer allocations were outstanding.</p>	
5.6	<p><u>Authorisation Framework</u></p> <p>Professor Gardiner would confirm this with Ms Black.</p> <p>It was noted the Study Leave policy had been amended and published on the NIMDTA website.</p>	Ms Black
5.7	<p>Mr Joynes suggested including the matters arising in each department's individual report, in an aim to increase efficiency during Board meetings.</p>	
6.0	Report from The Audit Sub-Committee	
6.1	<p>Mr McKenna confirmed that he would chair the next Audit Committee scheduled for 27th February 2020.</p> <p>Mr McCarey informed members that he and Ms Black had held a meeting with external auditors on the week commencing 27th January 2020 to discuss the Audit schedule and plan for 2020.</p>	
7.0	Report from Governance & Risk Sub-Committee	
7.1	<p>Minutes from the meeting of October 2019 had been circulated with the Board papers.</p> <p>Mr Wilson advised members that an application for extension to his term had been requested and confirmation of a decision should be received in the following weeks.</p> <p>Mr Wilson confirmed a Governance and Risk meeting had been held on the morning of 30th January 2020. Mr Wilson provided an overview of risks that were discussed and new risks including the industrial action impact, funding of GP appraisers and risk regarding BSO finance.</p> <p>Mr Wilson advised members that BSO finance would be invited</p>	

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	<p>to the next Audit Committee meeting scheduled for February 2020. Board members agreed that an invite should be sent.</p> <p>Mr Wilson also highlighted that there would be a complete Board turnover within a short space of time. Board members discussed and agreed that Professor Gardiner would communicate his concerns when Mr Wilson received confirmation of his extension.</p> <p>During the Governance and Risk meeting the Information Governance Action plan, Issues Log and Self-Assessment Checklist were discussed. Mr Wilson would review last year's checklist and bring to the next Board meeting.</p> <p>Mr McCarey and Mr Joynes would look at the Board Self-Assessment and circulate with the Board members. Mr McCarey was hopeful that this would be signed off at the next Board meeting scheduled for 26th March 2020.</p>	<p>Mr McCarey</p> <p>Professor Gardiner</p> <p>Mr McCarey/Mr Joynes</p>
8.0	<p>Report from the Director of Postgraduate General Practice Education</p> <p>Members received and discussed the report from the GP Director.</p>	
8.1	<p>Dr Stone advised members that numbers following the first round of GP recruitment had fallen compared to 2019 and a second round of recruitment would be held in February 2020.</p> <p>Induction would be taking place during the week commencing 3rd February 2020 and a large number of attendees would be non-UK trainees.</p> <p>There had been an increase in the number of part-time GP's who would need an annual appraisal. Dr Stone advised members that the GP department were finding it challenging to meet the demand for appraisals.</p> <p>Although Appraisers were being recruited, there was still a shortage for the financial year. Mr Joynes queried if there was an alternative plan to address this. Dr Stone confirmed that appraisers had been asked to carry out additional appraisals. Mr Joynes queried if there was an issue recruiting appraisers. Professor Gardiner suggested that it may be income related and taking on increased appraisals could impact allowance and</p>	

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	pension. Dr Steele suggested there may be a lack of awareness around additional work.	
8.2	<p><u>GP staff shortage</u></p> <p>Dr Stone provided an overview of staff shortage in the GP department. There had been issues covering GP recruitment events. Ms Campbell confirmed that shortlisting for a Band 6 GP manager had been finalised.</p>	
8.3	<p><u>GP trainees</u></p> <p>Dr Stone advised that there had been an increase in trainees requiring support.</p> <p>The GP department were also working on how to attract increased numbers with an advertising campaign being suggested.</p> <p><i>Dr Stone left the meeting.</i></p>	
9.0	<p>Report from the Director of Hospital Specialty Training/ Professional Development</p> <p>Members received and discussed the report from Dr Steele, the Director of Hospital Specialty Training/ Professional Development.</p>	
9.1	<p>Dr Steele confirmed that a TPD was commencing employment following completion of a Trust process.</p> <p>Dr Steele provided an overview of appointments of TPDs and any vacancies that remained.</p> <p>There had been an increase in Lead Educator sick leave and there had been issues covering this however the situation was improving.</p> <p>Dr Steele informed members that there was difficulty identifying panel members for an ARCP appeal. Mr Joynes queried the timescale for an appeal to be completed which was confirmed to be within 1 year. Mr Joynes queried the impact this had on the trainee whilst awaiting the outcome of an appeal. Dr Steele highlighted that an appeal panel must</p>	

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	<p>include a range of backgrounds which can prove problematic when organising and is required to be planned months in advance. Ms Hughes confirmed that the panel requirements of the HEE were the same as NIMDTA.</p> <p>Dr Steele confirmed funding was available for an additional Vascular training post.</p> <p>Recruitment of non-medical recruitment was discussed and Dr Steele advised that NIMDTA may not be able to do this until 2021. Professor Gardiner highlighted that NIMDTA needed to ensure it had the capacity to cope with additional trainees. Ms Hughes also suggested that additional time was allowed to test this before being introduced.</p> <p>Dr Steele advised members of the issues of implementing IMT and how to manage trainees who have not completed IMT year 3 which is required for Group 1 ST4.</p> <p><u>Study leave</u></p> <p>Communication has been sent to trainees informing them of the accommodation funding limits as of 1st January 2020.</p>	
9.2	<p><u>Quality Management</u></p> <p>Dr Steele advised members that there had been a meeting with management staff in Causeway hospital. The progress was reviewed and actions had been taken to make improvements. A further visit would be scheduled in 12 months with GMC representatives in attendance.</p> <p>Meetings took place regarding Psychiatry which Dr Steele reported as being positive.</p> <p><u>Plastic Surgery</u></p> <p>A South Eastern Trust report outlining the changes that have been made to the service and the programme incorporated findings from the HSCLC Engagement Exercise for the Plastic Surgery Programme. The report was shared with the Belfast Trust and there had been positive feedback from trainees.</p> <p><u>Failure to Comply</u></p>	

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	<p>Dr Steele provided an overview of a situation where trainees did not having practice privileges. Both NIMDTA and the trainees had been made aware of this by RQIA. Professor Gardiner confirmed that the trainees were no longer working in this capacity.</p>	
9.3	<p><u>Professional Development</u></p> <p>Dr Steele confirmed that they had received positive feedback following the Peer Interview schemes.</p> <p>Maintaining recognition had been well received in the Belfast Trust. The event planned for the South Eastern Trust had to be rescheduled as it was due to take place on the same day as the industrial action by HSC staff on 18th December 2019.</p> <p>The ADEPT open evening took place on January 22nd 2020 and there had been a high turnout. Dr Dougan was working on the trainee mobile app and BSO had taken a step back. Dr Dougan was working on identifying support with the development of the app.</p> <p>A pilot project providing laparoscopic simulators for 8 CST trainees was being progressed.</p> <p>Dr Steele, Professor Gardiner and Dr Dougan met with the GMC and Coroner to discuss the issues faced by trainees during inquests.</p>	
9.4	<p><u>Room availability</u></p> <p>Dr Steele was hopeful that room issues would be resolved in the near future with the refurbishment of the additional space.</p>	
10.0	<p>Report from the Director of Foundation Training</p> <p>Members received and discussed the report from Dr Parks, the Director of Foundation Training.</p>	
10.1	<p>Professor Gardiner drew attention to recruitment numbers and advised that Foundation is typically oversubscribed but normally a 7% drop is expected. Professor Gardiner advised they anticipated Foundation to be undersubscribed in August 2020. The competition ratio for Northern Ireland had also</p>	

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	<p>dropped and suggested that the F1 report published on the NIMDTA website may have impacted numbers. Professor Gardiner was hopeful that there would be a turn around.</p> <p>Mr Joynes queried if there were any lessons to be learnt. Professor Gardiner advised that they wanted to be open and honest and promote improvements in F1 training.</p>	
11.0	<p>Report from the Senior Professional Support Manager</p> <p>Members received and discussed the report from Ms Campbell, Senior Professional Support Manager.</p>	
11.1	<p>Ms Campbell informed members that there had been a data breach within PSU and provided an overview of the event. Mr Joynes queried if there were implications. Mr McCarey advised that he had discussed this matter with the BSO, and that the outcome of this had been that this was not viewed as a notifiable event. Mr McCarey agreed to provide further details in relation to this rationale at an upcoming Senior Management Committee meeting.</p> <p>Ms Campbell confirmed Ms Dennison [Professional Support Manager] met with Mr Oliver [Data & Information Systems Manager] to ensure processes were in place to avoid further occurrences.</p>	Mr McCarey
11.2	<p>Ms Campbell confirmed that there would be additional recruitment for band 3 and band 4 staff over the next few months. Ms Campbell would look at the costs and the current gaps in staffing.</p>	
11.3	<p>Ms Campbell advised members that Pre-Employment checks were being carried out for February 2020 start and provided an overview of sponsorships by NIMDTA under tier 2.</p>	
11.4	<p><u>Single Lead Employer</u></p> <p>Ms Campbell advised members that Ms Dennison was training Ms Boyle [Band 6 Single Employer] for February 2020 onboarding.</p>	

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11.5	<p><u>Absence</u></p> <p>Ms Campbell was hopeful that the absence rate would reduce but this was being managed by NIMDTA.</p>	
11.6	<p><u>Health and Wellbeing</u></p> <p>Ms Campbell informed members that planning of Health and Wellbeing events had been postponed due to industrial action and the impact of industrial action had been discussed with department heads.</p> <p>The cultural Assessment survey would take place in March and April 2020.</p>	
11.7	<p><u>Professional Support Unit</u></p> <p>Ms Campbell informed members that there had been a significant increase in trainee referrals for support.</p> <p><u>Coaching Activity</u></p> <p>Ms Campbell advised members that the tender process for dyslexia coaching had commenced and drew attention to the statistics for dyslexia coaching.</p>	
11.8	<p><u>BSO HR</u></p> <p>Ms Campbell provided an overview of a meeting with the BSO Director of HR and Corporate services regarding the BSO provision of HR services to NIMDTA.</p> <p>Mr Joynes queried if there was a risk. Professor Gardiner advised that there was still an SLA which had not been discontinued, however meetings had taken place without NIMDTA representation. Ms Campbell highlighted that NIMDTA do not have a HR director and needed access to HSC facilities through BSO.</p> <p>Professor Gardiner noted that NIMDTA needed to be made aware of the direction of HR. BSO HR would respond with a cost.</p>	

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12.0	<p>Report from the Senior Governance, IT and Facilities Manager.</p> <p>Members received and discussed the report from Mr McCarey, Senior Governance, IT and Facilities Manager.</p>	
12.1	<p><u>KPIs/ Targets/ Objectives</u></p> <p>Mr McCarey advised members that the Corporate Scorecard would be brought to the next Board meeting.</p>	
12.2	<p><u>Strategic and Business planning</u></p> <p>The Strategic and Business Plan had gone through the first round of amendments following a meeting between Mr McCarey and Professor Gardiner. The Strategic and Business Plan would be discussed at the February Board meeting.</p> <p>Mr McKenna suggested having the Business Plan review as a Board Workshop. This was agreed.</p> <p>Mr Wilson highlighted that it was important to discuss the Strategic Plan before the Board is refreshed. Mr McCarey agreed that this would be helpful.</p>	
12.3	<p><u>Risk Management</u></p> <p>It was noted that a Governance and Risk meeting had been held on 30th January 2020.</p> <p>Mr McCarey provided an overview of the Issues Log and the progress of several matters. Mr McCarey advised members that an incident had occurred that highlighted a need that further training should be arranged to raise awareness of statutory information requests, and recognising these. This training would be delivered by Mr Oliver at team meetings.</p>	
12.4	<p><u>Audit</u></p> <p>Mr McCarey confirmed that the PSU audit took place in January 2020 and an ARCP audit would take place at the start of February 2020.</p>	

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12.5	<p><u>Property</u></p> <p>Mr McCarey informed members that the landlord's works were almost complete; they were making good the sills and the roof works. Mr McCarey advised that there had been concerns regarding the roof surface due to a number of leaks however surveys would be completed that would hopefully address the issue.</p> <p>The lease had been signed but would be released when the remaining land lord works had been completed. Mr McCarey had requested a rebate from the car parking to cover the section that had been used by contractors during the landlord works.</p> <p>Mr McCarey advised members that reconciliation between the budget estimate and the tenders received for the proposed works was carried out by CPD Construction Division. The review indicated that the tenders were reasonable and that competition had been achieved.</p> <p>The Capital Business Case for the internal optimisation of Beechill House was approved on 23 December 2019.</p> <p>Mr McCarey drew attention to the work plan included in his report and confirmed that the buildings would be unified on the weekend of 1st February 2020. Mr McCarey provided an overview of the work completed to date.</p>	
12.6	<p><u>EU Exit planning</u></p> <p>Mr McCarey advised that the previous meeting had been cancelled as the focus of the group had been planning for a no deal EU Exit.</p>	
12.7	<p><u>NICPLD</u></p> <p>NICPLD were now completely operational as their IT provision was now fully commissioned. The SLA had been drafted and was being amended. Mr McCarey was hopeful that it would be ready for signature in the near future.</p>	

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12.8	<p><u>IHRD – Recommendation 70</u></p> <p>Mr McCarey attended a meeting on 5th December 2019 with Professor Gardiner and advised members that the meeting was positive.</p> <p>Mr Joynes congratulated Mr McCarey and his team for the work completed.</p>	
13.0	<p>Report from the Postgraduate Dental Dean.</p> <p>Members received and discussed the report from Dr Hendron, Postgraduate Dental Dean.</p>	
13.1	<p>Dr Hendron advised members there was concern that no hands on facilities were available outside of dental practices and upskilling was proving difficult. A business case for more 'phantom heads' would be submitted and Dr Hendron provided an overview of the benefits of these.</p>	
13.2	<p>Dr Hendron advised that HS48 applications had been received and highlighted the options for trainees to achieve equivalence, noting that in England, they are charging to demonstrate equivalence. A panel would be convened to review these applications however there had been an issue arranging this.</p>	
13.3	<p><u>Staffing</u></p> <p>Dr Hendron advised that Dental were managing the staff shortages and was hopeful that there would be two Band 4 staff members recruited to cover upcoming maternity leave.</p> <p>An Associate Postgraduate Dental Dean (for CE and DFT) has been appointed and Dr Hendron was hoping to appoint 3 new sessions to the role. Dr Hendron queried how the job description could be amended to include the three levels at different pay scales. Professor Gardiner advised that the three roles would need to be distinct and ensure there was no overlap in duties.</p>	
13.4	<p><u>Educational Supervisor Recruitment</u></p> <p>Recruitment was now open. There had not been many</p>	

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	applications to date however the dental team were actively promoting recruitment.	
13.5	<p><u>DFT QUB Dental School Liaison Group</u></p> <p>Dr Hendron advised that the new initiative involved working collaboratively with QUB in order to smooth the transition from Undergraduate to Postgraduate. Dr Hendron also highlighted the lack of clinical skills training and the need for a simulated environment. A business case is with the DoH for phantom heads.</p>	
14.0	<p>Report from the Senior Education Manager</p> <p>Members received and discussed the report from Ms Hughes, Senior Education Manager.</p>	
14.1	<p><u>Learning and Development Agreements</u></p> <p>Ms Hughes advised that revisions were being made to the Learning and Development Agreements to ensure the roles of Host Organisations and NIMDTA were separate. This would be issued at the end of March 2020.</p>	
14.2	<p><u>Communications and Training Events Post</u></p> <p>A job description and Person Specification had been submitted to BSO HR.</p> <p><u>New risks and updates on existing risks</u></p> <p>The Education Risk Register would be reviewed at the next Governance and Risk Committee scheduled for March 2020</p> <p><u>Trainee Information System (TIS)</u></p> <p>HEE have confirmed they are happy for NIMDTA to continue analysis of data.</p> <p><u>Policies</u></p> <p>Ms Hughes advised that the ARCP appeal policy would need to be considered and would discuss this with Dr Parks.</p> <p><u>ARCP Audit</u></p>	

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	<p>Ms Hughes advised that ARCP and Revalidation Processes would be audited.</p> <p><u>ADEPT Clinical Leadership Fellows Programme</u></p> <p>Ms Hughes advised that a total of 20 projects had been submitted for the open evening.</p> <p><u>Peer Interview Scheme</u></p> <p>Positive feedback had been received and the Education team were trying to gauge how trainees benefited from this or how it had been used.</p> <p><u>NI HSC Postgraduate Education Forum</u></p> <p>Ms Hughes advised members that this was an opportunity to align quality improvement across the HSC. Planning was underway for this event and there had been a lot of activity.</p> <p>Ms Hughes provided an overview of the ACL/ACF highlighting the need to be made clear that CCT would be at the end of their training.</p>	
15.0	<p>Report from the Senior HR Manager for Trainee Employment</p> <p>Members received and discussed the report from Ms Turner, Senior HR Manager for Trainee Employment.</p>	
15.1	<p>Ms Turner advised members that content in her Board report may have changed since its production and there would be a lot of changes over the following weeks.</p>	
15.2	<p>Ms Turner advised that there had been an area of concern regarding activities at Trust level however assurances had been sought and trainees were getting access to IT systems.</p>	
15.3	<p>Progression of Phase 2 of SLE would be a priority. The Trainee Employment team would be engaging with the F1 doctors to enrol them onto payroll. This was progressing well and was expected to be completed by mid-February 2020. Ms Turner is hopeful by then the Organisational Management structure</p>	

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	<p>would be built.</p> <p>Mr Joynes queried how the trainees had been responding. Ms Turner advised that very few trainees were aware of Single Lead Employer and the team were developing FAQ's. Trusts would be required to push communications however feedback was largely positive despite the lack of communication. Mr Joynes highlighted the need to communicate and allow trainees to ask questions.</p>	
15.4	<p><u>Business and Strategic plan</u></p> <p>Ms Turner advised that she was working on identifying a strategic theme for the business plan that related to improving the experience for trainees.</p>	
15.5	<p><u>Staff</u></p> <p>There had been difficulties recruiting an IT manager. Ms Turner had met with a consultant in Deloitte which had been funded by the DoH as a scoping exercise to find out what was needed for an IT structure.</p> <p>Professor Gardiner agreed that an IT Project manager would be beneficial for the organisation; however this post would be permanent. Professor Gardiner provided an overview of issues faced when recruiting for this post.</p> <p>Mr Joynes voiced concern that this post would be funded for 18 months and queried the cost after this period. Professor Gardiner advised that not having this role filled was delaying Single Lead Employer work. Mr Joynes highlighted that this post would add value to the organisation. Mr McKenna agreed that this post was required and would be an investment in the organisation. Dr Little suggested use of contingency if funding was not available.</p> <p>Members discussed and agreed that Ms Campbell would convert a Band 8a Job description to NIMDTA format. Professor Gardiner agreed that a Band 8a would have the skills required for this post.</p> <p>Ms Turner confirmed that a band 6 and band 4 member of staff had been recruited and two band 4's had been recruited and a start date confirmed. There was a risk if there were</p>	

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	<p>withdrawals as there was no waiting list compiled. Recruitment of the band 3 post was to be progressed.</p>	
15.6	<p><u>Policies</u></p> <p>Ms Turner drew attention to the draft policies circulated with the Board papers.</p>	
15.7	<p><u>Business case</u></p> <p>Ms Turner drew attention to the Proposed Schedule for the Deployment of Future phases. Ms Turner provided an overview and advised that it was due to conclude in January 2021.</p> <p>Mr Joynes thanked Ms Turner and the Single Lead Employer team on their work to date.</p>	
16.0	<p>Report from the Senior Business Manager.</p> <p>Members received and discussed the report from Ms Black, Senior Business Manager.</p>	
16.1	<p>Professor Gardiner highlighted that enhanced supervision was required for BSO client accounting and Ms Black and Mr Maginn had collated most of the information. Concerns had been raised in writing and an action plan agreed. A permanent Client accounting member of staff would be recruited.</p>	
16.2	<p>Professor Gardiner advised that not all allocations had been received and there were still outstanding letters which caused difficulty to report on the budget.</p> <p>Professor Gardiner informed members that the DoH had requested easements.</p>	
16.3	<p>Ms Black was working to clarify if the GP medical Indemnity insurance was correct.</p> <p>Ms Black was also working with the GP department to identify when trainees completed training, with the aim of completing this before an influx of GP trainees in February.</p> <p>Professor Gardiner drew attention to the missing allocations and provided an overview of the figures.</p>	

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16.4	<p><u>Concerns</u></p> <p>Professor Gardiner provided an overview of concerns.</p> <p>Business Management are working to reconcile study leave as BSO finance appeared to have too much set aside for study leave.</p> <p>Business Management were also unsure of the rates bill, electric and gas for the new space.</p> <p>Ms Black was hoping to resolve a number of issues over the next few weeks and before the next Board meeting.</p>	
16.5	<p><u>Resources</u></p> <p>Business Management were proceeding with the recruitment of a Band 5 Business Co-ordinator and Band 4 Business Management Officer for Single Lead Employer Finance. A part time agency staff member had been employed to fill the staffing gap in Business Management until a permanent member of staff is recruited.</p>	
16.6	<p><u>BSO Client accounting</u></p> <p>Professor Gardiner drew attention to Ms Black's report regarding BSO client accounting and the issues that had arisen.</p> <p>Ms Black had concerns regarding the workload relating to travel.</p>	
17.0	<p>Report from the CEO/ Postgraduate Medical Dean</p> <p>Members received and discussed the report from Professor Gardiner, CEO/Postgraduate Medical Dean.</p>	
17.1	<p>Professor Gardiner noted the deal regarding the Magee Graduate Medical School.</p> <p>Professor Gardiner drew attention to the new partnership agreement for ALB's and the Guidance on Proportionate Autonomy for Arm's Length Bodies.</p> <p>Professor Gardiner advised that the draft NICPLD SLA had been included in the papers and was hopeful that this was</p>	

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	<p>near completion.</p> <p><u>Strategic Group to Enhance Quality of Medical Education in NI</u></p> <p>Professor Gardiner provided an overview of the group which is chaired by the DoH. Professor Gardiner and the ADEPT fellows attend this group and the aim is to make Northern Ireland an attractive place for trainees.</p> <p>The Western Health and Social Care Trust are establishing F3 posts to keep people in the local area. Four of the Health Trusts want to look at distribution of trainees. Professor Gardiner would provide feedback as this progressed.</p> <p><u>GP trainees task and finish group</u></p> <p>Professor Gardiner had circulated the Terms of Reference of the GP group established to address how to welcome and support international medical graduates. Professor Gardiner provided an overview of the model discussed; 12 months in hospital speciality and spending the final 18 months in GP. Professor Gardiner advised of the risks; spending longer on payroll and there were high costs involved.</p> <p><u>GP Appraisal</u></p> <p>Professor Gardiner drew attention to the letter of response to the complaint regarding GP appraisal and the outcome from the investigation.</p> <p>Professor Gardiner informed members that there had been issues regarding trainees working as surgical assistants in the Ulster Independent and a data sharing agreement would be required.</p> <p>Single Lead Employer cover is required for the case manager role. Professor Gardiner advised that he would be meeting with the HSC Leadership centre regarding provision of Medical Directors in the interim. A Terms of Reference would be required for this which had been sent for feedback. Professor Gardiner provided an overview of the terms and format.</p> <p>Professor Gardiner advised members that he would be meeting with NICPLD regarding a joint education event.</p>	

Ref	Item	Action
18.0	Any Other Business	
18.1	None.	
19.0	Date of next meeting	
19.1	Thursday 27 th February, 2pm, Boardroom NIMDTA. Members discussed and agreed a restricted Board meeting would be held followed by a Board Workshop to review the Business Plan.	

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NIMDTA Chair
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Date
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