

Minutes

MEETING: NIMDTA Board
DATE: Thursday 1 May 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 I Steele (Director of Postgraduate Hospital Specialty Training)
Ms A Carragher (Director for the Foundation Programme)
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

Professor D Hussey (Postgraduate Dental Dean)
Dr C Loughrey (Director for Postgraduate GP Education)
Mr T Hutchinson (Finance Manager)

2 DECLARATION OF MEMBERS INTERESTS

None declared.

3 **ANNOUNCEMENTS**

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).

4 **MINUTES OF PREVIOUS MEETINGS (Paper B14/08/B14/20 & B14/21)**

Minutes of the meetings held on 30 January 2014, 27 February 2014 and extraordinary meeting of 11 March 2014, copies of which had been circulated prior to the meeting, were approved.

5 **MATTERS ARISING**

Unconfirmed Minute of Meeting held on 27 February 2014

5. Matters Arising: 6 Paperless Board

Upon enquiry, the Corporate Governance Manager, Mr McCarey, confirmed that arrangements were still on track to organise a paperless meeting by September. A training workshop would need to be organised beforehand and it was suggested that the August Non-Executive Board Workshop, might be used for this purpose.

Corporate
Governance
Manager

10.6 Staffing

The Chair highlighted the staff briefing on 26 June to be held prior to the NIMDTA Board meeting and reminded the Non-Executive Members that they were invited to attend.

12. Report from the Director for Postgraduate General Practice Education: 12.2 Specialty Training (Less Than Full-Time)

Members discussed the recommendation from the February meeting of the Board that the current LTFT Training Policy should specify that LTFT training in General Practice would only be facilitated at 80%. Professor Gardiner (Chief Executive/Postgraduate Medical Dean) and Ms Roberts (Administrative Director) highlighted the need for an equality impact assessment before this could be taken forward. It was agreed that the process required further discussion by Senior Management. The Board would receive feedback at the June meeting.

18. AOB: Non-Executive Board Workshop

The Chair confirmed that the Board Governance Self-Assessment Tool had been completed at the Non-Executive Board Workshop held on 11 March. The return had been submitted to the Department within the required deadline.

Unconfirmed Minute of the Extraordinary Meeting held on 11 March 2014

The Chair reminded the members, that due to the February Board meeting not being its quorate, it had been necessary to call a short extraordinary meeting prior to the Workshop on 11 March, to approve the policies etc from the February meeting. It was noted that the Corporate Governance Manager had represented the Officers at the meeting.

7. AOB: Scheduled GP Accreditation Visits

Mr Morrice (Non-Executive Member) had observed at a recent GP Re-accreditation Visit to a Larne Practice on 24 April. He informed the members that he had been extremely impressed and had found the experience useful.

7. AOB: Hospital Deanery Visits

It was noted that dates for the upcoming Hospital Deanery Visits had been circulated as directed.

All other items would be dealt with under the Agenda

6 REPORT FROM THE AUDIT SUB-COMMITTEE

Mr Morrice (Chair of the Audit Sub-Committee) informed the members that there were no further updates since the February meeting.

Date of Next Meeting

He further informed the members that to accommodate the deadline of 16 May for the submission of the draft Annual Report/Statements, the May meeting had been brought forward to:

- 13 May 2014 @ 4.00 pm

The date for the June meeting remained as the 26th at 12.00 noon.

7 GOVERNANCE & RISK SUB-COMMITTEE

7.1 Unconfirmed Minute of the Meeting held on 25 February 2014 (Paper B14/22)

Members received and discussed the draft unconfirmed minute from the meeting held on 25 February 2014 and Mr Joynes (Chair of the Governance & Risk Sub-Committee) highlighted the following:

Hospital Risk Register

It was noted that it had been agreed that the Hospital Risk Register required further revision. Dr Steele (Director for Postgraduate Hospital Specialty Training) & Mr McCarey (Corporate Governance Manager) would take this forward. The register would be reviewed at the Hospital Specialty Training Committee (HSTC) at their June meeting before being sent back for consideration to the Governance & Risk Committee.

HSTC

Freedom of Information Charging Policy

Members discussed the possible charges which could be levied to the requester. Although it was acknowledged that it would be difficult to quantify the time, effort and resources required, the Chair had directed the IT & Records Management Officer and Corporate Governance Manager to look into the potential recharges and process required. A report would be made to the Governance & Risk Committee.

IT & Records
Management
Officer/
Corporate
Governance
Manager

7.2 Date of Next Meeting

Mr Joynes further informed the members that the meeting scheduled for the 25 March had been cancelled. The next meeting of the Governance & Risk Committee would be held on 20 May.

The Chair deferred discussion of the Financial update until after the report from the Chief Executive/Postgraduate Medical Dean.

8

REPORT FROM THE CHIEF EXECUTIVE/POSTGRADUATE MEDICAL DEAN (Paper B14/24)

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

- GMC DR guidance for Deaneries/LETBs (including examples of good completion of a Deans' Report)

8.1 Quality Management

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

Hospital Deanery Visits

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

Professor Gardiner drew the members attention to the follow-up visits which had taken place to the three surgical units at the Belfast Trust. He informed the members that factual accuracy reports had been forwarded to the Trust for comment with a list of concerns to be addressed.

He further informed the members that the planned visit to Infectious Diseases at the Royal Victoria Hospital on 13 May had been postponed due to no external assessor being available.

RQIA Review of Unscheduled Care

Professor Gardiner informed the members that he along with other Senior Educators from NIMDTA had been invited by and met with the RQIA team on 15 April to discuss training concerns affecting Emergency Medicine, Acute Medicine and general Medical Specialties.

GMC National Training Survey

Members discussed the response rate to the National Training Survey which was due to close on 8 May. It was noted that a message from the Chief Medical Officer had been sent out with a reminder about the Survey earlier in the week. A number of undermining and patient safety concerns had been raised and were currently being investigated.

Dean's Report to the GMC

Dr Steele informed the members that the completed report had been submitted to the GMC the previous day by the required deadline. Professor Gardiner drew the members attention to an extract from the April 2014 Deanery Report guidance for Deaneries, which had highlighted NIMDTA along with two other named Deaneries, as examples of good completion of a Dean's Report. This was based on the level of detail, the appropriateness of quality management action taken and the GMC's agreement with ratings assigned to items in the report.

The Chair wished to record his congratulations to the Quality Management Team and it was agreed that he write formally to acknowledge the contribution of Dr Steele and his team in the support of the Quality Management agenda.

Chair

8.2 Liaison Meetings

Professor Gardiner informed the members that NIMDTA continued to work closely with a number of other organisations, including the Public Health Agency/Health & Social Care Board, Queen's University, BMA and with Regional Directors of Medical Education (NI Regional Network Group), to carry out NIMDTA's role in organising and delivering postgraduate medical and dental training. His report listed the meetings that had taken place since the February meeting of the Board.

8.3 Faculty Development

The Faculty Development Group, chaired by Dr Richard Tubman (Associate Dean) had met most recently on 14 March. Professor Gardiner's report listed a number of events that had taken place since the Board had last met and highlighted those planned in the future.

Research Opportunities Symposium

Professor Gardiner informed the members that the Research Opportunities Symposium organised by NIMDTA and held on 17 April at Riddel Hall had been extremely successful. The event had been supported by Queen's University and the HSC Research & Development Office and had received fantastic feedback via the evaluations. It was hoped this would become an annual event. Professor Gardiner agreed to circulate the summary of the evaluations to the members.

CEO/PGD

He also informed the members that he had approached the Ulster Medical Society about co-sponsoring and supporting a research event for trainees.

8.4 Trainee Support

The Trainee Support Review Group continues to meet monthly and is chaired by Dr John Collins (Associate Dean). It was noted that there were now approximately sixty-seven trainees being actively managed and an additional twenty-three trainees being monitored.

8.5 Revalidation

The Revalidation Steering Group continued to meet on a regular basis, the most recent meeting being held on 9 April and was chaired jointly by Dr Steele (Director for Postgraduate Hospital Specialty Training) and Dr Loughrey (Director for Postgraduate General Practice Education). The group had organised Revalidation Awareness Sessions for trainees and had produced FAQs about Revalidation which were available via the NIMDTA website.

8.6 Staffing

It was noted that a combined Staff Briefing and Staff Engagement Workshop had been held on 7 April. The workshop element centred on the aims, objectives and activities of NIMDTA and gave staff an opportunity to be involved in planning and decision making regarding the services provided by NIMDTA. The workshop had been well attended and feedback had been positive. Ms Campbell (Human Resources Manager) offered to circulate the summary report of discussion and summarised evaluations to the members.

HR Manager

The next Staff Briefing to be attended by the Non-Executive Members of the Board, had been confirmed for 26 June.

Professor Gardiner further informed the members that he had completed the annual appraisal of the NIMDTA Senior Educators and Educationalist between February and April.

8.7 Representation/Meetings/Training

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

9 FINANCIAL UPDATE (Paper B14/23)

It was the agreement of the members that in future the Financial Update considered at the prior Senior Management Team meeting, held on the first Friday of every month, should be circulated with the Board papers. The Finance Manager would then provide an update for the Board meeting.

Members received and discussed the tabled Financial Update which had previously been discussed at the Senior Management Meeting of 4 April 2014. Attention was drawn to the following:

Members noted the summary of key points within the report which were based upon information available to Finance at the time the report was compiled and relied upon compliance with procurement procedures and accurate identification by budget holders of outstanding financial commitments.

9.1 Breakeven

As at the 4 April, a projected outturn of £-42K, equating to 0.08% had been projected, which fell within the breakeven target of +/- 0.25% of total RRL.

9.2 Prompt Payment Compliance

It was noted that the level of compliance achieved for the period 1 April 2013 – 28 February 2014, using the target of 95% of payments to commercial suppliers within thirty days had been 92.47%.

It was further noted that 57.25% had met the target of 65% of commercial payments to be made within ten working days, as set by the NIMDTA Agency Board.

Professor Gardiner and Ms Roberts stressed again that the implementation of FPL and HRPTS had put the Finance Department under immense pressure.

10 REPORT FROM THE DIRECTOR FOR THE FOUNDATION PROGRAMME (Paper B14/25)

Members received and discussed the report from the Director for the Foundation Programme and attention was drawn to the following:

10.1 Representation/Meetings/Training

Members noted the extensive number of meetings/events that had been attended by the Ms Carragher (Director for the Foundation Programme) between January and April.

Foundation School Board

The next meeting of the Foundation School Board, Chaired by Ms Carragher, was scheduled for 15 May 2014

Annual Induction Day

Ms Carragher informed the members that the Foundation Annual Induction Day was scheduled to take place on 31 July and would be held at the Lagan Valley Island Centre. The Chair informed the members that he had attended the event for the last two years and had found it a very worthwhile experience.

10.2 Recruitment to Foundation Programme Training

Applications through the Foundation Programme Application System (FPAS) 2014/15 had been oversubscribed nationally resulting in almost two hundred eighty applicants being placed on a reserve list. It was noted that the last date for allocation from the reserve list would be early in July 2014. Results of the allocation to the Northern Ireland Foundation School (NIFS) had been released in March with successful applicants being informed in April.

It was also noted that interviews for recruitment to stand alone F2 posts would take place on 2 May.

10.3 Re-alignment of F1 Posts and Placements

Ms Carragher also highlighted a major area of work with the re-alignment of posts and placements within the Belfast Trust.

10.4 Generic Skills Training

Ms Carragher informed the members that fifty-six days of Generic

Skills training had been delivered to the F2s.

Ms Carragher displayed the poster which had been submitted and accepted for the recent Irish Network of Medical Educators (INMED) Conference in February. The poster entitled 'Consent Training Needs Identified for F2 doctors in Northern Ireland' had been based on one element of the Generic Skills Programme.

10.5 Annual Review of Competencies Progress (ARCPs)

It was noted that planning was in progress to hold Foundation ARCPs in June/July.

11 REPORT FROM THE HUMAN RESOURCES MANAGER (Paper B14/26)

Members received and discussed the report from the Human Resources Manager. Attention was drawn to the following and the accompanying paper received:

- Equality Commission Annual Return 2014

11.1 Resourcing

Ms Campbell (Human Resources Manager) informed the members that vacancy controls remain in place.

A meeting with the NIPSA representative had taken place on 12 March to discuss the redeployment of staff affected by the introduction of shared services. As per NIMDTA's redeployment policy, staff affected had been written to and supplied with job descriptions for the available posts. Members discussed the options offered to those staff affected.

11.2 Specialty Recruitment

It was noted that there had been two requests to review shortlisting decisions in two of the Hospital specialties. After review both of the original decisions had been upheld.

Oriel Recruitment System

Ms Campbell informed the members that she had attended the Medical & Dental Recruitment and Selection (MDRS) workshop in London on 22 April, the objective of which was to demonstrate to stakeholders the progress made in release one of the Oriel system. Lessons learned would be incorporated into future

releases. It was noted that release two was scheduled for the beginning of September commencing with Dental DF1 recruitment, to be followed by release three in December with the new Oriel UK Offers System. A training needs analysis would be conducted amongst stakeholders to develop a training plan to take place from June – September.

It was noted that the Department were yet to commit to the introduction of the Oriel system and funding required.

11.3 Human Resources, Payrol, Travel & Subsistence System (HRPTS)

Ms Campbell informed the members that the system had now been rolled out to all staff from 1 April. Two awareness sessions had been provided for staff and training for Managers in the HRPTS system had been provided by the Business Services Organisation (BSO) and NIMDTA's Human Resources Department.

It was noted that a defect in the system had not recognised the terms and conditions of service for Senior Educators and a number of administrative staff. Annual leave cards had been issued to those affected in the interim to ensure there were no control issues until the defect could be rectified.

Ms Campbell and Ms Roberts highlighted an issue that had arisen in relation to the payment of statutory maternity leave pay to a GP trainee. Though a regional solution was being sought, they asked for direction from the Board. After lengthy discussion, it was the agreement of the Board, that the Human Resources Manager and Administrative Director be directed to take measures to ensure the trainee in question and any others that may be affected, be paid appropriately.

HR Manager &
Administrative
Director

11.4 Equality Commission Annual Return

Members received and noted the annual return to the Equality Commission. Ms Campbell had supplied a summary of the data in her report.

11.5 Absence Management System

Ms Campbell informed the members that she was pleased with the exceptionally low level of absence for the period April 2013 – March 2014. A total of one hundred and eighty-eight days had been lost due to sickness absence, which reflected an organisational absence rate of 1.7%.

It was noted that Ms Campbell sat on the Regional HSC Absence Framework, which had been tasked by the Department, following the NI Audit Office report of April 2013 'Sickness absence in the Northern Ireland Public Sector', to reduce absence in the Health Service to 5.2%.

Ms Campbell (Human Resources Manager) exited the meeting.

12 REPORT FROM THE ADMINISTRATIVE DIRECTOR (Paper B14/27)

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

- Review of Post Registration Education & Training Across the HSC – Correspondence from DHSSPS (9.4.14)
- Vacancies Spreadsheet
- Fill Rates Spreadsheet
- Information Requests/Ministerial Correspondence Summary (January – April 2014)

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 NIMDTA

Members received and discussed the correspondence of 9 April received from Ms Paula Smyth (Deputy Director of Human Resources, DHSSPS) in relation to the Review of NIMDTA. Professor Gardiner and Ms Roberts had met with Ms Smyth on 11 April and it had been confirmed that the Department's 'Top Management Group' had agreed to broaden the scope of the Review to include post-registration training and education across all professions. A Project Board, consisting of lead professionals within the Department, had been set up to oversee the Review, which it was hoped would be completed by August 2014.

Her correspondence had indicated that no additional administrative resource had been made available by the Department to support the Review and had enquired if NIMDTA would put forward a member of staff for a period of three months to support the Project Board. After lengthy discussion, it was the view of the members that it was unlikely, due to the already heavy workload

CEO/PGD

within the Departments, for there to be any spare capacity. Professor Gardiner would check again with Departmental Leads before responding.

12.3 Recruitment and Junior Doctor Vacancies

Members received and discussed the vacancies spreadsheet. It was noted that there were currently one hundred and forty-two vacancies across all specialties and levels of training, the largest number of vacancies (thirty-two) pertained to Core Surgical Training.

Ms Roberts drew the members attention to the fill-rates spreadsheet which gave the current position in relation to recruitment for 2014. It was noted that twenty two of the forty posts advertised in Core Surgical Training remained unfilled after Round 1. Professor Gardiner had written to Trusts with a proposal to hand back Core Surgical Training posts to be filled with service doctors for 2014/15. The proposal had been rejected by the Trust Medical Directors.

It was noted that forty-one applicants had been shortlisted for Round 2. Combined specialty training programmes had been advertised for Locum Appointments for Training (LAT) posts, to capture core training posts which remained unfilled after Round 2

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 from January up until the end of April 2014.

12.5 Internal Audit Reports

Procurement and Management of Contracts

It was noted that NIMDTA had received the final report on the Procurement and Management of Contracts which provide limited assurance on the system of internal control. Two priority one weaknesses had been identified. NIMDTA had been criticised for the lack of formal monitoring and the failure to report to the Board on the operation of contracts and single tender actions (STAs). An action plan for the implementation of the recommendations had been put in place and a central contract's register was being developed and would be brought to the September meeting of the Board.

Administrative
Director

Doctors in Difficulty 2013/14

A first draft had been received which provided satisfactory assurance on the system of internal control. The report would be discussed by Senior Management at their meeting on 2 May.

Financial Review 2013/14

A first draft had been received which provided limited assurance on the system of internal control. The report would be discussed by Senior Management at their meeting on 2 May.

Year End Follow Up on Previous Internal Audit Recommendations 2013/14

Ms Roberts informed the members that sixty percent of the recommendations had been fully implemented. Of the remaining forty percent, twenty percent had been partially implemented. It was hoped to be able to report that all the recommendations had been fully implemented within the next few months.

13 REPORT FROM THE CORPORATE GOVERNANCE MANAGER (Paper B14/28)

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

- Business Plan 204/15 (Final – approved by DHSSPS)
- Sustainable Development Plan 2013/14 - Response
- Complaints/Incidents etc (February/March 2014)

13.1 Controls Assurance Standard Verification

Mr McCarey (Corporate Governance Manager) informed the members that Internal Audit had completed their fieldwork in relation to the self-assessment questionnaires and had verified substantive compliance in relation to the five standards reviewed. His report detailed the scores as adjusted by Internal Audit.

13.2 Business Plan 2014/15

Members received and noted the final version of the Business Plan which had received approval from the Department.

13.3 Annual Report 2013/14

Mr McCarey advised that the first draft of the report was currently being collated and would be presented for consideration to the Audit Sub-Committee at their meeting on 13 May.

13.4 Risk Management

It was noted that the review of Departmental Risk Registers continued. The revised Dental and Human Resources Registers would be presented to the next meeting of the Governance & Risk Committee.

13.5 Sustainable Development Plan

Members received and noted NIMDTA's return to the Departmental request which had been received on 16 January.

13.6 Complaints/Incidents/Accidents/Requests

Members received and noted the reports covering the period February 2014 and March 2014.

13.7 Training

Investigations Training

It was confirmed that Investigations Training was due to be delivered on 23 May to members of the Senior Management Team, Senior Educators and a member of the NIMDTA Board.

Risk Management Training

It was noted that two workshops would be delivered on 29 May. The afternoon session would be delivered to risk owners and team leaders, with the morning session focusing on the responsibilities of the wider staff team.

14

REPORT FROM THE DIRECTOR FOR POSTGRADUATE GENERAL PRACTICE EDUCATION (Paper B14/29)

Members received and noted the report from the Director for Postgraduate General Practice Education which covered the following:

- Specialty Training
- GP Appraisal
- Continuing Professional Development

15

REPORT FROM THE POSTGRADUATE DENTAL DEAN (Paper B14/30)

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 February.

15.2 Foundation Dentistry Issues

It was noted that thirty-five trainers along with thirty-five trainees had been confirmed for the Dental Foundation training scheme.

Mr McCarter highlighted the Trainer Engagement meeting held on 31 March at Lagan Valley Island, Lisburn. The successful event was an open forum which gave the Trainers an opportunity to discuss relevant issues related to Foundation Training.

It was noted that the salary for Dental Foundation trainees was currently under review by the Health Departments in England and Wales. Mr McCarter advised that Professor Hussey was awaiting a decision from the DHSSPS on the situation in Northern Ireland.

It was further noted that national recruitment dates had been confirmed for 2014. Recruitment in the Belfast centre would take place on 19/20 November 2014.

15.3 Continuing Education Issues

It was noted that many of the courses scheduled for the April – June 2014 programme were heavily subscribed. Planning and

development of the September 2014 – April 2015 calendar and the 2015 Annual Conference were progressing well.

It was hoped that funding for the highly successful Public Health Agency (PHA) initiative on mental health and well-being would be approved again for the following year.

Applications were currently being submitted to the National Examination Board for Dental Nursing to enable the Continuing Education Unit to provide dental nurse post-registration qualifications in Dental Radiography and Special Care Dental Nursing.

It was further noted that in 2013/14 the Continuing Education Unit had offered educational opportunities at twenty-seven different venues. The 'Lets Talk' programme organised in conjunction with the PHA had offered three hundred and twenty-five places on a variety of different mental health issues. Two hundred and forty-five of these places had been taken up by Dentists or Dental Care Professionals. The number of Dentists and Dental Care Professionals currently registered on Intrepid had increased by three hundred and eleven from the previous year.

15.4 Hospital Dentistry

The annual review (ARCPs) for all Specialty Registrars had now been completed. The report from the lay representative had been very supportive of the process

Appraisals for the Dental Foundation Year 2 trainees based at the Ulster Hospital had taken place on 8 April, with no concerns identified.

Interviews for the Dental Core Training posts were scheduled to take place on 21 May and would be held in NIMDTA.

Ms Campbell (Human Resources Manager) re-entered the meeting.

16 REPORT FROM THE DIRECTOR OF POSTGRADUATE HOSPITAL SPECIALTY TRAINING (Paper B14/31)

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

Dr Steele (Director for Postgraduate Hospital Specialty Training) informed the members that the Hospital Specialty Team had met on three occasions since the February meeting of the Board. A further meeting was scheduled for 13 May.

The Specialty Schools Forum had met on the 28 March and was next scheduled to take place on 15 May. It was noted that the next meeting would also include Training Programme Directors. Ms Lesley Edgar (NICE Implementation Facilitator for Northern Ireland) had been invited to give a short presentation.

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

Core Surgery Vacancies

The high level of current vacancies had been discussed under the report from the Administrative Director.

New Initiative to Combine Core Level Posts

The new initiative to combine core level posts from Obstetrics & Gynaecology, Surgery, Emergency Medicine, Paediatrics, Psychiatry in a combined Specialty Training LAT year had been discussed under the report from the Administrative Director.

Emergency Run-Through Training

It was noted that run-through training for Emergency Medicine had been approved by the General Medical Council (GMC).

Review of the Trainee Allocation Process

Dr Steele informed the members that work continued on the review of the current policy.

LTFT Application Process

The application process for Less Than Full-Time Training (LTFT) was also under review and had been discussed under matters arising.

Undermining Issues

Dr Steele and Professor Gardiner had both highlighted that action was being taken to investigate and address a number of issues

identified by trainees in relation to undermining.

Impact of Reconfiguration of Training Posts

Dr Steele highlighted the issue of the reconfiguration of training posts on both Trusts and Trainees.

Training in Pathology

It was noted that Pathology training for 2014 onwards would be advertised as 'Autopsy Light'. Dr Steele informed the members that this was due to the decreasing number of post-mortems being carried out which impacted on training.

Annual Review of Competence Progression Panels (ARCPs)

Dr Steele informed the members that it had been difficult engaging sufficient numbers of trainee supervisors for ARCP panels due to Trust commitments.

Dean's Report to the General Medical Council

An update had been given under the report from the Chief Executive/Postgraduate Medical Dean.

16.2

Appointments

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

- 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

Interdeanery Transfers (IDTs)

It was noted that there had been one applicant in the specialty of Obstetrics & Gynaecology through the IDT scheme accepted into Northern Ireland.

16.4 School Board Reviews

The following School Boards were scheduled for their reviews:

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

16.5 External Meetings

Members noted the external meetings attended by Dr Steele on behalf of NIMDTA during March and April.

17 CORRESPONDENCE/REPORTS/PAPERS (Papers B14/32, 14/33, 14/34 and 14/35)

The Board received and noted the following:

- Timetable for 2013/14 Annual Accounts - (HSC(F) 14/2014) Correspondence from the DHSSPS (3.3.14)
- Annual Theft & Fraud Report 2012/13 - (HSC(F) 16/2014) Correspondence from the DHSSPS (18.3.14)
- Audit & Risk Assurance Committee Handbook NI – (HSC(F) 17/2014) Correspondence from the DHSSPS (19.3.14) *(handbook previously circulate to members of the Audit Sub Committee)*
- Election Guidance – Correspondence from the Office of the Permanent Secretary – DHSSPS (28.3.14)

Timetable for 2013/14 Annual Accounts

Ms Roberts informed the members that the deadline for the submission of the draft Governance Statement to the Department of 23 April had been missed. The Annual Report from Internal Audit was awaited and the Governance Statement could not be completed and submitted until this had been received.

Administrative
Director

18 ANY OTHER BUSINESS

Proposed Dates for NIMDTA Board (2015) (Paper B14/37)

The Chair brought the members attention to the list of proposed dates for 2015. He requested the dates be recorded and any potential clashes be brought to his attention as early as possible.

Board/SMT Away Day (23 October 2014)

Members noted the date for the Board/Senior Management away day. A venue was to be confirmed.

ALB Business Planning: Requirements for Annual Quality Reports

Professor Gardiner informed the members that he had received correspondence from the Department outlining the requirement for ALBs to produce and submit an Annual Quality Report by September 2014. In the correspondence of 29 April, it was advised that it was not vital that the report be a separate entity, but could be included as a section within an existing end year report. Members discussed how the information might be incorporated into the NIMDTA Annual Report in subsequent years.

The correspondence would be considered by Senior Management at their next meeting. It was also agreed that it should be circulated to the Non-Executive Members for information.

PA – Corporate Services

19 DATE OF NEXT MEETING

Thursday 26 June 2014 – Boardroom

Confirmed Dates for Remainder 2014

Thursday 18 September 2014 – Boardroom

Thursday 27 November 2014 - 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 22 May 2014 – Seminar Room
- Thursday 28 August 2014 - Boardroom
- Thursday 30 October 2014 - Boardroom