

# Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 13<sup>th</sup> September 2018  
**TIME:** 2.00 pm  
**VENUE:** Board Room, NIMDTA

**Members:**

Mr A Joynes	Chair
Mr D Morrice	Member
Dr J Little	Member

**In Attendance:**

Ms P Black	Business Manager
Mr M McCarey	Governance, IT & Facilities Manager
Ms B Hendron	Postgraduate Dental Dean
Dr I Steele	Director of Hospital Specialty Training
Dr L Sands	Associate Director – GP Career Development
Ms R Campbell	Professional Support Manager
Ms D Hughes	Education Manager
Dr L Parks	Director Foundation Programme
Ms K Mc Ilvenny	Governance Executive Officer
Ms P Dardis	PA to the Chief Executive (Part only)

Ref	Item	Action
1.0	<b>Apologies</b>	
1.1	<ul style="list-style-type: none"> <li>• Mr D Maguire – Member</li> <li>• Mr G McKenna - Member</li> <li>• Mr L Wilson - Member</li> <li>• Professor K Gardiner – Chief Executive/Postgraduate Medical Dean</li> <li>• Dr C Loughrey – Director of Postgraduate GP Education (Dr L Sands deputising)</li> </ul>	
2.0	<b>Declarations of Interests – Items of Business</b>	
2.1	None	

Ref	Item	Action
<b>3.0</b>	<b>Announcements</b>	
3.1	Mr Joynes wished to record the condolences of the Board to Mr Lee Wilson on the loss of his father-in-law.	
3.2	Mr Joynes congratulated Ms R Campbell and the Professional Support Team on behalf of the Board for receiving an award in August for NIMDTA. NIMDTA had been recognised for commitment to employee health and wellbeing and successful participation in the Health Matters at Work Initiative.	
<b>4.0</b>	<b>Draft Minute of Previous Meetings</b>	
4.1	The minutes of the meeting held on 26 June 2018, copies of which had been circulated prior to the meeting, were agreed as a true record and signed.	
4.2	The minutes of the Extraordinary Board meeting on 30 August 2018 were also agreed as a true record and signed.	
<b>5.0</b>	<b>Matters Arising – Board Meeting 26 June 2018</b>	
5.1	<p><u>3.3 Mr Joynes to write to Ms A Carragher thanking her on behalf of the Board.</u></p> <p>Mr Joynes stated that he had written to Ms A Carragher, former Director of the Foundation Programme, following her recent retirement in order to thank her on behalf of the Board for her contribution to medical education over many years. Mr Joynes also acknowledged Dr L Parks appointment as the new Director of the Foundation Programme.</p>	
5.2	<p><u>5.2 Review of the Operation of HSC Whistleblowing Arrangements/Board Champion for Culture</u></p> <p>Upon enquiry, Mr McCarey informed Members that Corporate Training will go ahead on Friday 21<sup>st</sup> September and will be delivered in two sessions, across the morning and afternoon. The training will include guidance on Whistleblowing and Risk Management. It was highlighted that the morning session had reached capacity but spaces were left on the afternoon session. Mr Joynes confirmed that Board Members will also attend training as recommended by the Chief Executive/Postgraduate Medical Dean at the meeting on 26<sup>th</sup></p>	

Ref	Item	Action
	June 2018.	
5.3	<p><u>5.3 Board Training Options</u></p> <p>Mr Joynes stated that further to discussion of their development requirements, the Members felt that they would like to have their development plans ready prior to the Board Effectiveness Audit, scheduled for Wednesday 24<sup>th</sup> October 2018.</p>	
5.4	<p><u>5.5 Strategic/Business Planning Update</u></p> <p>Mr McCarey advised that he had been in contact with Mr David Bryce of the Business Services Organisation to request an update on the work of the Cyber Security Taskforce and their review of the HSC. It was agreed that the report from this review would be shared with the Board when it is available.</p>	Mr McCarey
5.5	<p><u>5.7 Potential NICPLD Merger</u></p> <p>Mr Joynes stated that an update had been provided at the Extraordinary Board on Thursday 30<sup>th</sup> August. Mr Joynes explained that there were a number of key issues with associated cost implications which needed to be resolved. These related to accreditation, course fees and intellectual property rights. Whilst the DoH were committed to the concept of the two organisations merging, these matters needed to be addressed by the working group, since NIMDTA could not meet any such costs. Mr Joynes also stated that space allocated to Pharmacy staff must be determined on exactly the same basis as existing NIMDTA staff. This was confirmed by Board Members.</p>	
5.6	<p><u>5.10 Data Breach</u></p> <p>Dealt with under the report from the Governance, IT &amp; Facilities Manager. Upon enquiry, Mr Mc Carey stated the ICO had confirmed there would be no further action in relation to the data breach on 19<sup>th</sup> April 2018 and that the risk of having a data breach had been added to the Corporate Risk Register.</p>	<b>Complete</b>
5.7	<u>5.14 Fire Safety</u>	Mr McCarey

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	<p>Upon enquiry, Mr McCarey confirmed that a future test would be carried out when Board Members are present at NIMDTA.</p> <p>Mr Joynes highlighted the need to be vigilant given the recent fire in Belfast City Centre.</p>	
5.8	<p><u>8.2 Plastic Surgery</u></p> <p>Dealt with under the report from the Director of Hospital Specialty and Professional Development.</p>	
5.9	<p><u>12.2 HR Contingency</u></p> <p>Mr Joynes reiterated he would be keen to prioritise recruitment of posts as previously approved by the Board, subject to available funding, as soon as possible.</p>	
5.10	<p><u>12.3 Absence Figures</u></p> <p>Dealt with under the report from the Professional Support Manager.</p>	
<b>6.0</b>	<b>Matters Arising from the Extraordinary Board on 30<sup>th</sup> August 2018</b>	
6.1	<p><u>4.0 Annual Quality Report</u></p> <p>Mr McCarey confirmed that the relevant amendments, previously agreed by the Board, had been made to the report and that the executive summary infographic was being developed. Noted, the deadline for submission to the DoH is Friday 14<sup>th</sup> September 2018.</p>	<p>Mr McCarey Ms McIlvenny</p>
6.2	<p><u>5.0 Lead Employer Update</u></p> <p>Dealt with under the Education Manager's Report.</p>	
6.3	<p><u>7.0 SAS Doctors</u></p> <p>Members reiterated concerns that without the appropriate assurances in relation to funding being in place, NIMDTA may not be able to take the risk to appoint to these posts. Dr Steele emphasised the importance of knowing what our role is to ensure there is no conflict. Mr Joynes agreed that this would</p>	

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	<p>be impossible without a coherent approach to funding and that we should seek more funding and a better structure from DoH. Noted, issues and concerns would be discussed at the upcoming bilateral meeting with the Sponsor Branch on 17<sup>th</sup> September 2018.</p>	
<b>7.0</b>	<b>Report from The Audit Sub-Committee</b>	
7.1	<p><u>Confirmed Audit Committee Minute of 24<sup>th</sup> May 2018.</u></p> <p>Members received and noted the minute of the meeting of 24th May 2018.</p> <p><u>Unconfirmed Minute of the Audit Committee of 26<sup>th</sup> June 2018.</u></p> <p>Mr Morrice, Chair of the Audit Committee, gave a verbal update and informed Members that he was happy with the 2017-18 RTTCWG and that it was one of the best he had ever seen. He congratulated Professor Gardiner, Mr McCarey, Ms Black and their teams for achieving such a successful result. Mr Morrice also advised that internal audit had nothing further to raise. Mr Joynes thanked Mr Morrice for his chairing duties and for establishing such good working relationships with NIMDTA's Auditors.</p>	
<b>8.0</b>	<b>Report from Governance &amp; Risk Sub-Committee</b>	
8.1	<p><u>Unconfirmed Minute of the Governance &amp; Risk Committee on 14<sup>th</sup> June 2018</u></p> <p><u>Risk Registers</u></p> <p>Upon enquiry, Ms Hughes confirmed that the Education Risk Register will be brought to the Senior Management Education Forum on 6<sup>th</sup> October 2018. Mr McCarey also advised that all three risk registers will be updated and brought to the next Governance &amp; Risk meeting on 24 October 2018.</p>	
8.2	<p><u>Risk Management Software</u></p> <p>Mr Joynes asked Mr McCarey if he had looked into the costs of the proposed alternative Risk Management Software system suggested by Mr Wilson. Mr McCarey stated that he had</p>	

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	<p>attended a demonstration of the software. The costs are based on purchasing from a suite of performance management tools, and therefore the cost would depend on the software used in conjunction with it. The cost could be estimated to be around £4/5k per annum. Mr McCarey informed the Board that this system would mean that the three current registers would be managed on one integrated system. Mr Joynes asked if this system would help to streamline the management of the registers. Mr McCarey said it would as the user would be working off the one interface and said it would also help with showing audit the incremental changes. Mr Joynes asked for an update on the progress of this at the next meeting.</p>	Mr McCarey
<b>9.0</b>	<b>Report from the Director of Hospital Specialty Training</b>	
9.1	<p>Dr Steele provided Members with an overview of his report. Members noted the current position regarding recruitment, training, staffing and funding.</p> <p>Attention was drawn to the following:</p>	
9.2	<p><u>Plastic Surgery</u></p> <p>Dr Steele updated Members on issues regarding the Plastic Surgery Programme.</p>	
9.3	<p><u>Infectious Diseases</u></p> <p>Dr Steele advised that Virology is one of the areas that Workforce Planning is looking at to try and resolve the consultant level staffing issue.</p>	
9.4	<p><u>Downe Medical Trainees</u></p> <p>Dr Steele updated Members on issues raised by Downe Medical trainees regarding reduced number of Consultants.</p>	
9.5	<p><u>Vacancies for August 2018</u></p> <p>Mr Joynes asked if the WHSCT issue is in any way resolved. Dr Steele confirmed that the temporary measures had been put in place for another six months. Noted, based on the experiences</p>	

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	of previous years it is expected there will continue to be issues in specialties where NIMDTA is expected to recruit a larger number of trainees for posts than there will be applicants.	
9.6	<p><u>Recruitment processes</u></p> <p><u>Trainee Pre-employment Checks</u></p> <p>It was noted that three hospital trainees were not processed appropriately within NIMDTA for pre-employment checks at August change over. Dr Steele informed Members that following review, a number of parts of the process have been identified that increased the risk of this happening and processes are now being changed.</p> <p><u>TPD Appointments</u></p> <p>Noted, confirmation is awaited from an employing Trust that it is appropriate for an applicant to commence as a TPD. Mr Joynes emphasised the importance of making NIMDTA aware of any Trust investigations prior to recruiting TPDs or similar. Dr Steele highlighted the need to rethink what we are asking for within the letter of support. Ms Campbell suggested a move towards a template approach.</p>	
9.7	<p><u>Paediatric Pathology training attachment</u></p> <p>Dr Steele advised of the need to organise placements for trainees outside of Northern Ireland for a two week period to complete their curricular requirements.</p>	
9.8	<p><u>Transplant Surgery</u></p> <p>Dr Steele stated a meeting had taken place with BHSCT, the Commissioners and School of Surgery representatives to consider options for General Surgery trainees to be able to gain training in Transplant. He advised that Scotland are unable to accommodate a swop arrangement. TPDs and Heads of Schools are currently exploring other options as it is an area we have not covered before.</p>	
9.9	<p><u>Undergraduate teaching for QUB</u></p> <p>Dr Steele is due to meet with Professor Pascal McKeown</p>	Dr Steele

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	(Dean, School of Medicine, Dentistry and Biomedical Sciences, QUB) next week to discuss a solution to the issue regarding Anaesthetics trainees allocated time to deliver the POEM course.	
9.10	<u>ARCP Appeal</u> Noted, an appeal of an ARCP outcome three is to be heard on 5 <sup>th</sup> October 2018.	Dr Steele
9.11	<u>Trainee Relocation</u> Dr Steele highlighted the issues of a trainee who had been moved between two Trusts.	
9.12	<u>Professional Development</u> <u>Quality Management Group</u> Trust Quality Reports have been issued with responses due at the end of September 2018. <u>Broad Based Training</u> Funding has been identified by DoH to progress with the programme with a start date of August 2019. Noted, a training TPD appointment is to be made. <u>ICAT</u> Applications are open until 1 <sup>st</sup> October for the Wellcome ICAT Fellowships. <u>ADEPT</u> Noted, three ADEPT trainees will be based in NIMDTA for 2018-19. Further noted, one trainee has deferred starting until August 2019 due to maternity leave. <u>Associate Postgraduate Dean for Visits</u> Dr Steele stated that the job description had been drawn up and will be completed this week so that advertising can begin	Dr Steele



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	<p>for a replacement for Dr Richard Tubman, who is retiring at the end of September from his role.</p> <p><u>Revalidation</u></p> <p>Noted, Dr Steele is currently carrying out reviews of documentation to inform revalidation recommendations to the GMC.</p>	
9.13	<p><u>Significant opportunities or threats</u></p> <p>Dr Steele highlighted the following:</p> <ul style="list-style-type: none"> <li>• Reduced ability to carry out visits until a new Associate Dean is appointed.</li> <li>• Noted, Dr Sally-Anne Phillips had commenced in post as the newly appointed Associate Dean for Placement Quality.</li> <li>• SAS Doctors (previously discussed).</li> </ul>	
<b>10.0</b>	<b>Report from the Director of Postgraduate GP Education</b>	
10.1	<p>Dr Sands (Associate Director for GP Career Development) deputised for Dr Loughrey and provided an overview of her report. Members noted the current position regarding recruitment, training, staffing and funding.</p> <p>Dr Sands drew further attention to the following:</p>	
10.2	<p><u>GP Specialty Training</u></p> <p><u>GP Expansion</u></p> <p>Dr Sands stated the current GP expansion is causing increased pressure on staff. The main reason being the high number of GP trainees who are of 'out of sync' due to late starts (including ATCF) and statutory leave (maternity and sick).</p>	
10.3	<p><u>Programme Director Interviews</u></p> <p>Dr Sands confirmed that the interviews for the Programme Directors (PDs) will take place on 20<sup>th</sup> September 2018 and a waiting list will be created on this occasion as there are eleven</p>	

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	<p>applicants. Mr Joynes remarked that this was positive news, but stated his concern over the tight timeframe given that the jobs were advertised on 23 August.</p>	
10.4	<p><u>Recruitment</u></p> <p>Dr Sands stated that currently we are not able to meet the uptake and that round two of recruitment will take place in February 2019.</p>	
10.5	<p><u>Trainee Numbers</u></p> <p>Dr Sands drew attention to the LTFT figures as of 28<sup>th</sup> August stating that more trainees were taking time out.</p>	
10.6	<p><u>GP Appraisal</u></p> <p>Noted, a business case is being prepared for submission to DoH for additional funding of GP Appraisal as the numbers of GPs on the Performers List increases. There is also a need for some increased capacity to manage maternity and sick leave.</p> <p>Further noted, a successful bid for funds from the Transformation Fund had been agreed to deliver a GP Mentor scheme in the order of £200k over three years.</p>	
10.7	<p><u>GP Career Development</u></p> <p>Dr Sands advised Induction Refresher and Retainer schemes continues. There are plans to increase the Retainer Scheme numbers by 100% - 50 places each year. HSCB had requested NIMDTA to provide admin support to the scheme by funding a Band 4 post in addition to the Band 3 post already funded by HSCB.</p>	
10.8	<p><u>GP Remediation</u></p> <p>Dr Sands confirmed that a draft report had been forwarded to DoH for approval regarding the assistance in the placement and management of GPs requiring remediation. It is hoped the DoH will support and fund the proposal.</p>	

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10.9	<p><u>GP Quality Improvement</u></p> <p>Dr Sands informed Members of a bid that was made to the Transformation Fund to support QI training in Primary Care. This business case was successful and NIMDTA will organise and deliver a training programme. Noted, it is hoped that a working pilot programme will be up and running before Christmas.</p>	
10.10	<p><u>ECHO</u></p> <p>Dr Sands confirmed that NIMDTA will remain a clinical network under the auspices of the HSCB which would enable the use of the Moodle platform to record training and events so they can be assessed at a later date. Dr Sands stressed that this is an important opportunity for people using ECHO.</p>	
10.11	<p><u>Emerging Opportunities for GP Trainees</u></p> <p>Dr Sands highlighted the following:</p> <ul style="list-style-type: none"> <li>• QI Training, EQUIP ECHO ST3 being delivered in two cohorts rather than one per annum.</li> <li>• Urology and Cardiology in primary care will be offered to trainees next year.</li> <li>• Opportunities for trainees to become involved in integrated partnership work following an exchange visit with a Dublin training scheme.</li> </ul>	
<b>11.0</b>	<b>Report from the Postgraduate Dental Dean</b>	
11.1	<p>Ms Hendron provided Members with an overview of her report. Members noted the current position regarding recruitment, training, staffing and funding.</p> <p>Attention was drawn to the following:</p>	
11.2	<p><u>Recruitment</u></p> <p>Ms Hendron gave an update on Dental recruitment. Noted, there had been no issues with respect to completion of</p>	

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	<p>training. Going forward, Dentistry will be part of the National recruitment process.</p> <p>Noted, the candidate recently appointed to the ACF post had withdrawn.</p>	
11.3	<p><u>Foundation Dentistry</u></p> <p>Ms Hendron stated that Foundation Dentistry has retained 25 of their Educational Supervisors and that this was helped by a programme introduced to encourage and provide guidance on how to be a trainer. It was noted that the feedback at the end of the year was very positive and Educational Supervisors are much happier with the administrative support they are receiving. Ms Hendron highlighted an issue with one placement but stated that she would be in a better position to report at the next meeting.</p>	
11.4	<p><u>New risks/updates on existing risks</u></p> <p>Ms Hendron highlighted the following:</p> <ul style="list-style-type: none"> <li>• Noted, legal advice had been sought around long term contracting issues with associates and dental corporates involved in Dental Foundation training.</li> <li>• Noted, a proposed new training programme in Oral Maxilla Facial pathology has been referred to DoH for approval and this will be discussed at the bilateral meeting with Sponsor Branch on 17<sup>th</sup> September 2018.</li> </ul>	
11.5	<p><u>Transformation Funding</u></p> <p>Ms Hendron stated that the funding had provided clinical supervisors with training in Minor Oral Surgery which will enhance skills that can then be disseminated to trainees. The tight turnaround however, has caused extra pressure for the administrative team.</p>	
11.6	<p><u>COPDEND</u></p> <p>It was noted; COPDEND will take place on Wednesday 10<sup>th</sup> and Thursday 11<sup>th</sup> October 2018 and will be held at Titanic, Belfast.</p>	

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<b>12.0</b>	<b>Report from the Governance, IT and Facilities Manager</b>	
12.1	Mr McCarey provided Members with an overview of his report.  Attention was drawn to the following:	
12.2	<u>Corporate Scorecard</u>  Mr McCarey stated the staff absence rate will be confirmed for the next Board Meeting.	Mr McCarey
12.3	<u>Mid-year Business Plan</u>  Mr McCarey explained to Members, the version of the Business Plan in the Board papers had been RAG rated to enable a mid-year review of progress. Any objectives that were approaching deadlines were sent to Responsible Leads for comments and queries were resolved. Mr McCarey advised that this will enable the Chief Executive/Postgraduate Medical Dean to accurately complete the Mid-Year Assurance Statement.	
12.4	<u>Corporate Risk Register</u>  Mr McCarey drew attention to page 10 of the register where a new risk relating to Broad Based Training had been added and informed members that an action plan will be devised and presented to the Governance & Risk Committee on 24 October 2018. Upon enquiry from the Mr Joynes, Mr McCarey confirmed that the Chief Executive/Postgraduate Medical Dean had received written confirmation/assurance from Peter Barbour (DoH) via email that the funding would be available for this training in the future.	Mr McCarey
12.5	<u>Issues Log</u>  Mr McCarey summarised that 13 incidents had occurred in year and the following ongoing incidents were reviewed and discussed:  <u>Ref 6: Maternity Services – SWAH</u>  Mr McCarey explained to Members that the incident had been categorised as major but recorded as an external issue. The Chair and Board were in agreement with this.	

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	<p><u>Ref 5: Beechill House – Roof Leaks</u></p> <p>Mr McCarey stated that the roof required full replacement. As an interim measure, a patch and repair will be carried out mainly around the skylights. If we take on a new lease with the Landlord, it will be replaced along with all the windows (which are currently single-glazed).</p> <p><u>Ref 8: Dangerous Driving</u></p> <p>Upon enquiry by Dr Little, Mr McCarey elaborated on this incident and explained to the Board it was in connection with the large vans from Engie (current occupants of Block A, Beechill House) parking awkwardly and therefore making the access driveway potentially dangerous as vision is reduced. There had also been issues caused by the fact that the exit barrier had been broken and that, on occasions, drivers had used this to access the site. Dr Little suggested a rewording to 'car parking issues' as dangerous driving did not convey the issue well. Mr Joynes asked if there was anything we could do to improve the space. Mr McCarey stated that he continued to address these issues through the lease renewal process. Ms McIlvenny agreed to change the wording on the master copy of the Issues Log.</p> <p><u>Ref 1: Trainee Data Breach</u></p> <p>Mr McCarey informed Members that this incident can now be closed following the receipt of the letter enclosed from the ICO and the completion of all the actions on the action plan. Mr Joynes thanked Mr McCarey for his work on this and on the quick response time, adding that the checklist was useful in managing the reporting process. Mr McCarey remarked on the recent 'near miss' within Hospital Specialty, assuring Members that an email was sent to all staff reminding them to embed the two step process when sending bulk emails with attachments.</p>	<p>Ms McIlvenny</p>
12.6	<p><u>Responding to a Data Breach Guide</u></p> <p>Mr McCarey pointed out the amendments made to the document since it was last presented to the Board. The addition of two red boxes; one emphasising the key initial first</p>	<p>Mr McCarey Ms McIlvenny</p>

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	<p>step is to inform the Chief Executive/Postgraduate Medical Dean or the Governance, IT &amp; Facilities Manager as soon as any incident is suspected and another contained within the flowchart reiterating this. Mr Morrice suggested the dark background used in the flowchart could be changed to increase legibility and the duplication of a link should be revised. A third change was suggested to the action plan; step eight should be the new step six.</p> <p>Mr Joynes made a suggestion to have a narrative above the action plan to make it clear what the initial step should be. Mr McCarey agreed that a senior manager needed to be involved straight away. Ms Black asked if these guidelines should be worked into the Corporate Training scheduled for 21<sup>st</sup> September to highlight to staff the immediate steps to take if an incident occurs. The Chair added that a question should be added to the beginning of the flowchart asking if the breach can be stopped. Members approved this document and asked if the necessary changes could be made and brought to the Governance &amp; Risk Committee on 24<sup>th</sup> October 2018.</p>	<p>Mr McCarey Ms McIlvenny</p>
12.7	<p><u>Beechill House Lease</u></p> <p>Mr McCarey reminded Members that the lease is due to end in July 2019 and that the Business Case will be finished at the end of this month.</p>	
12.8	<p><u>Annual Report and Accounts</u></p> <p>Noted, the final Annual Report &amp; Accounts 2017-18 is now available to view online and that signified the closure of the audit cycle for this year.</p>	
12.9	<p><u>Dental FOI Request</u></p> <p>Upon enquiry from Mr Joynes, Mr McCarey informed Members that this has been escalated to the ICO, following their receipt of the outcome of an internal review. Mr McCarey stated that there had been no correspondence from the ICO and that it could be another couple of months before we hear back. Mr McCarey advised that this request had highlighted an issue in relation to communication amongst NIMDTA staff, trainers and trainees. Mr McCarey informed Members that he had spoken with Team Leaders regarding the lessons learned from this</p>	

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	<p>issue. Mr McCarey stated that nowadays, due to the many and complex ways that individuals will communicate on behalf of NIMDTA there needed to be policy development/updates within this area, and a review of the hardware that we provide to different staff groups.</p> <p>Ms Hendron agreed that learning could be achieved to avoid a similar incident in the future. Mr Joynes advised that all senior educators need to bear in mind that if they received relevant information about NIMDTA outside of NIMDTA, they must report this information to the relevant staff. He agreed with Ms Hendron that this was a serious learning issue and that we need to do something fairly significant to challenge engrained practices.</p>	
<b>13.0</b>	<b>Report from the Professional Support Manager</b>	
13.1	<p>Ms Campbell provided Members with an overview of her report. Members noted the current position regarding recruitment, training and development.</p> <p>Attention was drawn to the following:</p>	
13.2	<p><u>Presentations</u></p> <p>Ms Campbell informed Members that both she and Ms Hughes gave presentations to the HSC Graduate Interns on Tuesday 11<sup>th</sup> September 2018. Ms Campbell also informed Members that the ILM 5 poster presentations would take place on Wednesday 19<sup>th</sup> September at NIMDTA and welcomed Board Members to attend.</p>	
13.3	<p><u>Refugee Doctors</u></p> <p>Ms Campbell highlighted that NIMDTA hosted a Unison workshop to support Refugee Doctors on 6<sup>th</sup> July 2018 and stated this was a project led by DoH to support thirty doctors who are currently refugees and would like the opportunity to be supported.</p>	
13.4	<p><u>Pre-employment Checks</u></p> <p>Ms Campbell advised Members that a meeting had been arranged with the five Trusts HR staff to consider if each Trust could take back completing their own checks as the workload</p>	



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	of the Professional Support Department had been greatly affected.	
13.5	<p><u>Twenty Trainees not paid by Payroll Shared Service</u></p> <p>It was noted that the issue was rectified quickly with the trainees receiving their pay two days later, however, it was highlighted that communication was poor from Payroll Shared Service to NIMDTA during the process. Ms Campbell met with BSO HR on 12<sup>th</sup> September 2018.</p> <p>Karen Hargan (Director of HR &amp; Corporate Services – Business Services Organisation) met with members of the Senior Management Committee on 10<sup>th</sup> September 2018. At this meeting, it was advised that a review of the services provided by Ms Hargan’s team under the SLA to NIMDTA were to be evaluated.</p>	
<b>14.0</b>	<b>Report from the Director of the Foundation Programme</b>	
14.1	<p>Dr Parks provided Members with an overview of her report and Members noted the current position regarding recruitment, training and development.</p> <p>Attention was drawn to the following:</p>	
14.2	<p><u>Regional Induction Day</u></p> <p>Dr Parks informed Members of the intent to revamp/reformat the Induction Day based on regional feedback.</p>	
14.3	<p><u>Foundation Weekly Update</u></p> <p>Dr Parks stated that the team were trying to be more innovative with the update and that the goal was to gradually change the format and condense the material. Dr Parks mentioned that with the recent appointment of both Ms Ferguson as the Foundation Executive Officer and the ADEPT fellow’s input, there was renewed rejuvenation and enthusiasm to modernise the weekly updates.</p>	Dr Parks
14.4	<p><u>F2 Trainee Survey</u></p> <p>Dr Parks drew attention to the trainee survey of F2 doctors and</p>	

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	how it will help identify barriers to attendance of Generic Skills, adding that some of the Trusts are keen for this data and want to know where the barriers exist.	
14.5	<p><u>Vacancies</u></p> <p>Dr Parks highlighted vacant posts to Members as a risk to the programme. Dr Parks stated that compared to nationally, our current level of vacancies was lower when compared to the rest of the UK.</p>	
14.6	<p><u>National Recruitment</u></p> <p>It was noted that this was this first year NIMDTA participated in recruitment at a National level and, although it was not without its difficulties, six posts were filled, mostly in the WHSCT.</p>	
14.7	<p><u>Deputy Director Posts</u></p> <p>Dr Parks informed Members that she had worked collaboratively with the Professional Support Manager and the Chief Executive/Postgraduate Medical Dean to put together a job description for these posts. Wednesday 14<sup>th</sup> November was noted as a potential interview date. Further noted, a Board member may be required to sit on the panel.</p>	
14.8	<p><u>Serious Adverse Incident</u></p> <p>Upon enquiry, Dr Parks provided further information in relation to this incident and advised that both the Professional Support Unit and the Foundation Programme Director were aware and offering support.</p>	
14.9	<p><u>Significant Opportunities/Threats</u></p> <p><u>Undersubscription of applications</u></p> <p>Dr Parks stated that undersubscription of applications to Foundation posts in Northern Ireland remains a threat as we enter the 2019-20 recruitment processes. Mr Joynes suggested that there was a need to move forward with the recommendations in Professor Gardiner's report on medical school places and also with the reconfiguration process to</p>	

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	<p>provide a more accurate picture of the service's needs. Dr Parks agreed there was value in going out to schools to encourage young people to study Medicine in Northern Ireland.</p> <p><u>New appointments</u></p> <p>Significant changes to the Foundation team were noted with the appointment of the new Director, two new Members of the administrative team and the addition of an ADEPT fellow appointed for the first time. Further noted, two new Deputy Director posts are planned.</p>	
<b>15.0</b>	<b>Report from the Business Manager</b>	
15.1	<p>Ms Black provided Members with an overview of her report.</p> <p>Attention was drawn to the following:</p>	
15.2	<p><u>Finance Report</u></p> <p>Ms Black informed Members that the prompt payment remained in line with the cumulative performance and that funding up until the end of July 2019 had been secured. Ms Black stated that the GP expansion funding of £4.2m had been secured and put us in a good position for outstanding allocations.</p>	
15.3	<p><u>Contracts report</u></p> <p>Ms Black highlighted that the Mr McCarey had received confirmation from the Compliance Unit that we have received the DAC for Telephony and associated services and that what is marked on the board report as red, can now be changed to green. Mr Morrice queried the figures and dates on the Contracts Report and Ms Black agreed to amend.</p>	<p>Ms Black Ms Craig</p>
15.4	<p><u>Contracts Policy</u></p> <p>Ms Black emphasised to Members that the accompanying guidelines to the policy clarified the responsibilities of the</p>	<p>Ms Black</p>

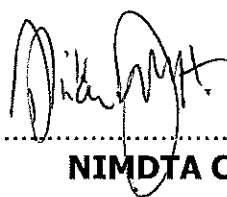
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	contract managers in more detail. Board Members approved the Contracts Policy; however Mr Morrice pointed out a typo on page 10 and asked if the infographic could be made bolder as it was slightly difficult to read on paper.	Ms Craig
15.5	<p><u>Travel &amp; Expenses Policy</u></p> <p>Ms Black informed Members that this policy had been restructured and updated to reflect the principles of the letter from the Permanent Secretary and the recommendations of the recent travel audit. Ms Black stated the policy had been tabled at SMC on 10<sup>th</sup> September and following discussion, a decision was made to add an additional two criteria to section <u>6.2 'Overnight Accommodation'</u> .</p> <p>Ms Black updated Members that for flights scheduled before 08:00, staff would be given the opportunity to fly out the night before and receive accommodation. Ms Black also advised that under section <u>7.12 'Overnight Subsistence Rates'</u>, the Bed &amp; Breakfast amount was changed to £100 (maximum), in line with the Staff Handbook guidelines.</p> <p>Dr Little asked if there should be a section included referring to medical trainees. Ms Black clarified that the policy related to NIMDTA staff only. Dr Little suggested that the guidance should be cross-referenced. Mr Joynes seconded that it would be helpful to also include this information in the Study Leave Policy as audit had highlighted this in their findings. Dr Little added that if NIMDTA became the Single Employer then trainees would become part of the NIMDTA staff. Mr Joynes asked if the authorisation guidelines were clear enough and asked if that framework should be included within this policy.</p> <p>Noted, this information currently sits in the cross-departmental Finance Manual and the current travel database is being developed to show that alternative options have been considered before booking travel arrangements.</p> <p>Mr Joynes queried if there was a gap as there were exceptions</p>	

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	<p>to study leave, for example: mandatory training or instances where NIMDTA cannot provide the training/oversight. Ms Black agreed that these exceptions needed to be included somewhere along with the process of authorisation if it was to stand the audit test. Members were in agreement to include a line in the policy that states it does not relate to trainees and suggested that a policy needs to be developed that would support trainees. Ms Black informed Members that the booking process will be carried out by individual departments because they would have better knowledge and insight in terms of justification, i.e. they would know what is routine and what is not.</p>	<p>Ms Black Ms Hughes Dr Steele</p>
15.6	<p><u>NIMDTA Budget</u></p> <p>Ms Black informed Members that 95% of the work had been completed, with the August postings affecting progress. Ms Black highlighted an issue with emergency tax that occurred with GP Trainees who rotated onto NIMDTA's payroll in August, inflating the monthly costs. Ms Black stated that the costs for month six should come in around 20<sup>th</sup> September 2018 and that the 'out of sync' trainees had an effect on the budget build.</p> <p>Noted, hopefully by the next Board Meeting, a budget will be confirmed and the RRLs issued to the Trusts.</p>	
15.7	<p><u>Travel Audit</u></p> <p>Ms Black advised Members that the recommendations from audit had been implemented and after approval at today's meeting, the relevant guidance would be disseminated to staff.</p>	
<b>16.0</b>	<b>Report from the Education Manager</b>	
16.1	<p>Ms Hughes provided Members with an overview of her report.</p> <p>Attention was drawn to the following:</p>	

Ref	Item	Action
16.2	<p><u>Collective Leadership Strategy</u></p> <p>Noted; the next meeting of the Implementation Group will take place on 4<sup>th</sup> October 2018 where an update will be provided on the communication and engagement exercise.</p> <p>Further noted; the Professional Support Manager has invited all staff to take part in the Collective Leadership consultation to develop Core Values and Behaviours for the HSC.</p>	
16.3	<p><u>Learning and Development Arrangements</u></p> <p>Ms Hughes highlighted the following:</p> <ul style="list-style-type: none"> <li>• LDAs have been agreed with and issued to the Northern Ireland Hospice and Marie Curie for Palliative Medicine training and with Bombardier Aerospace for Occupational Medicine Training for 2018-19.</li> <li>• The Occupational Medicine Training Programme Director has advised the PSNI would like to progress with the appointment of a Specialty Trainee. Noted, a written response is awaited from BSO DLS in relation to employment issues prior to commencing the recruitment process.</li> </ul>	
16.4	<p><u>Recognised Trainers</u></p> <p>Mr Joynes queried that there were twenty trainers not currently recognised and asked Ms Hughes if they were still being used. Ms Hughes informed Members that by the end of September 2018, all Trusts must inform NIMDTA of trainees not being supervised by a Recognised Trainer. Mr Joynes emphasised the need to be aware of the implications of this.</p>	
16.5	<p><u>Trainee Information System</u></p> <p><u>Ms Hughes highlighted the following:</u></p> <ul style="list-style-type: none"> <li>• A demonstration of the TURAS Information System took place on 6<sup>th</sup> August 2018 and feedback from Team Leaders and Education Management staff was very positive. Noted, costs have been requested from NHS Education for Scotland for various TURAS modules.</li> </ul>	

Ref	Item	Action
	<ul style="list-style-type: none"> <li>• A demonstration of TIS (Trainee Information System) is to be arranged for some time in September, date to be confirmed.</li> <li>• Following review of the functionality and associated costs of both systems, a decision will be made by the end of the September 2018 on what would be the most suitable alternative to Intrepid.</li> </ul>	
16.6	<p><u>Significant Opportunities/Threats</u></p> <p>Ms Hughes highlighted the following:</p> <p><u>Zero Based Budget</u></p> <p>It was noted the next meeting of the Zero Based Budget Working Group will take place on 18<sup>th</sup> September 2018.</p> <p><u>LEP Engagement</u></p> <p>Ms Hughes informed Members of the various meetings scheduled with the Trusts throughout September and October 2018, highlighting that the Postgraduate Medical Education Forum will take place on 12<sup>th</sup> October. Noted, a joint meeting with the Sub-Deans and QUB representatives will take place following this to discuss Recognition of Trainers.</p> <p><u>Trainee Engagement and Opportunities</u></p> <p>It was noted there were ten Trainee engagement roadshows and five Trainer engagement roadshows during 2017-18 with the next roadshow due to take place at SWAH on 14<sup>th</sup> September 2018.</p> <p><u>Educational Monitoring Visits to LEPs</u></p> <p>Ms Hughes stated that a meeting had taken place on 15<sup>th</sup> June 2018 to address the issues within Obstetrics &amp; Gynaecology at Altnagelvin Hospital. It was noted that although issues have not been fully resolved, progress had been made. Further noted, the GMC accepted NIMDTA's recommendation that the concern should be de-escalated to routine monitoring.</p> <p><u>Single Employer</u></p>	

Ref	Item	Action
	<p>Ms Hughes updated Members that 'Lead Employer' is now referred to as 'Single Employer' and that the DoH Directorate for Workforce Policy had commenced with the project that will introduce a single employer for doctors and dentists in training. It was noted that the Terms of Reference have been drafted for both a Steering Group and Working Group with representation from NIMDTA.</p> <p>Further noted, the timeframe for implementation of a single employer is August 2019.</p>	
<b>18.0</b>	<b>Report from the Chief Executive/Postgraduate Medical Dean</b>	
18.1	Mr Joynes asked Members if they were content to take the report as read, in the Chief Executive/Postgraduate Medical Dean's absence. This was agreed.	
<b>19.0</b>	<b>Correspondence/Circulars (for information)</b>	
19.1	None.	
<b>20.0</b>	<b>Any other business</b>	
20.1	None.	
21.0	<b>Date of next meeting</b>	
21.1	Thursday 29 <sup>th</sup> November 2018 at 2pm in the Board Room, NIMDTA.	



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**NIMDTA Chair**

13-12-18

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**Date**