

MEETING: NIMDTA Board
DATE: Tuesday 30 April 2019
TIME: 2.00 pm
VENUE: Beechill Room, NIMDTA

Members:

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

In Attendance:

Professor K Gardiner	Chief Executive/Postgraduate Medical Dean
Ms P Black	Business Manager
Mr M McCarey	Governance, IT & Facilities Manager
Mr D McCarter	Adviser GDP (Continuing Education)
Dr I Steele	Director for Hospital Specialty Training and Professional Development
Ms R Campbell	Professional Support Manager
Ms D Hughes	Education Manager
Dr C Loughrey	Director for Postgraduate GP Education
Mrs P Dardis	PA – Office of the Chief Executive

By Invitation: Dr M Doris ADEPT Fellow (Item 3 only)

Ref	Item	Action
1.0	Apologies	
1.1	<ul style="list-style-type: none"> • Ms B Hendron (PG Dental Dean) – (Mr D McCarter deputised) • Mr D Maguire (Non Executive Member) • Dr L Parks (Director for the Foundation Programme) 	

Ref	Item	Action
2.0	Declarations of Interests – Items of Business	
2.1	<p data-bbox="260 371 1153 450"><u>Agenda Item 14: Report from the Business Manager: Paper (h): RRL Incident Report</u></p> <p data-bbox="260 495 1118 645">Dr Little (Non Executive Medical Member) advised that she had formerly been an employee of the Public Health Agency (PHA). It was the considered opinion of Mr Joynes (Chair), that this did not constitute a conflict of interest.</p>	
3.0	Announcements	
3.1	<p data-bbox="260 768 1161 835"><u>Presentation from Dr M Doris (ADEPT Fellow) re A Foundation summit 'Redefining F1'</u></p> <p data-bbox="260 875 1166 1223">Mr Joynes welcomed Dr Doris to the meeting and advised that he had attended part of the hugely successful Summit, hosted jointly by QUB and NIMDTA, held on 1 April 2019 at Riddel Hall. Noted, representatives of all interested parties in the Northern Ireland Foundation Programme, including the DoH, five Trusts, HSCB, PHA, GMC & BMA had attended and actively taken part in the round table discussions at the all-day event. The aim of the Summit was to look at the experiences of F1 doctors in Northern Ireland and to identify how the F1 experience could be redefined through a collaborative approach involving all of the key stakeholders.</p> <p data-bbox="260 1263 1166 1469">Dr Doris gave an abridged version of the presentation given on the day of the Summit which included facts/figures collated from both the National Training Survey, Placement Quality Foundation Review Survey and NIMDTA Focus Groups. He advised that follow up engagement sessions with Trusts, led by Dr Phillips (Associate Dean for Placement Quality), were being arranged.</p> <p data-bbox="260 1509 1166 1576">At the conclusion of the presentation, Dr Doris took questions from the Members.</p> <p data-bbox="260 1617 1166 1684">Mr Joynes, on behalf of the Members, thanked Dr Doris for the comprehensive and informative presentation.</p> <p data-bbox="260 1724 679 1758"><u>Dr Doris exited the meeting</u></p>	
4.0	Unconfirmed Minute of Meeting held on 21 March 2019	
4.1	The minute of the meeting held on 21 March 2019, previously circulated, was agreed and signed as a true record.	

Ref	Item	Action
5.0	Matters Arising	
5.1	<p><u>5.1 Matters Arising: (5.2) Fire Drill</u></p> <p>Upon enquiry, Mr McCarey advised that a fire drill was still to be arranged when Board Members are present at NIMDTA.</p>	Mr McCarey
5.2	<p><u>5.2 Matters Arising: (15.5) Travel and Expenses Policy</u></p> <p>Ms Black informed Members that the policy had been amended and highlighted/quoted the following revision under 6.2: Overnight Accommodation for approval:</p> <p><i>Overnight Accommodation may also be considered for those acting on behalf of NIMDTA at events, panels, interviews and meetings in the following circumstances:</i></p> <ul style="list-style-type: none"> • <i>An individual is required to commute more than 40 miles from their home address to an event commencing at or before 9.00 am.</i> <p><i>Exceptions to this may apply for which the authoriser must make consideration to the impact to the individual, number of individuals travelling to the same event and the impact on the individuals performance at the event.</i></p> <p>After further in-depth discussion, the amendment was approved as was. It was agreed to keep the policy under review pending future costs incurred.</p>	Closed
5.3	<p><u>8.0 Report from the Director for Hospital Specialty Training & Professional Development: (8.5) Quality Management: Plastic Surgery</u></p> <p>Dr Steele advised that the report from the HSC Leadership Centre, following their facilitation of talks/meetings re. how the training environment and culture could be developed in the future, was still awaited. Dr Steele would update when received.</p>	Dr Steele
5.4	<p><u>8.0 Report from the Director for Hospital Specialty Training & Professional Development: (8.8) Reimbursement of Accommodation Costs relating to Study Leave/Examinations</u></p> <p>Professor Gardiner advised that, as agreed at the March meeting of the Board, he would write formally to the DoH with the evidence collected.</p>	Prof Gardiner

Ref	Item	Action
5.5	<p><u>9.0 Report from Director for Postgraduate GP Education: 9.1 Report and Attendance from the GP Department</u></p> <p>Noted, following the March meeting of the Board, clarification of expectations with respect to written reports and attendance at Board meetings had been discussed by the Senior Management Committee and clarified in writing.</p>	CLOSED
5.6	<p><u>10.0 Report from the Postgraduate Dental Dean: 10.8 Policy for Review: Applying for a Dental Foundation Training Number</u></p> <p>Upon enquiry, it was noted that Ms Hendron had arranged the discussed amendments via the Dental Manager.</p>	CLOSED
5.7	<p><u>12.0 Report from the Professional Support Manager: 12.3 Café Conversations Event – 18 April 2019</u></p> <p>Noted, another extremely successful Café Conversations Event had been held at NIMDTA on 18 April. Non-Executive Members had been invited to the event.</p>	
5.8	<p><u>16.0 Report from the Chief Executive/Postgraduate Medical Dean: 16.2 Post to support development of the Communications Strategy</u></p> <p>Noted, draft job description/specification of post to support the development of the strategy, which would incorporate oversight of the anticipated website refresh and e-learning provision, would come back to a future meeting.</p>	Prof Gardiner
6.0	Report from The Audit Sub-Committee	
6.1	<p><u>Draft Governance Statement</u></p> <p>Mr Morrice (Chair of the Audit Committee) stated that two Governance Audits had been conducted, as reported in the draft Governance Statement: (i) Board Effectiveness 2018/19 and (ii) Information Governance 2018/19, both of which had received a satisfactory level of assurance.</p> <p><u>Report from the Business Manager</u></p> <p>Mr Morrice, highlighted the report from the Business Manager: Para 7: Audit or External Audit Reports (Appendices 10 & 11), both documents, which he advised were relevant to the Audit Committee.</p> <p><u>Next scheduled meeting of the Audit Committee</u></p> <p>Noted, the next meeting was confirmed for Tuesday 21 May 2019, commencing at 11.00 am in the Beechill Room.</p>	

Ref	Item	Action
7.0	Report from Governance & Risk Sub-Committee	
7.1	<p><u>Draft Minute of the Meeting held on 21 March 2019</u></p> <p>Members received and noted the draft minute from the meeting held on 21 March 2019. Mr Wilson (Chair of the Governance & Risk Committee) highlighted para 10.0: Date of Next meeting, which he advised should read Tuesday 18 June 2019.</p> <p><u>Assurance Framework</u></p> <p>Noted, it had been agreed that going forward, only extreme and high level risks, as identified on the Corporate Risk Register, should be included.</p> <p><u>Corporate Risk Register</u></p> <p>Noted, the Corporate Risk Register continued to be reviewed and updated and Mr Wilson highlighted the new risks which had been added with regard to the colocation with NICPLD and Single Lead Employer which would continue to be refined.</p>	
8.0	<p>Report from the Director of Hospital Specialty Training And Professional Development</p> <p>Members received and discussed the report from the Director for Hospital Specialty Training. Dr Steele drew Members attention to the following:</p>	
8.1	<p><u>Recruitment Fill Rates</u></p> <p>A low fill rate has been identified for Obstetric & Gynaecology ST1 and Internal Medicine Training Stage 1. Noted, the information had been shared with the DoH and Trusts through their annual review meetings.</p>	
8.2	<p><u>Lead Educator Appointments</u></p> <p>Dr Steele provided the following update:</p> <ul style="list-style-type: none"> • TPD Rheumatology – appointment had been made • TPD GUM – there had been no applicants – to be readvertised • Head of School of Medicine – to be interviewed • Head of School of O+G – to be interviewed <p>Further noted, Mr Dainty had successfully applied and been made a permanent Band 5 appointment within the Department.</p>	

Ref	Item	Action
8.3	<p><u>Workforce Planning</u></p> <p>Dr Steele advised that the Public Health Agency had produced a report identifying a need to increase trainee numbers in Vascular Surgery. It was noted that recurrent funding to support an expansion had still to be identified and additional capacity for increased trainees has to be confirmed. He advised that training via the elective care centres might provide increased capacity.</p>	
8.4	<p><u>Outcome 4 Appeal</u></p> <p>A trainee had requested an appeal of an Outcome 4 to allow further training time, this was dependent on a successful approach to the relevant College to grant permission for an extra examination attempt.</p>	
8.5	<p><u>Funding for New Posts</u></p> <p>Noted, the DoH had confirmed funding for the following new posts:</p> <p>Radiology x 2 Intensive Care Medicine x 2 Paediatrics (neonatology) x4 Urology x 2 Trauma & Orthopaedics x 1 ICAT x 2</p> <p>Further noted, confirmation had been received from the Belfast Trust that they would be able to provide training for a trainee in Transplant Surgery.</p>	
8.6	<p><u>iQUEST Professionalism Module</u></p> <p>The Chair of the GMC and the Chief Executive attended Module 2 of the iQUEST programme held on 13th March to meet with the NIMDTA trainees participating. Feedback from the session had been extremely positive. It was noted, that attendees from the trainee group reported that they appreciated having the opportunity to speak with the Chair and have her share her ambitions for her work as GMC Chair.</p>	
8.7	<p><u>Quality Management</u></p> <p>Dr Steele highlighted:</p> <p><u>Quality Management Log</u></p> <p>Open items on the Quality Management log are currently being</p>	

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	<p>reviewed at the Trust Annual Review meetings and reminders have been sent to DMEs for mid-year Quality Report updates.</p> <p><u>Placement Quality</u></p> <p>Noted, the work in relation to Obstetrics & Gynaecology in Antrim had been presented to the Director of Medical Education and others involved in training at the NHSCT. A meeting is planned for the Belfast Trust. The interim report for the workstream had been provided to Trusts and published on the NIMDTA website.</p>	
8.8	<p><u>Professional Development</u></p> <p>Attention was drawn to the following:</p> <p><u>Flexibility</u></p> <p>Proposals were being developed for increased flexibility in training which was intended to be a 4-Nation initiative. It had been discussed at COPMeD (UK Deans) and at the Academy of Medical Royal Colleges. Professor Gardiner and Dr Steele provided an update on discussions and highlighted concerns. Noted, NIMDTA had provided feedback and awaited a response.</p> <p><u>Broad Based Training</u></p> <p>Noted, following recruitment three trainees would commence in training from August 2019.</p> <p><u>ADEPT</u></p> <p>Following recruitment eleven ADEPT trainees would commence in August 2019 with a further trainee returning for 6 months after Maternity Leave.</p> <p><u>SUCCEED</u></p> <p>Noted, proposals were being developed to formalise the role of Postgraduate Education Fellows and the support structures required.</p> <p><u>Trainers</u></p> <p>Noted, a successful Maintaining Recognition day for Trainers been delivered in Altnagelvin on 29th March. NIMDTA Faculty had travelled to deliver sessions in addition to sessions delivered by local Western Trust Faculty.</p>	

Ref	Item	Action
9.0	<p>Report from the Director for Postgraduate General Practice Education</p> <p>Members received and discussed the report from the Director for Postgraduate General Practice Education. Dr Loughrey drew Members attention to the following:</p>	
9.1	<p><u>GP Recruitment for August 2019</u></p> <p>Dr Loughrey advised that following GPST1 round 1 recruitment there had been eighty-six acceptances for the one hundred and eleven vacancies. Round 1 re-advertisement was due to close on 3 May and it was hoped to successfully fill some of the vacancies. Noted, an Interdeanery transfer application into the Northern Ireland programme had been accepted.</p>	
9.2	<p><u>Staff Pressures</u></p> <p>Dr Loughrey highlighted and members discussed in detail the significant staff pressures currently within the General Practice administrative team. Measures being taken were noted.</p>	
9.3	<p><u>Quality Improvement</u></p> <p>Noted, a bid had been made to the Transformation Fund to support QI training in Primary Care. This was a joint proposal with the RCGP, HSCB and NIMDTA. The GP Director wrote a business case which was successful.</p>	
9.4	<p><u>Report and Attendance from the General Practice Department at Board Meeting of 21 March 2019</u></p> <p>In conclusion to her report, Dr Loughrey gave her sincere apologies for the lack of a formal report and unfortunate circumstances preventing representation on behalf of the General Practice Department. However, she wished to express her concerns as to the appropriateness in which the issue had been highlighted in a public forum. She advised that she would write formally to the Chair.</p> <p><u><i>Mrs Dardis was excused from the remainder of the meeting and Mr McCarey continued as notetaker</i></u></p>	<p>Dr Loughrey</p>
10.0	<p>Report from the Postgraduate Dental Dean</p> <p>Members received and discussed the report from the Dental Department presented on behalf of the Postgraduate Dental Dean by Mr McCarter (Dental Adviser). Attention was drawn to the following:</p>	

Ref	Item	Action
10.1	<p><u>DCT/FD Study Day Programme</u></p> <p>Mr McCarter advised that the DCT/FD study day programmes continue to improve through the implementation of feedback received in relation to previous events.</p>	
10.2	<p><u>Continuing Education Calendar</u></p> <p>The Continuing Education calendar has been released for April – June 2019.</p> <p>Mr McCarter noted that there are still a small number of residual issues being worked through as a result of the Course Manager system upgrade.</p>	
10.3	<p><u>Transformation Projects</u></p> <p>Mr McCarter stated that the first part of a two year project for education and training of Educational Supervisors in minor oral surgery at High Street oral surgery practices, had been completed successfully.</p>	
10.4	<p><u>Training Programme Director Interviews</u></p> <p>Interviews for Training Programme Director Posts for Specialty Training had taken place on the 14 March 2019. Offers made had been accepted and references received.</p>	
10.5	<p><u>Foundation Dentist Induction – 10 September 2019</u></p> <p>Noted, representatives from the General Dental Council had confirmed that they will be attending NIMDTA's Foundation Dentist Induction.</p>	
10.6	<p><u>Out of Programme Foundation Trainees</u></p> <p>There are currently two trainees out of programme, and work is ongoing to provide the necessary support.</p>	

Ref	Item	Action
10.7	<p><u>QUB Dental Education Committee</u></p> <p>Noted, Ms Hendron had accepted an invitation to sit on the QUB Dental Education Committee. Mr McKenna and Mr Joynes both commented that it was encouraging to note this collaborative work.</p>	
11.0	<p>Report from the Governance, IT and Facilities Manager</p> <p>Members received and discussed the report from the Governance Manager with the following accompanying documents.</p> <ul style="list-style-type: none"> • Issues Log • EU Exit Preparedness – Memo from Permanent Secretary (16.04.19) • Draft Governance Statement <p>Mr McCarey drew Members attention to the following:</p>	
11.1	<p><u>Issues Log</u></p> <p>It was noted that there had been an accident at a recent recruitment event which involved a panel member tripping on stairs and sustaining a broken bone in their foot. This had happened at an external venue.</p> <p>Mr McCarey advised that a complaint had been received in relation to GP Appraisal. The complaint had been responded too, but on review, it became evident that the complaint also featured a subject access request. This had not been recognised by the recipient of the original complaint. The effect of this was that the timeline for responding to the subject access request had now passed. The return was now being prepared and the requestor has been advised of the delay and the reasons for this.</p>	
11.2	<p><u>EU Exit Preparedness</u></p> <p>The memorandum from the Permanent Secretary received on 16 April 2019 was discussed and noted.</p>	
11.3	<p><u>Draft Governance Statement</u></p> <p>The draft Governance Statement, which had been submitted to the Department within the required timeline, was discussed and noted.</p>	

Ref	Item	Action
11.4	<p><u>Single Lead Employer</u></p> <p>Members referenced and discussed the Chair's letter of 25 April 2019 forwarded on behalf of the Board, in response to his correspondence of 22 January 2019. Mr Morrice advised that it was important that an answer was provided to each of the legal issues that had been identified for discussion.</p>	
12.0	<p>Report from the Professional Support Manager</p> <p>Members received and discussed the report from Ms Campbell the Professional Support Manager with the following accompanying documents.</p> <ul style="list-style-type: none"> • Professional Support Unit: Annual Report of Activity (2018/2019) • NIMDTA Health & Wellbeing Programme (July – December 2019) <p>Attention was drawn to the following:</p>	
12.1	<p><u>Professional Support Unit: Annual Report of Activity (2018/19)</u></p> <p>Noted, the Professional Support Committee had met on 2 April 2019. Ms Campbell provided an overview of and Members discussed the Professional Support Unit's activities and subsequent workload as outlined in the report for the period April 2018 – March 2019.</p>	
12.2	<p><u>Health & Wellbeing</u></p> <p>Members noted the NIMDTA Health & Wellbeing Programme outlining events due to take place from July – December 2019. Ms Campbell provided an overview of this work and stated that it had been very worthwhile, with staff enjoying all of the events to date.</p>	
12.3	<p><u>Collective Leadership (Cultural) Sessions</u></p> <p>Miss Campbell advised that following the recent Cultural Review sessions facilitated by Ms Paula Kelly from the HSC Leadership Centre, a feedback event was being organised where the outcomes of this work would be presented to staff. It was noted that the Board would be invited to attend also.</p>	

Ref	Item	Action
12.4	<p><u>HSC Staff Survey</u></p> <p>Miss Campbell further advised that there was currently a 67% response rate from NIMDTA staff to the HSC Staff Survey.</p>	
12.5	<p><u>Pre-Employment Occupational Health Service</u></p> <p>Ms Campbell confirmed that changes had now been completed to the way in which pre-employment Occupational Health Checks are carried out. A Sharepoint system is now in place that allows information to be uploaded and shared on a more efficient manner.</p>	
13.0	<p>Report from the Director of the Foundation Programme</p> <p>Members received and discussed the report from the Foundation Department which was presented on behalf of Dr Parks (Director for the Foundation Programme) by Professor Gardiner (Chief Executive/Postgraduate Dean). Attention was drawn to the following:</p>	
13.1	<p><u>Foundation School Recruitment</u></p> <p>Prof Gardiner informed members that a recruitment exercise was currently under way to recruit a Foundation School Manager, following the recent retirement of Ms Lesley Whan. Mr Joynes queried if it had not been possible to have someone recruited in advance. Ms Campbell provided an overview of the considerations that had meant that this had not been possible in this instance.</p>	
13.2	<p><u>Trainee Issues</u></p> <p>Members discussed the issues in relation to Foundation Doctors attending the Coroner's Court, which could on occasion be several years after the incident occurred. The discussion focused on how Foundation doctors could prepare for and be supported in their attendance at court. It was agreed to explore options for how Foundation doctors as well as other trainees could be better supported.</p> <p>Prof Gardiner provided an update in relation to a Foundation doctor who is currently excluded from their placement provider.</p>	

Ref	Item	Action
14.0	<p>Report from the Business Manager</p> <p>Members received and discussed the report with accompanying documents from the Business Manager:</p> <ul style="list-style-type: none"> • BSO Finance Report (Month 11) • RRL Report (Month 11) • Income Report by Department (Month 11) • Payroll Report by Department (Month 11) • Non Pay Report by Department (Month 11) • 2019/20 DoH Baseline Allocation Letter • Summary of Funding Requirements 2019/20 – 2020/21 • RRL Incident Report • Post Approval Process • DoH Annual Theft & Fraud Report 2017/18 • HFMA – External Audit Reports: The Role of the Audit Committee • Single Lead Employer: Finance Working Group Update • Study Leave KPI Report • Contracts Report <p>Ms Black drew Members attention to the following:</p>	
14.1	<p><u>Finance Report Month 11 (February 2018/19)</u></p> <p>Ms Black informed Members that a £106k surplus was currently being reported, and that there was a meeting planned for the following week with BSO Finance to discuss the final reporting position, but that it was not expected that this figure would change.</p>	
14.2	<p><u>Resource Planning</u></p> <p>Ms Black referred to the 2019-20 Allocation Letter dated 28 March 2019, which identified an allocation of £64.4m, which included a 2% reduction of £39.8k to the opening administration budget of £1.9m. A response will be drafted along with an associated savings plan.</p> <p><u>Budget Setting</u></p> <p>Mr Wilson asked Ms Black if there was more work required in relation to budget setting for departments, as there appeared to be overspends in relation to actual budget spend. Ms Black explained that year end accruals for outstanding pay awards which DoH had issued funding for after year end close down of the budgetary system therefore the budgets had not been able to be adjusted had created the variance, and confirmed that work would continue to make sure that budget setting was as accurate as possible.</p>	<p>Ms Black</p>

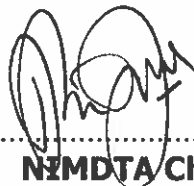
Ref	Item	Action
14.3	<p><u>Incident Report PHA RRL</u></p> <p>Ms Black provided an overview of the incident report in relation to £486k of funding which had been held by NIMDTA for ten posts in the PHA which had not been issued. Ms Black detailed the initial actions taken, the findings of the review of the incident and learning identified as well as the contributing factors.</p>	
14.4	<p><u>Single Lead Employer (Finance Working Group)</u></p> <p>Ms Black updated the Members in relation to the first meeting of the Single Lead Employer Finance Working Group. Dr Little asked for clarification on what was meant by the term locum when it was referred to in the section titled 'Roles and Responsibilities'. Ms Black advised that this refers to HSC locums, and does not refer to Agency locums.</p>	
14.5	<p><u>Post Approval Process</u></p> <p>Ms Black highlighted the Draft Post Approval Process Policy with accompanying Recruitment Request Approval Form, and explained that this had arisen as a result of a recommendation in the Financial Review. The document had been considered and approved by the Senior Management Committee. Dr Little stated that she found the title of the document confusing, and asked for clarification on what 'post' meant in this context. Ms Campbell advised that the document related to the authorisation of posts. Ms Black advised the title could be changed. The policy was approved subject to a number of identified minor amendments.</p>	
14.6	<p><u>Audit/External Reports</u></p> <p>Ms Black highlighted the annual Anti-Fraud Report and a document received from the Healthcare Financial Management Association entitled 'External Audit Reports – The role of the Audit Committee'.</p>	
15.0	<p>Report from the Education Manager</p> <p>Members received and discussed the report from the Education Manager the following accompanying document:</p> <ul style="list-style-type: none"> • Terms of Reference: Doctors & Dentists Review Group <p>Ms Hughes drew Members attention to the following:</p>	

Ref	Item	Action
15.1	<p><u>Collective Leadership Strategy</u></p> <p>Ms Hughes stated that the Collective Leadership Strategy had not yet been released and that the next meeting of the Implementation Group had been set for 23 May 2019.</p>	
15.2	<p><u>Trainee Information system (TIS)</u></p> <p>Ms Hughes provided an update in relation to the implementation of the Trainee Information System (TIS) in Northern Ireland, and the fact that there had been regular meetings to discuss this. Ms Hughes advised that a six month extension had been added to the Hicom contract to cover the implementation phase.</p>	
15.3	<p><u>Doctors and Dentists Review Group</u></p> <p>Members received and noted the Terms of Reference for the Doctors & Dentists Review Group.</p> <p>Ms Hughes informed the Members that a Group had been established, and that this group incorporates the functions previously carried out by the Fitness to Practice Review Group. The primary purpose of the group is to identify and discuss incidents or issues involving trainees, trainers, or applicants to training programmes to establish if further actions or support may be required by a doctor or dentist in training, and or to determine if their fitness to practise may be impaired due to health, performance or conduct.</p>	
15.4	<p><u>Zero Based Budget</u></p> <p>Ms Hughes advised that the work to date on the Zero Based Budget had proved helpful in relation to informing the Single Lead Employer work. Ms Hughes confirmed that Mr Wilkinson [DoH] who had been assisting with this work had moved on to a new role within the Department.</p>	
15.5	<p><u>Lay Representative Engagement</u></p> <p>Noted, a Lay Representative Engagement Workshop had been held that earlier that morning for those participating on ARCP panels.</p>	
15.6	<p><u>Trainee and Trainer Engagement and Opportunities</u></p> <p>Mrs Hughes provided an overview of recent activities in relation to Trainee and Trainer Engagement Opportunities.</p>	

Ref	Item	Action
16.0	<p>Report from the Chief Executive/Postgraduate Medical Dean</p> <p>Members received and discussed the report from the Chief Executive with following accompanying documents:</p> <ul style="list-style-type: none"> • Single Lead Employer (Draft Options Paper – HR Services V3 with comments) • Response to DoH Lead • Legal Opinion re. Single Lead Employer Proposal • Letter from Director WPD, DoH to QUB re. NICPLD (1.04.19) • DoH resource Budget Allocation Letter 2019/20 (28.03.19) • Recruitment Alert to DoH (22.03.19) with accompanying table • GMC letter to DoH (WPD) lack of consultation re. GIM Curriculum Changes (11.03.19) • Irish News Article re. application to ACCS (25.03.19) • New Training Posts 2019/20 – Email from the Sponsor Branch (03.04.19) • RC of Obstetrics & Gynaecology TEF 2019 • ADEPT – List of Fellows 2019/20 • Obstetrics & Gynaecology Training Placement Quality Interim Report 2019 • Training Leaflet • NIMDTA Educational Excellence Day: Dare to Excel (Friday 28 June 2019, Stormont Hotel) <p>Attention was drawn to the following:</p>	
16.1	<p><u>Single Lead Employer (Draft Options Paper – HR Services)</u></p> <p>Prof Gardiner noted that there had been further communication in relation to the Single Lead Employer options appraisal, as well as the identification of a number of legal implications in relation to this.</p>	
16.2	<p><u>NICPLD Colocation</u></p> <p>Prof Gardiner referred to the letter from Mr Dawson [Director, WPD, DoH] to Ms Galbraith [QUB] in relation to the co-location of NICPLD in Beechill House, with effect from 1 August 2019.</p>	
16.3	<p><u>DoH Resource Budget Allocation Letter 2019/20</u></p> <p>Prof Gardiner highlighted the allocation letter referenced and discussed under Ms Black's report, and the fact that a response regarding a savings plan would be prepared.</p>	

Ref	Item	Action
16.4	<p><u>Core Medical Training – Implementation of Curriculum Changes</u></p> <p>Prof Gardiner drew the Members attention to the accompanying GMC letter dated 11 March 2019, issued to DoH in relation to the IMT curriculum and the lack of consultation on this.</p>	
16.5	<p><u>Irish News Article</u></p> <p>Prof Gardiner explained that an article had appeared in the Irish News in relation to an application to ACCS - Acute Medicine. The context of this article was discussed and noted.</p>	
16.6	<p><u>Royal College of Obstetrics & Gynaecology TEF 2019</u></p> <p>Prof Gardiner provided context to the RCOG TEF 2019 in relation to the overall results and some identified concerns. Prof Gardiner advised that some of the feedback was based on a low sample, in some cases n=1 and n=2.</p>	
16.7	<p><u>NIMDTA Educational Excellence Day: Dare to Excel (Friday 28 June 2019, Stormont Hotel)</u></p> <p>Prof Gardiner updated Members in relation to the plans for the Educational Excellence Day. Dr McBride [Chief Medical Officer] is not available to attend. Dr Geoghegan [RQIA] will attend and Chair the afternoon component of the proceedings.</p>	
16.8	<p><u>Trainee Update</u></p> <p>Prof Gardiner informed Members with regret, that a trainee who had been receiving support had died suddenly.</p>	
16.9	<p><u>Ministerial Correspondence</u></p> <p>Prof Gardiner advised that the Permanent Secretary had received a letter from Mr Girvan, MP which raised concerns identified by one of his constituents who was a doctor in training. Information had been supplied to the DoH to assist with the response.</p>	
16.10	<p><u>Future Non-Executive Members Workshop</u></p> <p>Dr Little asked Prof Gardiner if it would be possible for a Non-Executive Workshop to focus on Hyponatremia. Prof Gardiner advised that this should be possible, and could be added to a future workshop.</p>	

Ref	Item	Action
17.0	Correspondence/Circulars (for information)	
17.1	<p>Members received and noted the following correspondence/circulars received for information:</p> <ul style="list-style-type: none"> Correspondence from the Permanent Secretary (9.04.19): Partnerships between Departments & ALBs: NI Code of Good Practice (previously circulated) <ul style="list-style-type: none"> NI Code of Good Practice (March 2019) 	
18.0	Any Other Business	
	No further business highlighted.	
19.0	Date of next meeting	
19.1	<p>Next formal meeting confirmed for Thursday 27 June 2019 commencing 2.00 pm in the Boardroom, NIMDTA.</p> <p>Noted, the September meeting originally scheduled for Thursday 26 September 2019, had been rearranged to Thursday 19 September 2019, in order to facilitate attendance at the QUB/NIMDTA Clinical Education Day being held at Riddel Hall.</p>	



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NIMDTA Chair

27-06-19

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Date