

# Minutes

**MEETING:** NIMDTA Board  
**DATE:** Thursday 26 April 2018  
**TIME:** 2.00 pm  
**VENUE:** Board Room, NIMDTA

**Members:** Mr A Joynes Chair  
 Mr D Maguire  
 Mr L Wilson  
 Mr G McKenna  
 Dr J Little

**In Attendance:** Professor K Chief Executive/Postgraduate Dean  
 Gardiner  
 Ms P Black Business Manager  
 Mr M McCarey Governance, IT & Facilities Manager  
 Dr B Hendron Postgraduate Dental Dean - part only  
 Ms R Campbell Professional Support Manager  
 Ms D Hughes Education Manager  
 Ms G Kerr Committee Support Executive Officer

Ref	Item	Action
<b>1.0</b>	<b>Apologies</b>	
1.1	Mr D Morrice Dr C Loughrey (Director for Postgraduate GP Education) Ms A Carragher (Director of Foundation Programme) Dr I Steele (Director of Hospital Specialty Training)	
<b>2.0</b>	<b>Declarations of Interests – Items of Business</b>	
2.1	None.	
<b>3.0</b>	<b>Announcements</b>	
3.1	Mr Joynes offered congratulations to Ms Campbell and all involved in the recent Café Conversations event, which gave an opportunity for each Department to share with other	

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	<p>Departments innovations and learning within their work area. Mr Joynes highlighted the Study Leave graph presented by Ms Marsh which showed significant improvements in processing and approval times.</p> <p>Mr Joynes noted he would like the Board to be included in these events if staff were agreeable. Professor Gardiner noted that this was first one and getting people engaged initially was difficult However, once begun, it went very well and people were keen to share. More were planned and attendance could be widened in the future.</p>	
3.2	Mr Joynes congratulated Eileen Parkes, Medical Oncology trainee and academic clinical lecturer who was awarded the Teale Essay Prize and 2018 Young Investigator Award from the Conquer Cancer Foundation.	
3.3	Professor Gardiner advised that Eiad Qudairat, the new Deputy Dental Dean was in NIMDTA for the first time today. Mr Joynes requested to have a 1 hour meeting soon.	<b>Ms Kerr</b>
<b>4.0</b>	<b>Draft Minute of Previous Meeting</b>	
4.1	<p>The minutes of the meeting held on 25 January 2018 were agreed and signed.</p> <p><u>Minutes of the meeting on 22 March 2018</u> Dr Little asked for differentiation between the two "Ms R Campbells" in attendance. Ms Hughes advised that the ADEPT trainee should be noted as Dr R Campbell. Ms Black highlighted a slight amendment required regarding RRL funding at 14.2. The Minutes were agreed subject to these amendments.</p>	<b>Ms Kerr</b>
<b>5.0</b>	<b>Matters Arising</b>	
5.1	<p><u>5.1 Review of the Operation of Health &amp; Social Care Whistleblowing Arrangements / Board Champion for Culture</u> Mr McCarey advised that the Whistleblowing Policy had now been agreed. Work was ongoing with Mr Maguire (Board Champion) to take this forward.</p>	<b>Mr McCarey</b>
5.2	<p><u>5.2 Board Training Options</u> Mr Joynes asked what the next steps were. Ms Black</p>	<b>All Ms Black</b>

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	<p>clarified that the information returned by surveyed staff is currently being compiled and would be used to identify appropriate training.</p> <p>Mr Joynes noted that the next Board Workshop was scheduled to include a session on Cyber Security, followed by Sir Nigel Hamilton, former Head of NICS to talk about "leading upwards". This session would be open to Board Members &amp; SMC.</p>	
5.3	<p><u>5.3 HR Continuity Plan</u> Professor Gardiner advised that, following the new appointments, work was necessary to review the HR Continuity Plan.</p>	<b>Ms Campbell</b>
5.4	<p><u>5.4 Strategic/Business Planning Update</u> Mr McCarey noted that the previous session on Cyber Security had been postponed and advised that it had been rescheduled for the Board Workshop on 24 May 2018.</p>	<b>Complete</b>
5.5	<p><u>5.7 Policy Review</u> Mr McCarey confirmed that updates were made as requested to the following Policies:</p> <ul style="list-style-type: none"> <li>a. Whistleblowing Policy</li> <li>b. Escalation of Risk Policy</li> <li>c. Complaints Policy</li> <li>d. Business Continuity Plan</li> <li>e. Petty Cash Policy</li> </ul> <p>All were approved.</p> <p>Mr McCarey highlighted that a number of other policies were included on the Agenda.</p>	<b>Complete</b>
5.6	<p><u>5.8 Business Plan 2018/19</u> Mr McCarey confirmed that the draft Business Plan was awaiting clarification of a query with the Chair and Chief Executive. Once this was confirmed, the Business Plan would be finalised.</p>	<b>Mr McCarey</b>
5.7	<p><u>11.3 Corporate Risk Register</u> Mr McCarey confirmed that changes had been made as</p>	<b>Complete</b>

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	requested.	
5.8	<u>15.4 Trainer Engagement</u> Ms Hughes confirmed that Board Members were on the circulation list for the Recognised Trainer Newsletter.	<b>Complete</b>
5.9	<u>16.3 Potential NICPLD Pharmacy Merger</u> In the Chief Executive/Postgraduate Medical Dean's Report. Professor Gardiner advised that this would be a standing item in his future Reports.	<b>Professor Gardiner</b>
	<u>Data Breach – 19 April 2018</u> Mr Joynes advised that this had been added to the Agenda due to its serious nature.  Mr McCarey advised that the data breach was being treated as a serious incident and that every step was being taken to ensure the breach was as controlled as possible. A full investigation was being undertaken.  Mr McCarey advised that a spreadsheet was accidentally emailed to 160 trainees along with a newsletter. This spreadsheet included details of approximately 110 trainees; postings information, names, addresses, national insurance numbers, sickness information. The error was noticed within 12 minutes of the email issuing, a retraction email was sent at this point asking for the original email to be deleted, followed by a correct version of the newsletter email.  Professor Gardiner and Mr McCarey were not informed of the incident until early the next week. Mr McCarey self-reported the incident to the ICO. Recipients were contacted to remind them of their professional & probity requirements (Education Agreement), stating that they must not share such information. Although the email had gone outside of our network it was still covered by this policy. Mr McCarey advised that the issue of bulk emails was stopped immediately across NIMDTA.  Mr McCarey had sought advice from BSO Legal, who had no	

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	<p>additional requirements to add to the NIMDTA action plan. Mr McCarey stated that he found this reassuring. Mr McCarey advised that a meeting had been held with Team Leaders to explain the additional measures put in place, specifically the two pronged approach to checking emails before they were issued. Mr McCarey advised that the recipient trainees had been asked to confirm that they had deleted the emailed information and not shared this with anyone else. Between 50 and 60 had confirmed at this point. Trainees will be followed up with until all have confirmed. Mr McCarey stressed that the communication of lessons learned was very important. Mr McCarey advised that the upcoming GDPR sessions would include an element of training on emails and Team Leaders had now passed updated guidance to staff. Mr McCarey advised that Social Media was being monitored for any mention of the breach. Mr McCarey confirmed that staff had been reminded that if they were contacted by the Press they must direct enquiries to Mr McCarey who would direct these to the DoH Press Office. Mr McCarey confirmed that the DoH had been informed of the breach and been asked for guidance on other actions NIMDTA should take.</p> <p>Mr McCarey confirmed that to date, 3 trainees had contacted NIMDTA about the breach, one to advise that the information had been issued, one to query what information was shared and one asking who the information had been shared with.</p> <p>Mr Joynes asked why Professor Gardiner was not informed on the Friday. Professor Gardiner advised he was unsure, due to the staff member involved being on leave. Professor Gardiner stated that he felt he should have been informed as soon as the incident was discovered. Mr McKenna stressed that it was worrying how long it took for Senior Staff to be informed and that the ICO would take into account how quickly action had been taken. Dr Little asked if the email had been recalled, Mr McCarey advised it was not. Dr Little asked if it was declared a SAI. Mr Joynes asked</p>	

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	<p>when the DoH was informed. Mr McCarey advised that this was done today (26/04/18). Mr McCarey stressed that it was most important to inform the ICO which happened on 24/04/18. Mr Wilson asked why information was in a document which was not password protected. Professor Gardiner clarified that the document should have been password protected, but was not. Professor Gardiner had identified the requirement for a protocol as to how such an incident was dealt with. Professor Gardiner circulated a paper showing the follow up actions taken so far. Mr Joynes asked for the incident to be added to the Corporate Risk Register (CRR) as we did not know what action the ICO would take at this point. Mr McCarey clarified it was already on the Business Support Risk Register (BSRR) and would need to be escalated to the CRR. Professor Gardiner asked Dr Little for clarification on SIA, as to following protocol. Mr McKenna suggested the Chair should be included in the protocol for who was informed. All recognised the reputational and potential financial risk to NIMDTA.</p> <p>Mr Joynes asked Members for any further follow up actions they felt should be added. Mr Joynes stated he was very concerned that Professor Gardiner was not informed immediately, despite being available. Mr Joynes asked for this to be a standing item for the time being until we knew what was happening. Mr Joynes asked if the ICO had a timescale to respond. Mr McCarey agreed to check.</p> <p>Mr Wilson asked if trainees HSC email addresses were used. Professor Gardiner advised not, clarifying that personal emails were used as trainees had difficulties accessing HSC email addresses outside of Trust locations. Mr McCarey advised that how trainees were contacted would need to be reviewed. Mr McKenna highlighted that this also applied to Board Members using personal email addresses. Professor Gardiner highlighted that the difficulties lay with HSC IT who did not allow trainees to access HSC email addresses outside of Trust property. Mr McKenna said that, despite restrictions outside our control, it was important to raise this as an issue</p>	

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	<p>regardless. Mr McKenna stated that the introduction of GDPR was going to make email difficulties more of an issue.</p> <p>Dr Little raised concern that information was recorded on a spreadsheet when it was also recorded elsewhere, indicating that this was an accident waiting to happen. Ms Hughes clarified there was a requirement by Trusts to provide some information via spreadsheet but this would have to be reviewed.</p> <p>Mr McCarey highlighted that NIMDTA staff had been excellent since the incident occurred and that Team Leaders were very keen to learn from the incident and make changes to ensure that this could not happen again. Mr McCarey stated this was very positive. Mr Joynes stated that the key now was what we could learn from this incident. Mr McKenna stated there was no doubt ICO would investigate the incident and would take a very dim view if further breaches were to happen.</p>	
<b>6.0</b>	<b>Report From The Audit Sub-Committee</b>	
6.1	<p>Mr Wilson advised Members that he had previously reported verbally regarding the Audit Committee on 27 February 2018, for which Minutes were now attached. Mr Wilson asked if Members had any questions. None were asked.</p> <p>Mr Wilson advised that the new Audit Committee Handbook has been circulated and hard copies provided to Committee Members. Mr Wilson highlighted that the Treasury version contained useful information on Cyber Security which was not included in the NI version. Mr Wilson had circulated information to Board Members.</p> <p>Mr Joynes highlighted that Audit seemed to be working effectively with 92% of recommendations fully implemented and 8% partially implemented. Mr Joynes asked if those which were partially implemented were within NIMDTA's control. Ms Black advised that the first related to the Assets Register which would be moved to Team Leaders rather than being managed centrally by Mr Oliver. Ms Black advised that the second related to Contracts Management,</p>	

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	with the review of Contracts Management Policy and responsibility being placed on Contract Managers. Ms Black advised that the policy was currently being updated and would be brought to the Board for approval.	
<b>7.0</b>	<b>Report from the Governance &amp; Risk Sub-Committee</b>	
7.2	<p>Mr Joynes advised that draft minutes of the Committee held on 22 March 2018 were attached, highlighting that the Committee largely focused on the Corporate Risk Register. Mr Joynes raised concern that the Education Risk Register was not yet completed. Mr Joynes drew attention to <i>9.2 Complaints Policy</i>, regarding the addition of wording on transparency and honesty. This wording would be added to all policy documents. Professor Gardiner had drafted the new wording and Mr Joynes reviewed. Mr Joynes advised that, as part of this standard policy page was being changed, it provided a good opportunity to review the entire document. Mr Joynes asked for questions. None were asked.</p> <p>Mr Joynes highlighted that the Board self-assessment had been discussed and no comments or changes were requested. Mr Joynes noted that, as part of the incoming audit year, there would be an audit of board effectiveness. Mr McCarey would discuss with Mr Joynes any work that could be done in Board Workshops in order to prepare for this Audit.</p> <p>Mr Wilson asked if, in light of no longer using the New Zealand standard, NIMDTA needed to create a document to measure standards against. Mr McCarey advised that, until further guidance was received from DoH, the Governance Statement and associated documents would be used to give assurance. Mr McCarey advised that an Assurance Framework was being developed for all Agencies to use and that this would highlight the documents to be used in order to provide a basis for an assurance opinion. NISCC were leading on this.</p>	
<b>8.0</b>	<b>Report from the Director of Hospital Specialty Training</b>	
8.1	Professor Gardiner provided Members with an overview of	



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	the report in Dr Steele's absence. Members noted the current position regarding recruitment, training, staffing and funding.	
8.2	<u>Occupational Health Medicine</u> a. Professor Gardiner advised that there was currently a delay while waiting for BSO Legal opinion.	
8.3	<u>Plastic Surgery</u> Professor Gardiner highlighted that the Plastic Surgery training programme had become dysfunctional and had performed poorly in the 2017 GMC Report. Professor Gardiner advised that this was for 2018, despite significant work being done to address the issues.	
8.4	<u>Infectious Diseases Training</u> Professor Gardiner highlighted that the resignation of two consultants had left the ID programme vulnerable. This also impacted on Microbiology trainees who needed to rotate through ID.	
8.5	<u>New Training Posts</u> Professor Gardiner advised that funding had not been received as yet from the DoH.	
8.6	<u>General Internal Medicine Quality Criteria</u> Professor Gardiner advised that some criteria were aspirational, but must still be pursued.	
8.7	<u>GMC Surveys</u> Professor Gardiner advised that the GMC had extended the closing date by a week. Mr Joynes asked how we stood against other regions. Professor Gardiner advised that NIMDTA were currently around 6 <sup>th</sup> from bottom across the regions. Ms Hughes confirmed that approximately 68.55% of trainees had completed the survey. Ms Hughes confirmed that email reminders were being issued as well as GMC reminders. Phone call reminders would begin in the next week which normally gained the most response.  Professor Gardiner asked for questions. None were asked.	

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<b>9.0</b>	<b>Report from the Director of Postgraduate GP Education</b>	
9.1	Professor Gardiner overviewed in the absence of Dr Loughrey, highlighting that recruitment remained the main concern. A summary of this was included in the report.	
9.2	<p>Professor Gardiner advised that, since writing the report, 3 trainees had resigned from posts; 1 within NHSCT and 2 within WHSCT, leaving just 6 of 20 posts filled in the WHSCT.</p> <p>Professor Gardiner advised that Round 2 recruitment results were due in the 2<sup>nd</sup> week of May. Of the 7 applications, Professor Gardiner expected that 2/3 would be successful.</p> <p>Professor Gardiner advised that he had highlighted to the DoH that the increase in GP training places for workforce planning purposes, did not mean that these training posts would be fillable.</p>	
9.3	<p>Professor Gardiner advised that GP programme posts had been distributed evenly across Trusts, rather than being based on population, which was unusual. Professor Gardiner stressed that there was a need to further encourage entry into Medical Schools from the western area, which required collaborative thinking across the Health sector. Mr McKenna asked about current thinking regarding the Medical School at Ulster University, following the business case received by DoH. This was followed by the approach for expansion from QUB. QUB were exploring a graduate entry programme which would allow existing graduates to also undertake a medical degree. Professor Gardiner felt that attracting people to stay in training after Foundation would, in the short term, generate better results. Mr Joynes stated that a robust retention programme would be required. Mr Wilson questioned whether it would be better for NIMDTA to move GP training posts out of WHSCT in order to fill posts and produce GPs who would then have to find jobs, some of which would be within the WHSCT. Professor Gardiner confirmed that for NIMDTA to train the highest number of GP doctors, this might be the better option. Professor Gardiner advised that the DoH would have to answer this</p>	

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	<p>question. Mr Wilson suggested raising the issues at the Educator Day in order to begin discussions. Professor Gardiner said this had been done and one of the proposed outcomes was to incentivise training posts, for which he and Ms Black had produced costings. Professor Gardiner advised that proposals had included a change to the length of postings in GP compared to hospital based specialty, payment for accommodation and payment of travel expenses. None of these options were deemed financially feasible. It was also noted that adjusting GP numbers could cause problems in other specialties. Professor Gardiner highlighted that the only real way to fix the issue might, in the longer term, be to have more graduates from Medical Schools.</p>	
9.4	<p>Professor Gardiner highlighted that further issues could arise following the creation of additional medical school places in England and Scotland, where there would be a 25% increase. Mr McKenna asked what proportion of school leavers from NI currently go to medical schools in the UK. Professor Gardiner advised the figure was 50%, of which 25% return to NI once they have completed their training. Professor Gardiner highlighted the positive step taken by DoH to increase academic GP posts. Mr Joynes stated ultimately this also took GP's out of practice. Mr Wilson stated it was important that NIMDTA showed that everything possible was being done to address the issue. Professor Gardiner advised that working with stakeholders in a strategic way to address the issue. Mr Maguire noted that England was dealing with the same problem and taking action to increase medical school numbers. Mr Maguire queried why that was not the case here. Mr Joynes stated that it raised the question as to whether "the bar" at QUB was too high, in that some students could not get a place in QUB and ended up going to GB to train and possibly not return to NI. Mr McKenna stated that there were numerous inputs and strands to this, but it all came back to the same issue, that there were not enough medical school places in NI. Ultimately this needed to be tackled now with the knowledge it was likely to be some years before the results would be seen.</p> <p>Professor Gardiner displayed a graph on screen, showing the increasing population trend, as 'Baby Boomers' got older the number of people aged 85 and over would double which</p>	

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	would put a significant strain on health services, since this age range accounted for the most admissions and long term hospital stays.	
<b>10.0</b>	<b>Report from the Postgraduate Dental Dean</b>	
10.1	Members noted the current position regarding recruitment, training and continuing education.	
10.2	<p>Dr Hendron advised Members of an issue regarding the legislation governing supervision of dental trainees which has recently come to light.</p> <p>Mr Joynes asked for clarification on the legislation in Northern Ireland. Dr Hendron advised that traditionally there were two types of dentist, a Principal who owned a practice and an Associate who was employed by a practice. Dr Hendron clarified that the issue now was that the wording was specific that the Educational Supervisor should employ the trainee. Dr Hendron highlighted other deaneries were looking at trainees being employed by the deanery rather than the dental practice. Dr Hendron had discussed the issue with the HSCB and the CDO.</p> <p>Mr Maguire stated that there was an increasing trend towards a more corporate business model for dental practices, with one Principal and a number of Associates within a practice. Mr Maguire stated that, in his opinion, the regulations needed to be reviewed.</p> <p>Mr Joynes asked if this issue had been added to the Education Risk Register. Mr McCarey advised it was not but agreed to add it. Professor Gardiner stressed the DoH would be responsible for such a review. Professor Gardiner agreed to raise this at the next meeting with the Workforce Policy Directorate at DoH. Mr McKenna stressed we should make the DoH aware of this issue as soon as possible.</p> <p>Dr Hendron advised that interpretation of the legislation caused a significant problem. Professor Gardiner suggested that this should be raised with the DoH in writing now, indicating that, since BSO Legal have provided advice, NIMDTA could not ignore the issue. Professor Gardiner suggested Dr Hendron ask BSO Legal for written opinion. Mr</p>	

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	<p>McKenna suggested approaching the DoH before doing this. Dr Little asked whether something had happened recently which had brought this issue to attention. Dr Hendron advised that other issues surrounding maternity leave of Educational Supervisors had left trainees without supervision. HSCB had asked for legal advice on that issue which had then highlighted this matter.</p>	
10.3	<p><u>Educational Supervisor Recruitment</u> Dr Hendron advised that to date there was a shortage of two Educational Supervisors for next year.</p>	
10.4	<p><u>Foundation Dentistry</u> Dr Hendron advised that one foundation dentist has resigned from the scheme to date, so the next person on the list was called. Dr Hendron advised that COPDEND were still keen to have 32 trainees in placement. Dr Hendron advised that at present 1 of the 30 foundation dentists did not yet know where they would be placed.</p>	
10.5	<p><u>Anonymous Peer Learning &amp; Assessment Network (APLAN)</u> Dr Hendron advised that this would provide advantages for trainees and Educational Supervisors, as it would reduce the requirement to come out of practice. This would also make the Educational Supervisor experience more attractive in future.</p>	
10.5	<p><u>Continuing Education</u> Dr Hendron advised that calendar of training was running well, with a large course for 137 trainees scheduled for 27 April 2018.</p>	
<b>11.0</b>	<b>Report From The Governance, IT and Facilities Manager</b>	
11.1	Mr McCarey provided Members with an overview of his report.	
11.2	<p><u>Corporate Scorecard</u> Mr McCarey provided an overview, highlighting that KPI 2 was amber in December. This was caused by an error in the data supplied. Professor Gardiner suggested requesting corrected figures.</p>	<b>Mr McCarey</b>

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11.3	<p><u>Corporate Risk Register (CRR)</u>            Mr Wilson suggested adding the organisation of an event to open discussions in order to manage/mitigate the risk of GP vacancies. Professor Gardiner advised that he would give this consideration.</p>	<p><b>Mr McCarey</b>  <b>Ms McIlvenny</b></p>
11.4	<p><u>Business Continuity Planning</u>            Mr McCarey displayed the Business Continuity Plan (BCP) on screen and advised he had been liaising with BSO to develop it further. BSO sites had been identified for NIMDTA use in emergencies and these sites had been advised of this arrangement.</p> <p>Mr McCarey advised that a standalone intranet page had been created for BCP purposes, which auto pushes to laptop/ desktops of all SMC members. Mr Wilson asked what happened if staff did not have network access. Mr McCarey clarified that it was not dependent on a network connection, a locally stored version would always be on the desktop as long as staff had their laptops. Mr McCarey advised that they may also print hard copies for safety.</p> <p>Mr McCarey overviewed:</p> <ul style="list-style-type: none"> <li>• contact details included for internal staff and external stakeholders</li> <li>• core procedure document which showed how to contact and/or deal with utilities like water, electric etc.</li> <li>• Website update document</li> <li>• Key-holder access document</li> </ul> <p>Mr McCarey highlighted that this information would be useful on a day to day basis for staff to refer to. Ms McIlvenny would make updates and these would be auto pushed to SMC desktops. Professor Gardiner asked if a data breach document was included. Mr McCarey advised not at this stage, as it was currently being drafted. Professor Gardiner commented that the BCP looked impressive at this stage, and suggested that all 'what ifs' should be included, such as bad weather. Mr McCarey agreed. Mr McCarey highlighted that shared mailbox management and online services used (passwords etc) would be included. Professor Gardiner suggested also including how to access a staff member's mailbox when they were on long term sick leave. Mr McCarey advised that the BCP would be pushed out to</p>	<p><b>Mr McCarey</b>  <b>Ms McIlvenny</b></p>

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	<p>SMC desktops soon.</p> <p>Mr McCarey advised that the next step was to liaise directly with NIMDTA Departments to develop Department specific information.</p> <p>Mr Wilson commended the great work done to produce the Plan. This was seconded by Mr Joynes.</p>	
11.5	<p><u>GDPR Preparedness</u></p> <p>Mr McCarey advised that BSO had drafted a number of policies on behalf of NIMDTA, which covered the introduction of GDPR on 25 May 2018. Mr McCarey &amp; Mr Oliver had reviewed these policies to localise to NIMDTA.</p> <p>Dr Little asked why there were five policies, rather than five sections of one policy. Mr McCarey advised this had been the approach across all agencies. Professor Gardiner advised that NIMDTA must follow BSO's lead. Dr Little asked how staff knew which of the five policies to refer to, and if there was repetition within the policies. Professor Gardiner asked if there would be an issue with BSO to amalgamating the policies. Mr McCarey agreed to discuss this with BSO, advising that he was meeting with Alan McCracken (BSO Data Protection Officer).</p> <p>Subject to taking forward discussions with BSO regarding amalgamation into one policy, the following policies were approved:</p> <ul style="list-style-type: none"> <li>• Information Governance Policy</li> <li>• Information Requests Procedure</li> <li>• Information Risk Policy</li> <li>• Information Security Policy</li> <li>• Freedom of Information (FOI) Policy</li> <li>• Data Protection and Confidentiality Policy</li> <li>• Policy &amp; Procedure for conducting a Data Impact Assessment (DPIA)</li> <li>• DPIA Policy – Appendix 1</li> <li>• DPIA Policy – Appendix 2</li> </ul> <p>Mr McKenna highlighted that consideration would need to be given in light of changes to NIMDTA procedures due to the data breach.</p>	<b>Mr McCarey</b>

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	<p><u>Draft Privacy Policy</u> Mr Joynes queried whether, in light of the recent data breach, the wording was strong enough on passwords. Mr Joynes stated that he would like to review the policy in detail at the next Governance &amp; Risk Committee on 14 June 2018.</p>	
11.6	<p><u>Governance Statement</u> Mr McCarey highlighted that this was a positive Governance Statement, which reflected well on NIMDTA. Mr McCarey advised that EU Exit Day 1 planning had been included as a potential issue.</p> <p>Mr McCarey will seek advice as to whether the recent data breach needed to be added to the Governance Statement. Professor Gardiner asked if feedback was expected from DoH Sponsor Branch. Mr McCarey replied that the Governance Statement was sent to Sponsor Branch for information only, thus feedback was not expected. Professor Gardiner suggested asking Sponsor Branch for guidance on whether the data breach should be included.</p> <p>Mr Wilson asked if, in terms of the financial outlook, it should be mentioned that NIMDTA had already received a letter from the DoH. Mr McCarey agreed that this would be beneficial and would be added. Mr Joynes suggested that this should be added and the draft resent.</p>	<b>Mr McCarey</b>
11.7	<p><u>Fire Safety</u> Mr McCarey advised that a full test evacuation was carried out on 26 March 2018, with the building evacuated in 96 seconds. Mr Joynes asked what the target for evacuation was and was advised that this was 120 seconds.</p> <p>Mr Wilson queried that six staff knew in advance the test would be taking place. Mr McCarey advised that once fire warden training was complete, there would no longer be a requirement to give any notice. At present not all wardens had completed their training.</p> <p>Mr Joynes requested that a test was carried out while Board Members were present at NIMDTA, so they were fully aware of what action to take in an emergency.</p>	<b>Mr McCarey</b>



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11.8	<p><u>Premises</u> Mr McCarey advised that all works on the initiative list had now been completed.</p> <p>Mr McCarey also advised that Professor Gardiner would provide an update on the negotiations regarding the future use of the section of the building next door.</p>	
11.9	<p><u>Incidents</u> Mr McCarey apologised that no Incident Report had been provided on this occasion. Update of this was delayed due to the recent data breach.</p> <p>Mr McCarey advised that 5 of approximately 50 records were classified as complaints during 2017/18. Mr McCarey confirmed that a finalised version of the 2017/18 Register would be brought to the Board on 26 June 2018.</p>	<b>Mr McCarey</b>
<b>12.0</b>	<b>Report from the Professional Support Manager</b>	
12.1	<p>Members noted the current position regarding recruitment and training &amp; development.</p> <p>Ms Campbell advised that the Associate Dean for the Foundation Programme had resigned and a recruitment process had begun.</p>	
12.2	<p><u>Absence Figures</u> The absence rate for 1 April 2018 to 30 April 2018 was currently 2.9%.</p>	
12.3	<p><u>Middle Manager Programme Leadership Programme</u> Ms Campbell advised that one staff member did not complete the programme, with the remainder currently awaiting feedback.</p>	
12.4	<p><u>Peer Mentoring</u> Ms Campbell provided an overview of the report, highlighting that the scheme was in its infancy and would be further developed in coming months.</p>	
12.5	<p><u>Consultant Mentoring</u> Ms Campbell provided an overview of the report, highlighting that 22 trainees had received mentoring to</p>	

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	date.	
12.6	<p><u>Quarterly Report of Activity</u> Ms Campbell provided an overview of the report, highlighting the number of active cases being dealt with by Professional Support staff.</p> <p>Mr Joynes commended the excellent and high level of work ongoing within Professional Support.</p>	
<b>13.0</b>	<b>Report from the Director of the Foundation Programme</b>	
13.1	Members noted the current position regarding recruitment and training & development.	
13.2	<p>Professor Gardiner overviewed the report submitted by Ms Carragher, highlighting that most gaps were within the WHSCT, which was likely to attract criticism.</p> <p>Professor Gardiner advised that a Foundation Review was currently being done by HEE. The launch event for this review was attended by Ms Carragher. Professor Gardiner advised that HEE were keen for more Foundation trainees to experience GP &amp; Psychiatry during training, in turn directing more towards working in these areas. Professor Gardiner advised that, in his view, this would only encourage Foundation doctors to choose GP &amp; Psychiatry if they had a positive experience during training.</p> <p>Professor Gardiner advised that Ms Carragher and Dr Parks were currently attending the Scottish Medical Education Conference in Edinburgh.</p> <p>Professor Gardiner advised that to date, 85% of Foundation doctors had responded to the GMC National Training Survey 2018.</p> <p>Professor Gardiner asked for questions. Mr Joynes highlighted that he had concerns about the recurring problems caused by vacancies. Professor Gardiner stated that although additional posts may be filled, it was important that this did not result in a lower calibre of trainee.</p>	

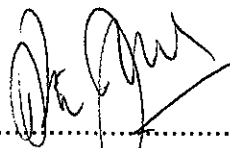
Ref	Item	Action
<b>14.0</b>	<b>Report From The Business Manager</b>	
14.1	<p>Ms Black provided Members with an overview of her report.</p> <p>Ms Black advised that the financial monitoring return was submitted on 24 April 2018, reporting an underspend £33k which was within breakeven. Mr Joynes commended the achievement of this outcome. Ms Black advised that some easements made in year related to accruals from last year. This year had been more accurate and had allowed for better budget management.</p> <p>Ms Black advised that BSO would be working on accounts for submission on 11 May 2018.</p> <p>Ms Black asked for questions. None were asked. Members noted that they were content with the current financial situation.</p>	
14.3	<p><u>Prompt Payment</u> Target achieved. The 10 day target will rise to 75% next year (currently 70%).</p>	
14.4	<p><u>Contract Report</u> Ms Black advised that BSO had approved the DAC for HICOM (Intrepid) for a further 12 months (April 18 – March 19). Ms Black highlighted the amber compliance rating due to the spend level of previous contracts being close to the EU Threshold.</p> <p>Ms Black advised that the DAC for telephone equipment would be extended to cover the notice period and changeover. This would not go live until BT had been given notice.</p>	
14.5	<p><u>Study Leave – Performance Indicators</u> Ms Black advised Members that study leave applications are now flowing through the system very quickly, with a notable decrease in processing times seen over recent months.</p> <p>Ms Black advised that recent work to reduce Advisor Approval times had seen a reduction in numbers awaiting</p>	

Ref	Item	Action
	approval from 290, to 70.	
<b>15.0</b>	<b>Report from the Education Manager</b>	
15.1	Ms Hughes provided Members with an overview of her report.	
15.2	<p><u>Learning and Development Agreements (LDAs)</u>  Ms Hughes advised Members that LDAs with all 5 Trusts and the PHA had now been signed and returned.</p> <p>Ms Hughes advised that the LDA with PSNI had been reviewed by BSO Legal, who had verbally highlighted some employment issues. A written response was awaited.</p>	
15.3	<p><u>Learning and Development Agreement Monitoring and Escalation Policy</u>  Ms Hughes presented the revised policy for approval. Members were content to approve.</p>	
15.4	<p><u>Trainee Information System (TIS)</u>  Ms Hughes advised Members that a new contract was in place to support Intrepid until 31 March 2019.</p> <p>Ms Hughes advised she would be closely monitoring the HEE TIS roll out to establish if this was a suitable alternative for NIMDTA. This was an agenda item for the upcoming COPMED Senior Manager meeting in May 2018.</p>	
15.5	<p><u>Trainee Allocation Meetings</u>  Mr Hughes advised that meetings had taken place to date with BHSCT, NHSCT and WHSCT. Ms Hughes noted that these meetings provide an excellent opportunity for engagement and to make Trusts aware of issues surrounding recruitment/potential vacancies.</p> <p>Ms Hughes advised that meetings with the remaining Trusts, SHSCT and SEHSCT were scheduled for May 2018.</p>	

Ref	Item	Action
15.6	<p><u>GMC National Training Surveys (NTS)</u>  Ms Hughes advised that, to date, five patient safety comments by trainees had been made and had been shared with Trust Medical Directors &amp; DME's. Ms Hughes advised that the final outcome from the Survey would be reported to the Board on 26 June 2018.</p>	
15.7	<p><u>Trainer Engagement</u>  Ms Hughes highlighted that the total number of Recognised Trainers across Trusts now sits at 97%. Ms Hughes advised she felt it was unlikely that we would achieve higher than this due to staff movement.</p>	
15.8	<p><u>Trainer and Trainee Roadshow Engagement</u>  Ms Hughes advised that a successful joint Trainee &amp; Trainer Engagement Roadshow was held on 17 April 2018 at the CAH. As the joint approach had proved beneficial, this would be used for Roadshows going forward where possible.</p> <p>A further Roadshow was held at Daisy Hill Hospital on 18 April 2018, from which feedback was passed to the Trust. This had been seen as useful.</p>	
<b>16.0</b>	<b>Report From The Chief Executive/Postgraduate Medical Dean</b>	
16.1	Professor Gardiner provided an overview of his report.	
16.2	<p><u>RQIA Survey of Trainees re CG147</u>  Professor Gardiner advised that clinical guidance issued in 2014 regarding intravenous fluids for adults, and advised that RQIA wanted to include NIMDTA trainees in their survey. The survey was felt to be inappropriate in its current state. Professor Gardiner advised that he felt RQIA should be considering Trust implementation, although the DoH are issuing guidance, Trust staff did not necessarily have the time, or the implementation skills to roll out all of the numerous guidance requirements.</p> <p>Mr McKenna highlighted that the O'Hara Report highlighted that the DoH should provide a system to implement</p>	

Ref	Item	Action
	changes, rather than just issuing guidance with no plan/procedure for implementation.	
16.3	<p><u>Potential NICPLD (Pharmacy) Merger</u>  Professor Gardiner advised that a list of merger issues had been compiled by SMC and shared with the DoH. Mr Dawson felt that DoH had covered these issues within their plans. Professor Gardiner agreed to share this list with Board Members.</p> <p>Professor Gardiner advised that at present NIMDTA used two thirds of Block B and he felt that obtaining the remainder of Block B would be sufficient to provide space for current NIMDTA staff, plus Pharmacy staff. Professor Gardiner advised that work needed to be done to establish the best use of space and it was likely that some reconfiguration would be needed.</p> <p>Mr Joynes asked if Block B in its entirety would provide adequate space if NIMDTA was to take on responsibility for Lead Employer. Professor Gardiner advised that it would not, although he did not feel Lead Employer would be concluded for some time.</p> <p>Mr McCarey agreed to follow up with Mr Dawson (DoH). Professor Gardiner advised that he felt it was likely that we would co-habit with Pharmacy colleagues before a full merger occurred.</p>	<p><b>Professor Gardiner</b>  <b>Mr McCarey</b></p>
16.4	<p><u>NIMDTA Representation at COPMED COG</u>  Professor Gardiner advised that this group would meet every few weeks to look at output from Colleges. Professor Gardiner advised he had discussed this with Dr Steele and highlighted to the DoH that neither he, nor Dr Steele had time to become involved. Professor Gardiner advised that he had asked the DoH to provide funding to employ an Associate Dean for a period at 2/3 sessions per week to do this, for which a business case would be required.</p> <p>Mr Joynes asked when the Group would start. Professor Gardiner advised that the Group was already up and running. Mr Joynes stressed the importance of getting the correct person, for example Dr Steele and asked if it would be possible to free some of Dr Steele's time up to accommodate this work. Professor Gardiner advised this was</p>	

Ref	Item	Action
	not possible given that Dr Steele has just taken on his new role.	
<b>18.0</b>	<b>Correspondence/Circulars (for information)</b>	
18.1	None.	
<b>19.0</b>	<b>Any Other Business</b>	
19.1	Dr Hendon advised that the requirement to send Continuing Professional Allowance Forms (CPDA) forms via NIMDTA had been removed. Work had been ongoing to achieve this for 2 years.	
<b>20.0</b>	<b>Date of Next Meeting</b>	
	Tuesday 26 <sup>th</sup> June 2018 at 2pm in the Board Room, NIMDTA	



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**NIMDTA Chair**

26.06.18.

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**Date**

