

Minutes

MEETING: NIMDTA Board
DATE: Thursday 19th September 2019
TIME: 2.00 pm
VENUE: Board Room, NIMDTA

Members:

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

In Attendance:

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| Professor K Gardiner | Chief Executive/Postgraduate Medical Dean |
| Mr M McCarey | Governance, IT & Facilities Manager |
| Ms P Black | Business Manager |
| Dr I Steele | Director of Hospital Specialty Training/ Professional Development |
| Dr C Loughrey | Director for Postgraduate GP Education |
| Ms R Campbell | Professional Support Manager |
| Dr L Parks | Director of Foundation Training |
| Dr B Hendron | Postgraduate Dental Dean |
| Mrs G Carlisle | Quality & Revalidation Manager |
| Ms C McGlone | Committee Support Executive Officer |

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| 1.0 | Apologies | |
| 1.1 | Mr D Morrice (Non-Executive Member) Ms D Hughes (Education Manager); Mrs Carlisle deputised | |
| 2.0 | Declarations of Interests – Items of Business | |
| 2.1 | Mr Maguire advised members that four of his dental practices had foundation trainees in post. | |

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| | Dr Little informed members that she was no longer employed by the Belfast Health and Social Care Trust. | |
| 3.0 | Announcements | |
| 3.1 | Professor Gardiner announced that David McCarter would be retiring in October 2019. Members agreed that Mr Joynes would write to Mr McCarter and thank him for his contribution to NIMDTA. | |
| 4.0 | Unconfirmed Minute of Meeting on 27 June 2019 | |
| 4.1 | The minutes of the meeting held on 27 June 2019 were agreed subject to any amendments agreed. | |
| 5.0 | Matters Arising | |
| 5.1 | <p><u>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 members that a letter from Mr Barbour [Department of Health] was included in the Board papers. Professor Gardiner highlighted that the terms and conditions relating to reimbursement had not been updated for over two decades; however advised that it was at the discretion of the organisation to reimburse. Members suggested that reimbursement was aligned with HEE guidelines or reimburse according to receipts. Mr Joynes asked Ms Black to present options of reimbursement levels and members could decide how an increase in reimbursement could be introduced.</p> | Ms Black |
| 5.3 | <p><u>Report from the Chief Executive/Postgraduate Medical Dean: 16.2 Post to support development of the Communications Strategy</u></p> <p>Professor Gardiner advised members that a draft Job Description had been developed and would be brought to the next Senior Management meeting. Professor Gardiner advised that funding for this post was included in the 2018/2019 budget.</p> | |
| 6.0 | Report from the Governance & Risk Sub-Committee | |
| 6.1 | Mr Wilson advised members that proposals for a new meeting format would be brought to the next Governance and Risk Committee meeting scheduled for Tuesday 22 nd October 2019. | |

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| 7.0 | Report from the Audit Sub-committee | |
| 7.1 | The next Audit Committee was scheduled for Thursday 10 th October 2019. | |
| 8.0 | Professional Support Members received and discussed the report from Ms Campbell [Professional Support Manager]. Attention was drawn to the following: | |
| 8.1 | <u>Resources</u> Ms Campbell informed members that Ms Laura Wright had been appointed as Foundation School Co-Ordinator. | |
| 8.2 | <u>Absence</u> Absence rate was at 4% and one staff member, off on long term sick leave, had recently returned to work. | |
| 8.3 | <u>Staff Engagement</u> Ms Campbell advised members that the results from the HSC Survey would be circulated to the Board when they were available. | Ms Campbell |
| 8.4 | <u>Delivery of Training for Educators</u> Ms Campbell confirmed that 'Creating a good training environment' training was provided to Northern Trust trainers on 17 September 2019. | |
| 8.5 | <u>BSO Equality Forum</u> Two awareness days have been planned and NIMDTA staff would be invited to attend these. | |
| 8.6 | <u>HR Continuity Plan</u> Ms Campbell drew attention to the HR Continuity plan and advised members that the main revision was in relation to Single Lead Employer. Ms Campbell suggested it would be beneficial to add Speciality Trainees to HRPTS initially as the volume of Foundation Doctors would | |

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| | <p>be too large to add for the April 2020 deadline.</p> <p>Dr Little drew attention to amendments in the HR Continuity plan. Ms Campbell agreed with the suggested changes and would make amendments.</p> <p>Professor Gardiner circulated the 'Single Employer Situation Report' to members and provided an overview. Professor Gardiner advised members that this was produced in response to NIMDTA's concerns. Professor Gardiner suggested responding to clarify work completed by NIMDTA to date in relation to this to ensure that NIMDTA's activities were recorded. Members discussed the scoring of options provided in the report and the feasibility of each. Members agreed that Professor Gardiner would respond and query the scoring of options and present additional options.</p> <p>Ms Campbell advised members that she had received a phone call from BSO advising payroll would not have the capacity to deal with the number of Doctors due to be paid in August 2020. Ms Campbell had a meeting scheduled with payroll on 1st October 2019. Mr McKenna advised Ms Campbell to request details of the phone call to be sent via email.</p> | <p>Ms Campbell</p> <p>Professor Gardiner</p> |
| 8.7 | <p><u>Pre- Employment Occupational Health Service Belfast Trust</u></p> <p>SharePoint for Occupational Health assessments had been developed and the process had delivered well. Ms Campbell confirmed that all HSC Trusts now had access to the SharePoint.</p> | |
| 9.0 | <p>Report from Governance, IT and Facilities Manager</p> <p>Mr McCarey provided members with an overview of his report.</p> | |
| 9.1 | <p><u>Corporate Scorecard</u></p> <p>Mr McCarey gave an overview of the scorecard and advised members that the absence rate was not included. However, he informed members that it was currently 4%.</p> | |
| 9.2 | <p><u>Assurance Framework</u></p> <p>Mr McCarey advised members that the Assurance Framework had been updated since the last Risk Register review and Ms Gregge was currently working on the risks ranked amber.</p> | |

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| | <p>Mr Wilson suggested adding a new risk relating to the possibility of the likely Board changes within the next 18 months. Mr Joynes discussed the new policy regarding the appointment of Non-Executive Members and the possibility that by April 2021, the entire Board could be refreshed.</p> <p>Professor Gardiner advised members that all trainee posts would be eligible for global recruitment, but was unsure as to the level of the costs, the increased activity and NIMDTA's requirement to increase the number of interviews. Professor Gardiner advised that the change to recruitment could address issues of unfilled posts. Mr Joynes suggested adding this to the Corporate Risk Register along with escalating the risk of the Board changes.</p> <p>Mr McCarey advised members that the Risk Management Audit was conducted and, from early feedback, a satisfactory report was anticipated. This would be reviewed at the Audit Committee scheduled for 10th October 2019.</p> | <p>Mr McCarey</p> |
| 9.3 | <p><u>Property</u></p> <p>Mr McCarey gave an overview of the property related issues detailed in his report and informed members that a draft of the Business Case was now with the DoH. It was anticipated that feedback on the Business Case would be received by the end of September 2019.</p> <p>Mr McCarey informed members that he had received a query in relation to the sequencing of the signing of the Agreement for Lease, but that his had been addressed with DoH. Mr Joynes agreed that NIDMTA had been clear and had provided all of the information required.</p> | |
| 9.4 | <p><u>Data Quality Policy</u></p> <p>Mr McCarey provided an overview of the Policy. Dr Little advised that the previous version of the NIMDTA 'What we do' had been included. Mr McCarey advised that this would be updated in the Policy.</p> <p>The Policy was approved.</p> | |
| 9.5 | <p><u>EU Exit Planning</u></p> <p>Mr McCarey confirmed that he was attending fortnightly meetings</p> | |

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| | regarding EU Exit and that the next meeting would be held on Friday 20 th September 2019. | |
| 9.6 | <p><u>NICPLD</u></p> <p>Mr McCarey updated members that NICPLD were having issues with the QUB IT connection.</p> | |
| 9.7 | <p><u>Legal Time recording</u></p> <p>Mr McCarey confirmed that the legal time required from BSO would be recorded, monitored and brought to the Board.</p> | |
| 9.8 | <p><u>Terms of Reference</u></p> <p>Following discussion at the previous meeting in relation to IHRD Recommendation 70 'Effective measures should be taken to ensure that minutes of Board and Committee Meetings are preserved (and readily available)', Mr Joynes confirmed that he had reviewed the Terms of Reference and there were no amendments or re- wording required.</p> | |
| 10.0 | <p><u>Report from the Postgraduate Dental Dean</u></p> <p>Dr Hendron provided members with an overview of her report.</p> | |
| 10.1 | <p>Dr Hendron advised members that the Annual Continuing Education Conference would take place on Friday 27 September 2019 in Mossley Mill with 180 participants expected to attend.</p> <p>The induction of Educational Supervisors took place on 17th September 2019. 30 would be starting in total, 24 of which were returning Supervisors.</p> <p>Professional behaviours and communication principles for both Foundation Dentists and Educational Supervisors had been developed and would be helpful when dealing with issues regarding expectations of behaviour.</p> | |
| 10.2 | <p><u>Training Opportunities</u></p> <p>A Dental Fellow post was advertised and interviews were planned for the following weeks.</p> | |

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| 10.3 | <p><u>Strategic Direction</u></p> <p>Dr Hendron advised members that she was attending the tripartite meetings arranged by the GDC which included the Dental Schools Council, COPDEND and the GDC. Dr Hendron advised that three themes had emerged from the GDC Survey and that these would be discussed at the next meeting.</p> | |
| 10.4 | <p><u>New and existing risks</u></p> <p>Dr Hendron informed members that NIMDTA has sought advice from the DoH regarding potential adjustments which may be required when processing applications in the event of a “no deal” Brexit.</p> <p>Dr Hendron advised members that the Dental Department had worked with Mr McCarey [Governance, IT and Facilities Manager] to respond to a complaint from a former Educational Supervisor.</p> <p>Dr Hendron informed members that Mr David McCarter had announced his retirement. Dr Hendron proposed that the funding associated with his post was realigned to appoint an Associate Dean to cover both areas of Foundation Training and Continuing Education. Dr Hendron advised Members that this would be an effective use of the funding moving forward and would allow increased flexibility and cover in Dr Hendron’s absence. Members discussed and agreed that the role should be redefined. Dr Hendron’s request was approved.</p> <p>Dr Hendron advised members that there was a downturn in collective output from the Dental Schools and would clarify reasons for this. Dr Hendron had been assured that there would be an increase in output in 2019/20.</p> | |
| 10.5 | <p><u>Resources</u></p> <p>A Band 3 administrator had been in post since Monday 16th September 2019.</p> | |
| 11.0 | <p><u>Report from the Education Manager</u></p> <p>Members received and discussed the report from the Education Manager. Mrs Carlisle deputised:</p> | |

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| 11.1 | <p><u>Learning and Development Agreements</u></p> <p>The signed Learning and Development Agreements for 2019/2020 were received from all HSC Trusts, PHA and QUB. Marie Curie and NI Hospice were signed and expected before October 2019.</p> | |
| 11.2 | <p><u>Single Employer</u></p> <p>Professor Gardiner gave an overview of Employment Responsibilities Agreement (ERA) and advised members that there was no agreement to host trainees.</p> <p>Professor Gardiner advised members that the Employment Contract was being developed.</p> <p><u>Policies</u></p> <p>Ms Campbell advised members that policies were being reviewed by BMA and that the next meeting was scheduled for 8th October 2019. Mr Joynes highlighted that issuing contracts was a priority and queried if this could be a risk.</p> <p>Members discussed the implication for NIMDTA relating to a Maintaining High Professional Standards case, under Single Lead Employer, whereby NIMDTA would now be the responsible investigator. Professor Gardiner provided an overview of the case, the roles and responsibilities of NIMDTA. Professor Gardiner suggested that NIMDTA needed to recruit a 'Case Manager' for this purpose and in order to avoid any possible conflict of interest. Mr Joynes advised that a structure would need to be put in place for this, but suggested that NIMDTA would need external advice.</p> | |
| 11.3 | <p><u>Trainee Information System (TIS)</u></p> <p>A Data Access Agreement has been drafted and shared with BSO for review and issued to HEE for feedback.</p> | |
| 11.4 | <p><u>Oriel 2</u></p> <p>A demonstration of the new Oriel system and an overview of the project will be delivered at SMC on Monday 30 September 2019.</p> | |

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| 11.5 | <p><u>Annual Quality Report</u></p> <p>NIMDTA's Annual Quality Report 2018/19 was submitted to the DoH and excellent feedback had been received.</p> <p>Mr Joynes, on behalf of the Board, thanked everyone involved in preparing the Annual Quality Report.</p> | |
| 11.6 | <p><u>Trainee and Trainer Engagement and Opportunities</u></p> <p>Mrs Carlisle provided an overview of events:</p> <p>The new ADEPT Clinical Leadership Fellow recruitment process was commencing for 2020/2021.</p> <p>The Education Excellence Day took place on 28th June 2019 and a summary of the event was included in the Board pack, circulated to Members.</p> <p>Planning for the 2019/20 ENGAGE Clinical Leadership and Improvement Programme had commenced and the second round of interviews would be taking place on 25th October 2019.</p> <p>The GMC "Welcome to UK Practice" was delivered in August 2019. This involved a significant amount of work by the Education Management team. The team plan to meet to discuss how preparation for the event could be streamlined in order to reduce the workload involved for future events.</p> <p>Preparations were underway for the Clinical Education Day on 26th September 2019.</p> | |
| 11.7 | <p><u>Quality Management</u></p> <p>Mrs Carlisle advised members that two visits had taken place to the Belfast Trust and a follow up visit was planned for 6-8 weeks after the initial visit. A triggered visit to Obstetrics and Gynaecology in Daisy Hill has been arranged for October 2019.</p> <p><u>Placement Quality</u></p> <p>Mrs Carlisle advised that the ADEPT Fellow was developing a Survey and planned to share this with the Head of School and HSC Trusts.</p> | |

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| | Representatives from each HSC Trust had been invited to attend F1 meetings to present actions that had been taken following recommendations from the Placement Quality Review. | |
| 11.8 | <p><u>GMC National Training Survey</u></p> <p>Mrs Carlisle informed Members that results had been released for the survey with 100% trainee completion. Results and reports had been shared with LEPs and Specialty Schools.</p> <p>The GMC Engagement Meeting was held on 3 September 2019 where discussions took place regarding the National Training Survey and Quality Assurance Cycle.</p> | |
| 11.9 | <p><u>Revalidation Operational Group</u></p> <p>Mrs Carlisle informed Members that the previous group meeting took place on 18 September 2019 and included an overview of revalidation statistics, deferrals and reasons. There had been no exception reports received since the last Board Meeting.</p> | |
| 12.0 | <p><u>Report from the Business Manager</u></p> <p>Members received and discussed the report from Ms Black, the Business Manager.</p> | |
| 12.1 | <p>Ms Black informed members that there had been no additional finance update, since the preparation of her report.</p> <p>Ms Black advised members that Ms Sanderson had taken up a new post and was no longer employed by BSO. A temporary replacement was now in post.</p> <p>Mr Joynes queried if this was a risk due to the frequent changes of personnel. Professor Gardiner advised Members that NIMDTA had addressed this issue with BSO. Mr Joynes queried if there were controls in place to monitor this risk and requested Mr McCarey to escalate this risk if required.</p> | |
| 12.2 | <p><u>Regional Finance Forum</u></p> <p>Ms Black informed Members that the DoH Regional Finance Forum took place on 17 September 2019 and provided a verbal update.</p> | |

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| | <p>Ms Black advised Members that the DoH had proposed that the 2019/20 budget should include the absorption of the 1% pay award and requested that pressures for the next three years be highlighted by the end of October 2019. Ms Black explained that the main pressures were due to the superannuation increase of 6-7%.</p> <p><u>Budget Build 2019/20</u></p> <p>Ms Black confirmed that drafts of the budget would be ready for the week commencing 23rd September 2019. Ms Black advised Members that NIMDTA continued to meet prompt payment targets.</p> | |
| 12.3 | <p><u>Internal Business Case Template</u></p> <p>Ms Black drew attention to the Internal Business Case which was brought to SMC on 16th September 2019 for review and gave an overview of the approval process; expenditure of less than £10,000 could be approved by SMC and, where it would be contentious or greater than £10,000, Board approval would be required. Professor Gardiner clarified that contentious in this scenario would be issues which fell outside of NIMDTA policy. Mr Joynes queried if there would be an issue approving these due to the gaps between Board Meetings. Mr McKenna suggested an electronic process could be used to approve these to avoid Emergency Board Meetings being scheduled.</p> <p>The Board approved this Business Case Template, subject to discussions around cases that were categorised as contentious.</p> | |
| 12.4 | <p><u>Single Lead Employer</u></p> <p>Ms Black advised Members of an issue when claiming travel expenses which the Business Management team was working to resolve.</p> | |
| 13.0 | <p>Report from Director of Foundation Training</p> <p>Members received and discussed the report from Dr Parks, the Director of Foundation Training.</p> | |
| 13.1 | <p>Dr Parks advised Members that seventeen F1 Doctors did not have the Prescribing Safety Assessment [PSA], required to commence work in August and attended resits in NIMDTA in September 2019 with 10 passing and 7 failing.</p> <p>Mr Joynes queried if there were actions NIMDTA could take regarding</p> | |

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| | <p>trainees taking PSA resits in March. Dr Parks advised that five of the trainees who failed were sitting the exam for the first time and two of those who failed were within 1% of the pass mark. The Foundation Team would ensure that that the e-learning modules were completed.</p> <p>All Foundation Educator posts were filled with six being newly recruited and all had undertaken the FPD Induction Training Programme.</p> <p>The "Meet and Greet" on 31 July 2019 had received positive feedback and the Foundation Team were analysing this to identify any changes that could be made for the 2020 event.</p> | |
| 13.2 | <p><u>Foundation Trainer Education Programme</u></p> <p>An induction session took place for newly appointed FPDs and Dr Parks was hopeful that educational sessions could be provided to FESs.</p> <p><u>Redefining / Improving the quality of the F1 experience in NI</u></p> <p>Following the F1 summit held on 1st April 2019, a follow up meeting was scheduled for 9 October 2019.</p> <p><u>F2 Generic Skills Programme</u></p> <p>Dr Parks advised members that this programme had been successful and that she would review the curriculum and compare this with the 2016 curriculum.</p> | |
| 13.3 | <p><u>Foundation Team engagement with stakeholders</u></p> <p>Dr Parks informed members that the Foundation Team aimed to attend all relevant meetings and advised that Ms Moore [Foundation Team Manager] attended meetings where possible, in order to establish links with other Foundation Schools across the UK.</p> <p>Dr Parks advised Members that Foundation staff were currently testing Oriel 2 and linking with Foundation Schools across the UK.</p> <p>The Foundation Team were linking with Queens University to quality assure placements and discuss potential expansion.</p> | |

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| 13.4 | <p data-bbox="240 315 695 349"><u>Foundation Doctor engagement</u></p> <p data-bbox="240 394 1251 506">Dr Parks informed Members that there was now one F1 Representative from each hospital across Northern Ireland to ensure representation at local, regional and national meetings.</p> | |
| 13.5 | <p data-bbox="240 546 1251 618">Dr Parks advised Members that there were no vacancies in F1 and there were two vacancies in F2 in the Western Trust.</p> | |
| 13.6 | <p data-bbox="240 663 389 696"><u>Resources</u></p> <p data-bbox="240 741 1251 813">A Band 5 was in post from September 2019 and Ms Moore had been in post since June 2019.</p> <p data-bbox="240 857 1007 891">An absent FPD is now under a phased return to work.</p> <p data-bbox="240 936 1251 1008">A significant incident had occurred with an F2 doctor in the Western Trust and both the FPD and NIMDTA were providing ongoing support.</p> | |
| 13.7 | <p data-bbox="240 1050 501 1084"><u>Strategic direction</u></p> <p data-bbox="240 1128 1251 1200">Dr Parks advised Members that the strategic direction of the Foundation School was to improve the F1 experience.</p> <p data-bbox="240 1245 1251 1391">The ADEPT Fellow, working between Professional Support and Foundation, was building on the current Peer Mentoring Scheme with the introduction of a Foundation Peer Share Scheme for F1 and F2 trainees.</p> <p data-bbox="240 1435 1251 1547">Dr Parks informed Members that the Foundation Team had been invited to participate in judging at the annual National Foundation Doctors' Presentation Day in Bristol in January 2020.</p> | |
| 13.8 | <p data-bbox="240 1592 373 1626"><u>Concerns</u></p> <p data-bbox="240 1671 1251 1742">Dr Parks raised concerns regarding the limited availability of Clinical Facilitators for the F2 Generic Skills programme.</p> <p data-bbox="240 1787 1251 1899">Dr Parks also raised concerns regarding the limited space in NIMDTA for facilitation of the F2 Generic Skills Programme. The Foundation Team has been using external venues to provide training courses.</p> | |

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| 14.0 | <p><u>Hospital Speciality and Professional Development Report</u></p> <p>Members received and discussed the report from Dr Steele, the Director of Hospital Speciality/Professional Development.</p> | |
| 14.1 | <p><u>Workforce</u></p> <p>Dr Steele informed Members that there was engagement with the DoH to secure additional investment for Paediatric ICU trainees.</p> <p><u>Plastic Surgery</u></p> <p>Feedback had been shared with the HSC Trusts and an update on performance provided.</p> <p><u>Daisy Hill Medicine</u></p> <p>The Trust had been asked to respond to the concerns raised in the feedback from the National Training Survey regarding Daisy Hill and confirmed that they were aware of these concerns.</p> | |
| 14.2 | <p><u>Academic Training</u></p> <p>Dr Steele gave an overview of the new appointments for two Leads for the Clinical Academic Training Programme.</p> | |
| 14.3 | <p><u>Mental Capacity Act</u></p> <p>A flyer has been produced and circulated to speciality trainees in the HSC Trusts. However, it was noted that there had been limited time to notify trainees.</p> <p>Professor Gardiner queried if the flyer had been shared with Foundation and GP departments. Dr Parks advised that it would be shared and could be shared with F2 Doctors. Professor Gardiner advised Members that it would be added to the website.</p> | Professor Gardiner |
| 14.4 | <p>Dr Steele raised concerns relating to the limited room availability in Beechill House for facilitating meetings, due to the ongoing improvement works and co-location of NICPLD.</p> | |

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| 15.0 | <p>Report from the Director of Postgraduate GP Education</p> <p>Members received and discussed the report from Dr Loughrey, the Director of Postgraduate GP Education.</p> | |
| 15.1 | <p>Dr Loughrey advised Members that the report from GP included three tables highlighting statistics. Dr Little queried the meaning of the vacancies column. Dr Loughrey confirmed that these were the targets for GP recruitment and that she would amend the information to make this clearer.</p> <p>Mr Joynes queried if there was an update on the GP recruitment process. Dr Loughrey confirmed that the second round of recruitment had commenced and that she was hopeful that targets would be met.</p> <p>Dr Loughrey drew attention to the Recruitment Report, highlighting the increase in resignations. Dr Loughrey advised that this issue would be raised with the DoH, but that this was a rare occurrence. Professor Gardiner queried the reason for this and Dr Loughrey suggested that it may be due to the increased flexibility when recruiting.</p> <p>Dr Loughrey informed Members of vacancies that were in the Western Trust, but highlighted that there were also vacancies in Trusts which would normally be filled.</p> <p>Dr Little and Mr Joynes spoke positively of the new format for the GP report. Dr Loughrey confirmed that this would be the format going forward.</p> | |
| 16.0 | <p><u>Report From The Chief Executive/Postgraduate Medical Dean</u></p> <p>Professor Gardiner gave an overview of his report and attached papers.</p> | |
| 16.1 | <p><u>National Training Survey 2019: Initial findings</u> Professor Gardiner advised Members that he had included the National Training Survey results for information.</p> <p><u>GMC Quality Assurance overview</u> Professor Gardiner informed Members that the GMC would be addressing how quality management was monitored and would meet to assess NIMDTA's information. NIMDTA will have a four yearly review which includes annual visits and attending education excellence events.</p> | |

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| | <p><u>IHRD Recommendation 70</u> Professor Gardiner advised Members that Mr McCarey would be representing NIMDTA at meetings and would bring feedback to the next Board Meeting in November.</p> <p><u>Single Lead Employer</u> Professor Gardiner advised Members that he had included letters from Mr Andrew Dawson regarding Single Lead Employer for information.</p> <p><u>Strategic Group to Enhance the Quality of Medical Education in Northern Ireland (SGEQMENI)</u> Professor Gardiner informed members the SGEQMENI meeting was being held the following week and indicated that this would be an opportunity for NIMDTA to engage.</p> <p><u>Fermanagh and Omagh District Council</u> Professor Gardiner gave an overview of communication from Fermanagh and Omagh District Council regarding allocations in the Western Trust.</p> <p>Professor Gardiner circulated a letter regarding Rural Screening.</p> <p>Professor Gardiner advised that he had asked the Sponsor Branch for advice but a response had not yet been received.</p> | <p>Mr McCarey</p> |
| 16.2 | <p><u>Savings Plan</u></p> <p>Professor Gardiner discussed the issue regarding further savings. The DoH had confirmed the 2019/20 savings must be made, but that it would not support NIMDTA using funds from other budgets.</p> <p>Professor Gardiner confirmed that the increase in SLA charges was due to the increase in superannuation.</p> | |
| 16.3 | <p><u>SAS Doctors</u></p> <p>Professor Gardiner advised Members that NIMDTA had been requested to provide training to SAS Doctors. Professor Gardiner had asked for clarity and further information around this issue.</p> <p>Mr Joynes suggested this could benefit NIMDTA, but would require additional resources.</p> | |

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| 16.4 | <p>Professor Gardiner advised Members that there was an issue regarding GP Appraiser levels and the fact that NIMDTA was conducting more appraisals than were included in the funding. Mr Joynes queried if the cost of these additional appraisals was being absorbed within NIMDTA's overall funding. Ms Black confirmed the number of appraisals for which NIMDTA was funded.</p> <p>Mr Joynes questioned whether there was a need to recruit additional Appraisers. Dr Little queried if there would be adequate time to recruit and train Appraisers. Dr Loughrey suggested approaching existing Appraisers and request that they increase their sessions.</p> <p>The Board discussed and agreed that Professor Gardiner should contact the DoH regarding the limited resources and the possibility that NIMDTA could be unable to provide appraisals for all GPs.</p> <p>Mr McCarey queried if this should be escalated on the Risk Register. This was agreed.</p> | Professor Gardiner |
| 16.5 | Mr Wilson suggested that the Corporate Plan should be refreshed in the event that all Board Members are replaced between 2020 and 2021. Mr McCarey advised that this could be discussed at a future Non-Executive Workshop. | |
| 17.0 | Any other business | |
| 17.1 | None. | |
| 18.0 | Date of next meeting | |
| 18.1 | Thursday 28 th November 2019 2pm, Boardroom, NIMDTA | |