**Minutes of the Medicine Specialty Training Board meeting held on Friday 23 November 2018 at 11:00 in the Proclaim Room, the studio, 67 Hope Street, Glasgow with vc links**

**Present**: David Marshal (DM) Chair, Anne Holmes (AH) Graham Leese (GL), Neil Logue (NL), Alex McCulloch (AMC), Alastair McLellan (AMcL), Alan Robertson (AR), Janice Walker (JW).

**By videoconference**: *Aberdeen* - Marion Slater (MS); *Edinburgh* - Luke Boyle (LB), Ken Donaldson (KD), Heather Stronach (HS); *Kirkcaldy* - Morwenna Woods (MW).

**By movi:** Stephen Glen (SG).

**Apologies**: Andrew Gallagher (AG), Mike Jones (MJ), Kim Milne (KM), Susan Nicol (SN), Rowan Parks (RP).

**In** **attendance**: Helen McIntosh (HM).

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| **Item** |  | **Lead** |
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| 1. | **Welcome and apologies** |  |
|  | The Chair welcomed all to the meeting and apologies were noted. |  |
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| 2. | **Minutes of the Medicine STB meeting held on 6 September 2018** |  |
|  | The minutes were accepted as a correct record of the meeting. |  |
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| 3. | **Matters arising** |  |
| 3.1 | **Remote and Rural Acute Medicine initiative** |  |
|  | DM has arranged to visit Dumfries on 21 January to meet KD to discuss the potential for basing an Acute Medicine post there and which will rotate to Edinburgh. They will discuss any other current issues on the day. |  |
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| 3.2 | **CPT training North and East regions** |  |
|  | The paper will go to the MDET meeting on 10 December for its ratification. Once approved the post will be based in the East region. |  |
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| 3.3 | **Journal Titles; review of NES funding** |  |
|  | AMcL confirmed that Knowledge Services has received feedback from Medicine specialties – this item was completed. |  |
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| 3.4 | **IM Stages 1 & 2 TPD structure/funding** |  |
|  | A stocktake of the current picture was underway with the aim to submit a paper via MDET if further TPD time was required. As they would be bringing additional specialties into General Medicine as dual accrediting this would affect TPD time. IM Stage 1 will increase training support by 50% and GIM TPDs will lose 20% so the net change in 2020-2022 will be slight and should not make much difference. However, there will a considerable difference for TPDs in Core and an increased workload. AMcL asked DM to produce a paper for MDET on this – as the first year for the increase will be 2020-2021 this should be done for a future MDET meeting. | **DM** |
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| 4. | **CMT** |  |
| 4.1 | **Update** |  |
|  | SG reported:* The first meeting of the GM training committee leads was in September. David Carty has replaced Jim Boyle on the group. The meeting discussed simulation and the plan for a 3-day Bootcamp in August next year. This plan was supported by Simulation Group and TPDs. They will follow a centralised model and the event will be residential. The cost will be around £1200 per trainee and they have also put in a bid for 1 PA for an IM Lead. Details will be finalised soon. The model for years 2 and 3 has yet to be designed – it was likely this will be by local delivery. Money may come from existing Study Leave money and Professor McKenzie seemed optimistic the bid would be successful – less so on the bid for an IM Lead. Funding would be non-recurrent and the bid did not include years 2 and 3.
* Rotations for years 1 and 2 have been developed. The deficit in the North means they were likely to need 3 additional LAT posts for balance. Rotations should be posted soon on the recruitment website. TPDs will manage rotations between years 2 and 3 to minimise the effect of drop out. The GMC has approved West rotations.
* Recruitment dates were confirmed in January for IMT and the process will be similar to that for Core Medicine.
* Quality Improvement conference – there will be a national event in June in London and they will coordinate the date of the Scottish event with it.
* The next meeting will be in December.
* The Advisory Group meeting took place in September - a change of personnel was noted/the Educational Supervisor form was discussed and concerns noted around its length and a request to shorten it was made.
* First draft of decision aids for years 1 and 2 – some amendments were to be made. GL expressed concern about the increased number of assessments which he felt was a reversal of what has been the trend. SG said he has raised this before as a concern and the amount of granularity expected and hoped this could be changed. He hoped there would be an opportunity to change this at the next meeting when he will ensure the Scottish view is highlighted. DM noted the decision aid was discussed at the recent meeting in London when some duplication was removed and expectations of what Educational Supervisors will do was tightened up. He felt the Educational Supervisor report must be detailed and ‘entrustment’ signed off as yes or no. SG still felt the work behind this would take time; he noted the Surgeons have increased Educational Supervisor PA time and there should be recognition of the extra commitment required. MW said she understood both viewpoints but urged consideration of the tariff – perhaps to 2 hours per trainee – this would have to be agreed across Scotland. DM said that while the STB could not influence sessional time at job planning it was good to have DME support. He felt it unlikely Medicine would get the Surgery model of 0.5 funding. SG said there was no UK move to increase the IMT tariff and that they should concentrate on reducing the length of the assessment to be completed by the Educational Supervisor. DM will raise the concerns expressed at the Heads of School meeting.
 | **DM** |
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| 4.2 | **Recruitment update** |  |
|  | AH confirmed interview dates were set in Glasgow and Edinburgh in January. Panellist numbers were good and this year some trainees have been nominated to be involved. All arrangements were going well – application opened on 7 November and will close on 29 November with longlisting in December. |  |
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| 5. | **HMT** |  |
| 5.1 | **Update** |  |
| 5.2 | **MDRS Task & Finish Group** |  |
|  | Two meetings of the group have been held to review medical recruitment across all specialties. DM expressed his gratitude for STB and national lead feedback which was summarised in the circulated document. At the second meeting of the group on 6 November, Medical specialties agreed the national recruitment model being used was working well – although expensive it costs £300 per trainee. Output from Oriel was good and no specialties wanted to opt out. The only issue to discuss was Stroke Medicine which had a single interview process this year with one point of access for 6 posts. This is a subspecialty and did not want to be involved in national recruitment. Stroke Medicine receives no current funding for HR support – DM will discuss this further with Simon Hart and this will be escalated via MDET whether it was happy for the present process to continue.The Transitions Group was informed that Medicine wanted to continue with the present process; only Diagnostics specialties were not happy with the current process. | **DM** |
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| 5.3 | **New GIM ES on ePortfolio** |  |
|  | Two separate Educational Supervisor reports were required at ARCP for dual accrediting trainees – GIM and the specialty. If the specialty supervisor is dual they can complete both reports. |  |
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| 6. | **Shape of Training/IM Curriculum Implementation 2019** |  |
| 6.1 | **NES IMT1-2 rotations** |  |
|  | All were now confirmed and on the website. It was not possible to advertise year 3 rotations and there has been much discussion at JRCPTB as to the amount of choice. The feeling was that the scoring system at IM1 would be considered for IM3 and if individuals ranked high enough they should be offered posts. If they get a low score they would not necessarily get their choice at year 3. There was much work underway on this and guidance was expected in the New Year. AR felt there could be issues if trainees were allocated based on a score from 2 years before. DM acknowledged this has produced much discussion however they were not keen to undertake ranking/allocation again and he felt it was likely there would be local discussion in year 2 as to what will be done. |  |
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| 6.2 | **Recruitment 2019** |  |
|  | This was on track and post approval forms have been sent out. MS confirmed North has been approved – East and South East will check status with GMC. |  |
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| 6.3 | **ShoT SG meeting** |  |
|  | DM tabled a paper for information from the meeting on 31 October, which he had been unable to attend. The next meeting will take place in February. |  |
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| 6.4 | **Training the Trainers plans 2019** |  |
|  | DM reported they had sight of the toolkit at the meeting in London last week. It should be signed off by the end of December. In terms of training delivery, he will organise a day/half day for APDs/GIM TPDs and administrators in March 2019. Date to be confirmed. LEP training days will be organised in May 2019 and he will contact all local LEP leads to ask them to run these for Educational Supervisors. Three new specialties will be entering in year 2 and will need specific training. He will meet National Leads to discuss the implications and will use next year’s National Leads meeting as the training day for implementation of Stage 2. MW said she will send DMEs a formal briefing after today’s meeting to alert them to developments – she felt that 2-hour training sessions were deliverable. She considered that LEPs would have personnel who could lead these sessions – if not they may need APD involvement. She felt that NES involvement would ensure more local staff attend the sessions. | **DM** |
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| 7. | **MDET** |  |
|  | Noted: the next joint MDET/STB Chairs meeting will be held on 11 February 2019. |  |
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| 8. | **QM** |  |
| 8.1 | **Update and visit schedule 2019** |  |
|  | QRPs were held at the end of September and output distributed on 1 November to TPDs and DMEs. Good practice and enquiry letters have been sent out.The visit schedule is set up to June 2018 – 18 visits so far and there will be more. They were approaching panel members for visits. This was a challenging time for Quality and DMEs – some more challenging visits were underway. |  |
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| 9. | **JRCPTB** |  |
| 9.1 | **Head of School meetings 2/10/18 and 27/02/19** |  |
|  | DM attended the October meeting when discussion centred on IMT. He was unable to attend the February 2019 meeting; CG will deputise for him. |  |
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| 9.2 | **Curriculum Development Committee 14/11/18** |  |
|  | Meeting papers were circulated for information. The GMC was reviewing credentialing and seeking comments by end of January on its consultation document.Included in the papers circulated were:* AIM and GIM Quality criteria.
* IMT3 flexibility document – what happens to those who may have been out of programme and what they are required to do. Returning trainees cannot be expected to complete all requirements in year 3 – each case will be looked at separately.
* Version 5 IM Stage 2 curriculum – this is a lengthy document and looks at the curriculum going forward to COG for recognition. Further changes are needed. COG has not signed off any curriculum reviews it has seen so far and SACs were rewriting these. There was concern that it will be difficult to get all the work done by 2020 when the curriculum will be required for the new intake. The IM curriculum required some minor tweaks only and so should be ready for sign off soon.
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| 10. | **AOCB** |  |
|  | No other business was raised. |  |
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| 11. | **Dates of future meetings** |  |
|  | The next meeting will take place at 13:30 on Thursday 21 February 2019 in Room 5, Westport with vc links.Future meeting dates are:* 21 May 2019 in Dundee – due to lack of a suitably sized meeting room in Dundee this is now likely to be a vc meeting.
* 13 August 2019 in Room 6, Westport with vc links – note: meeting date changed from 20 August 2019.
* 7 November 2019 in Rooms 1 and 2, 2 CQ (followed by joint meeting with National Leads).
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**Actions arising from the meeting**

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| **Item no** | **Item name** | **Action** | **Who** |
| 3.3.4 | Matters arisingIM Stages 1 & 2 TPD structure/funding | To produce a paper for a future MDET meeting. | DM |
| 4.4.1 | CMTUpdate | To raise the concerns expressed at the Heads of School meeting | DM |
| 5.5.15.2 | HMTUpdateMDRS Task & Finish Group | To discuss Stroke Medicine recruitment process with Simon Hart. | DM |
| 6.6.4 | Shape of Training/IM Curriculum Implementation 2019Training the Trainers plans 2019 | To organise training for APDs/GIM TPDs and administrators in March 2019; to contact all local LEP leads re training sessions for Educational Supervisors in May 2019. | DMDM |