

**Minutes of the meeting of the General Practice, Public Health Medicine, Occupational Medicine and Broad-Based Training Specialty Board held at 10:00 on Tuesday 2<sup>nd</sup> February 2021 via TEAMS**

**Present:** Nitin Gambhir (NG) [Chair], Drummond Begg (DB), Claire Beharrie (CB) representing Ashleigh McGovern, Nick Dunn (ND), Sandesh Gulhane (SG), Cathy Johnman (CJ), Lisa Johnsen (LJ), Amjad Khan (AK), Graham Leese (GL) & Jen Mackenzie (JM)

**Apologies:** Claire Knight (CK), Helen Freeman (HF), Lynn Hryhorskyi (LH), Catriona Moron (CM) & Jen McKenzie

**In attendance:** Rachel Brand-Smith (RBS)

Item	Item Name	Discussion	Agreed Action
1.	Welcome, introductions and apologies	<p>The Chair welcomed all to the meeting and apologies were noted.</p> <ul style="list-style-type: none"> <li><b>Helen McIntosh (Senior Administration Officer, SPDS):</b> NG offered his thanks to Helen McIntosh who will be retiring in March. NG thanked Helen for all the support she has provided to the STB in her role as Senior Administration Officer.</li> </ul>	
2.	Minutes of meeting held on 17/11/2021	<ul style="list-style-type: none"> <li>The minutes were accepted as a correct record of the meeting 17/11/2021</li> </ul>	
3.	Review of Action Points	<ul style="list-style-type: none"> <li>None</li> </ul>	
3.1	National Child Protection Guidance-Consultation	<ul style="list-style-type: none"> <li>NG stated that he had received feedback from Board members and a response report was prepared and submitted to AK and Alan Denison. Responses from other boards were collated and have been forwarded to Scottish Government for consideration.</li> </ul>	
3.2	COVID special leave	<ul style="list-style-type: none"> <li>LJ stated that there was an updated Covid-19 Special Leave draft paper which she will forward to NG. This has since been made available and will be attached to draft minutes.</li> </ul>	<p><b>LJ</b> to send RCGP Covid-19 Special Leave doc to ND</p>
3.4	MDET – ARCP Surveys	<ul style="list-style-type: none"> <li>Claire McKenzie confirmed to NG that this was an ongoing project and final report would be circulated to all STBs</li> </ul>	

4.	<b>Matters Arising not on agenda</b>	<ul style="list-style-type: none"> <li>• <b>None</b></li> </ul>	
4.1	<b>SPGC Review</b>	<ul style="list-style-type: none"> <li>• DB stated that he had been in contact with Catriona Morton (RCGP, Deputy Chair) regarding a proposed ten-year review meeting. AK suggested arranging a meeting with DB to discuss.</li> </ul>	<b>AK and DB</b> to arrange meeting relating to SPGC
4.2	<b>E-mail Migration</b>	<p>CJ raised various issues related to e-mail migration:</p> <ul style="list-style-type: none"> <li>• <b>Health Boards Migration:</b> CJ stated that Trainees in Public Health are still having issues with the e-mail migration. CJ stated that Trainees have reported losing e-mails and have been advised to save all communications. NG stated this situation had been confusing because each health board has its own migration policy. CJ asked if this issue could be escalated. NG suggested if all NES employees including GP trainees could have an NHS.SCOT email address.</li> <li>• <b>NES Migration:</b> AK confirmed that all Trainee addresses were migrated on 01/12/2021 and that all issues had been reported to Chris Roath, NES Digital.</li> </ul>	
4.3	<b>RCGP</b>	<p>LJ Updated the meeting on various issues related to RCGP. These included:</p> <ul style="list-style-type: none"> <li>• <b>New RCGP Appointments:</b> LJ confirmed the following changes at the RCGP: <ul style="list-style-type: none"> <li>• <b>Scottish Council, Joint Chair</b> – Dr David Shackles and Dr Chris Williams</li> <li>• <b>Scottish Council, Deputy Chair</b> – Dr Catriona Morton</li> <li>• <b>Chair of GPRRAG</b> – Dr Catriona Morton</li> </ul> </li> <li>• <b>Recommendations for CCT:</b> LJ confirmed the following: <ul style="list-style-type: none"> <li>• <b>CCTs for UK, 2020:</b> Total number of recommendations for CCT was 2948 which is 100 more than 2019.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>CCTs for UK, February 2021:</b> Approximately 450 trainees will CCT in February which has generated increased workloads for the RCGP.</li> <li>• <b>CCT for Scotland, 2020:</b> There were 280 recommendations for 2020 and 260 in 2019.</li> <li>• <b>AKT &amp; RCT Exams:</b> LJ reported the following: <ul style="list-style-type: none"> <li>• <b>AKT Exam:</b> January AKT exam had higher levels of cancellations. Out of 2017 applicants, 367 cancelled which is double than the normal level of cancellations.</li> <li>• <b>RCA Exam:</b> The RCA exam had 495 candidates which is a lower than usual number of candidates. LJ stated that marking ongoing.</li> </ul> </li> <li>• <b>Guidance for Training:</b> LJ stated that a working group had been set up to look at flexible pathways. Guidance has now been drafted and will supersede ATC guidance. LJ stated that a gap analysis form has been included. In addition to this, the combined programme has been added to Oriel which has generated a high level of Round One interest.</li> <li>• <b>Quality for ATC:</b> LJ stated that there was not enough data for the ATC quality audit however the new process should address this.</li> <li>• <b>Training Recognition:</b> LJ stated that the Guidance for CCT, Time out of Training and Less than Full Time have been reviewed and this will be sent to ACC in March.</li> <li>• <b>Impact of BREXIT:</b> LJ stated that legal guidance was being sought from the GMC on what will replace the EU Working Time Directive. Results will feed into over all other guidance issued by RCGP. SG asked if new legislation would be broadly similar to EU legislation. LJ confirmed that this would be the case. SG asked whether if he could share the guidance document with the GP Trainees committee. LJ confirmed that this document could be circulated.</li> </ul> <p>LJ asked the meeting for responses to the following queries from the RCGP:</p>	<p>LG to e-mail NG further agenda items relating to RCGP</p>
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5.	<b>Main Items of Business</b>		
5.1	<b>Recruitment – GP, PH, OM &amp; BBT</b>	<p>NG on behalf of JMCK updated the group on the following:</p> <ul style="list-style-type: none"> <li>• <b>GP MSRA Recruitment:</b> NG confirmed that applicants have been invited to book their MSRA and assessments will take place from 28/01/2021 to 12/02/2021. AK confirmed that full MSRA would be used for GP recruitment however this may be impacted if the Pearson Centres decide to reduce capacity or close. In addition to this, AK also stated that an online version was required for shielding Trainees.</li> <li>• <b>BBT Recruitment:</b> NG on behalf of JMCK confirmed that offers for BBT will be released by beginning of March at the same time as GP. NG stated that if there was any change to timelines Trainees and TPDs would be informed.</li> <li>• <b>PH Recruitment:</b> CJ confirmed that PH have been able to be increased recruitment from nine to eleven. There has been an increased is eligibility to posts from 20/1 to 11/1 which is above average for UK. Recruitment will be done on-line however this will delay assessments by a month. A written component will be added to the selection centre assessment looking at problem solving, teamwork and data handling etc.</li> </ul>	
5.2	<b>Deanery changes</b>	AK gave the meeting an update on the following changes:	

		<ul style="list-style-type: none"> <li>• <b>Deputy Director Post:</b> AK confirmed that a Deputy would be recruited. This was in response to the reduction of GP directors from four to one. Deputy role will take on operational activities allowing GP Director to concentrate on strategic activities.</li> <li>• <b>Changes to APGDS:</b> Dr Chris Mair is now APGD for East &amp; South East and Dr Rod Sampson has been appointed as APDG for the North with responsibility for Rural Track and Caledonia programmes. AK confirmed that the APDG roles and workstreams have been reorganised.</li> <li>• <b>TPDs:</b> AK confirmed that recruitment was ongoing for TPD posts mainly in the North Region. A new Associate Advisor post has been created in the East Region</li> <li>• <b>GP Education Resources:</b> AK confirmed that the APGDs were looking at a Once for Scotland approach for courses and materials especially for GP Trainers.</li> </ul>	
<b>5.3</b>	<b>Covid-19 Impact</b>		
<b>5.3.1</b>	<b>Public Health Update</b>	<p>Cathy Johnman raise the following issues related to COVID-19 and Public Health including:</p> <ul style="list-style-type: none"> <li>• <b>Issues related to Service:</b> CJ stated that training opportunities had been affected by Covid-19.</li> <li>• <b>Training the Trainers Day:</b> This has been broken into smaller parts and several components have already been delivered. Discussion were held on how to maintain Public Health training. Recovery planning and post-pandemic training was also discussed.</li> </ul>	
<b>5.3.2</b>	<b>Re-Deployment</b>	<p>Various issues were discussed in relation to redeployment:</p> <ul style="list-style-type: none"> <li>• <b>GP Re-deployment:</b> DB stated that there was an impact on GP practice training. DB queried why, when GP is regarded as one of the four acute care services at present, Foundation GP Trainees were regarded as supernumerary. SG asked if there was a distinction between re-deployment of GPs in hospital posts and GP in practice. AK stated that GPs in practice are not included in re-deployment. AK stated that Foundation Trainees are health board employees so re-deployment is a responsibility of the health boards.</li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>BBT Re-deployment:</b> GL stated that DMEs had been very positive regarding Trainee redeployment.</li> </ul>	
5.3.3	<b>Fellowships &amp; Career Pathways</b>	<p>AK updated the meeting on the following areas which have been affected by the COVID-19 pandemic:</p> <ul style="list-style-type: none"> <li>• <b>GP Fellowships:</b> DB asked whether there was scope for additional scholarships etc. provided by NES for missed training. AK confirmed that all GP Fellowship are going ahead. Numbers cannot be doubled due impact on budget from Covid-19.</li> <li>• <b>Paediatrics Scholarships:</b> AK confirmed that the 2019 cohort that have been extended into 2021. Scholarships will not be advertised for this year due to lack of clinical time. In addition to this, two cohorts cannot be run at the same time in one year.</li> <li>• <b>Academic Fellowships &amp; New Career Pathways:</b> AK confirmed that discussions were taking place for creating career pathways for academic and educational training.</li> </ul>	
6.1	<b>Standing Items of Business</b>		
6.2	<b>Quality</b>	<p>ND updated the meeting in the following issues related to Quality including:</p> <ul style="list-style-type: none"> <li>• <b>Quality Visits:</b> ND stated that Quality is carrying on with the Quality and ES accreditation system. ND stated that some GP practices have been given extras time to submit their accreditation information due to service pressures.</li> <li>• <b>Pre-Visit Questionnaire:</b> ND stated that a pre-visit questionnaire for Trainees has been drafted and this will be distributed to practices at the end of this month. The aim of the survey is to gather real time data from Trainees in practices.</li> <li>• <b>Risk-assessment on New Practices and Remote Practices:</b> ND stated that the group was looking for feedback from practices after quality visit have been completed. This will provide pointers to improving the system.</li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>Submission Paperwork:</b> ND stated that guidance needs to be updated to reflect how Primary is Changing. The review will revise reference to full time GP as most GPs now work different session patterns. Information will also be gathered on types of consultations etc.</li> <li>• <b>Foundation Placements:</b> ND stated that the GP Directors are looking at expanding number of Foundation Trainees in GP practices. ND stated that a meeting was held with NHS Lanarkshire to look at linking practice placements with programmes. SG asked whether practices receive funding when they host a Foundation Trainee. ND confirmed that there was a training grant that was equivalent to hospital posts.</li> <li>• <b>Educational Support for Foundation Supervisors:</b> New workshops to be developed to provide educational support for ESs. A webinar is being prepared at present. In addition to this the GP Directors will be looking at the FDE and SPEC courses and reviewing materials.</li> </ul>	
6.1.3	TPM	<p>CB gave updated the meeting on the following:</p> <ul style="list-style-type: none"> <li>• <b>National Groups:</b> CB confirmed that there was extensive work in TPM looking at national working including ARCP, FishBase ePortfolios etc. ND stated that TPM had been very responsive to demands over the last year.</li> </ul>	
6.1.4	Professional Development - Technology Enhanced Learning	<ul style="list-style-type: none"> <li>• <b>Technology &amp; Enhanced Learning:</b> NG stated that a paper had been submitted discussing different technology/software opportunities and a consultation exercise was carried out. Subgroups have been created and individual participation was encouraged.</li> <li>• <b>Trainers &amp; Trainer Support:</b> ND outlined the support for Trainers regarding the changes generated by the change to the Fourteenfish platform. There has also been work on the following: <ul style="list-style-type: none"> <li>• Guidance on Out of Hours</li> <li>• Trainees in difficulty</li> <li>• Trainer ES resilience and use of Educational Check List</li> <li>• Covid-19 advice for Training</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>• Quality management regarding accreditation Visits</li> <li>• Guidance for Trainers supporting Trainees sitting RCA</li> <li>• Support for Trainer assessing Quality Improvement Projects</li> <li>• Possible Trainer Conference in August 2021</li> <li>• SPECS course has commenced</li> <li>• Updating Scottish Deanery content and use of TURAS for Inductions</li> </ul> <ul style="list-style-type: none"> <li>• <b>Induction Resources on TURAS:</b> CJ requested link to TURAS Indication materials.</li> </ul>	<b>ND</b> to send TURAS Induction information to CJ
<b>6.1.5</b>	<b>MDET</b>	<p>AK updated the meeting on the following:</p> <ul style="list-style-type: none"> <li>• <b>Stewart Irvine:</b> AK stated that Stewart Irvine has returned as Medical Director and Responsible Officer. AK thanked Rowan Parks for his support</li> <li>• <b>New Chief Executive:</b> A new Chief Executive, Karen Reid, formally Chief Executive at Perth &amp; Kinross Council has been appointed.</li> <li>• <b>Change to GP Director post:</b> AK confirmed that the title of GP Director has be changed to Post Graduate GP Dean &amp; Director of Post Graduate GP Education. This allows the director to have the same functions as other Deans in the UK and will be answerable to Stewart Irvine.</li> <li>• <b>FITFA:</b> AK stated that FITFA has been re-named Advancing Equality in Medical Education Group. This has been agreed by MDET and one APDG session per week will be assigned to this. This will be co-chaired by AK, Clare McKenzie and Alan Denison.</li> <li>• <b>GP Trainee Vaccinations &amp; GP Practices:</b> AK stated that there is some confusion about who is responsible for vaccinating GP Trainees. Some GP practices have declined to vaccinate Trainees and have referred them back to NES. AK confirmed that all Trainees should be vaccinated by practices and all ST1s And ST3s have been contacted about this. In addition to this, if the practice cannot vaccinate Trainees, they can apply to be vaccinated via NSS.</li> </ul>	



		<ul style="list-style-type: none"> <li>• <b>GP Trainee Vaccinations &amp; Health Board Staff Service:</b> DB stated that issue has arisen due to different health boards having different protocols and different supplies. DB stated that Trainees can be vaccinated through the health board Staff Service despite Trainees being NES employees. CJ confirmed that information about Staff Service information has not been communicated well to practices and Trainees can book vaccination appointed through Occupational Health Service and the online portal.</li> <li>• <b>Out of Hours Sessions:</b> AK stated that Scottish Government has viewed this as success and the programme will be extended to April and reviewed in August. AK stated however that these sessions will not count towards 72 hours Trainee training. SG stated that GP Trainees should complete their 72 hours and be signed off before they work extra sessions. AK stated that this has been discussed with Scottish Government and Trainees and all safeguards such as supervision had been taken into consideration.</li> <li>• <b>Foundation Lead:</b> AK confirmed that a new Foundation Lead has been appointed for 18 months (Dr Christine Heron) who will be drafting a strategy on increasing Foundation GP Trainee in GP practices. AK confirmed that she will be working with Dr Chis Mair and Foundation School.</li> <li>• <b>Webinars:</b> AK confirmed that the pan-speciality webinars will carry on as usual and have been very successful.</li> <li>• <b>Tier 2 Visa:</b> AK confirmed that Tier 2 visas are now known as Skilled Employee visas. AK stated that when a Trainee's contract ends NES is no longer the Trainees sponsor. The Home Office has been contacted about for guidance. BD suggested a meeting with AK and Catriona to discuss the issue.</li> </ul>	<p><b>AK and DB</b> to arrange meeting to discuss visa issues</p>
6.1.5	FITFA	<p>NG updated the meeting on the following issues related to FITFA:</p> <ul style="list-style-type: none"> <li>• <b>Change of Name:</b> NG welcomed the change of name from FITFA to Advancing Equality in Medical Education Group.</li> <li>• <b>STEP Programme:</b> NG confirmed that the February cohort of the GP STEP programme will be going ahead online and dates scheduled for 9<sup>th</sup> and 11<sup>th</sup> March</li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>Psychiatry STEP Programme:</b> NG stated that the Psychiatry STB had set up a PSYCHSTEP programme. The first two modules were run in October 2020 with twenty Trainees.</li> </ul>	
6.2	<b>Service Report (MD)</b>	<ul style="list-style-type: none"> <li>• NG stated that there was no update at present from the Medical Directors.</li> </ul>	
6.3	<b>DME Report</b>	<ul style="list-style-type: none"> <li>• NG stated that the DME report has not been submitted at present.</li> </ul>	
6.4	<b>Royal Colleges</b>	<ul style="list-style-type: none"> <li>• See Item 4.3</li> </ul>	
6.5	<b>Speciality Reports (PH, OM and BBT)</b>	<p>GL gave an update on BBT including:</p> <ul style="list-style-type: none"> <li>• <b>BBT TPD:</b> A new TPD for the whole of Scotland, Dr Patrick Byrne, has been appointed</li> <li>• <b>New BBT curriculum:</b> GL stated that the new curriculum is still with the GMC and BBT are still waiting for a response.</li> <li>• <b>BBT ePortfolio:</b> GL stated that the BBT ePortfolio will have to be rewritten due to changes in the BBT curriculum. Staff are getting trained to make these changes when the new curriculum is confirmed.</li> <li>• <b>Paediatrics:</b> GL stated that there are issues with Paediatrics and training in BBT. A meeting has been arranged by Ak to discuss this.</li> <li>• <b>NHS Grampian:</b> GL stated that Dr Gray's Hospital, Elgin cannot provide supervision for BBT trainees at present and Trainees have been temporarily moved to Aberdeen.</li> <li>• <b>BBT support for GP:</b> A meeting was held between GL, AD and AB on BBT support for GP practices. GL stated that there were various positive suggestions generated by this meeting.</li> </ul> <p>CJ gave the meeting an update on Public Health including:</p>	

		<ul style="list-style-type: none"> <li>• <b>ARCP:</b> CJ state that there were no updates from ARCP at present however this is influenced by the ad Hoc system of ARCPs Public Health have.</li> <li>• <b>Exams:</b> CJ stated that Trainees sat exams in November and the pass rate was 66%. CJ confirmed that there will be another sitting for the Diploma exam this year. In addition to this, exam schedules will be reviewed. CJ confirmed that the Public Health Membership exam will go ahead.</li> <li>• <b>National Training Survey:</b> CJ stated that the report has still not been issued by the GMC and will only be broken down to Deanery level. CJ stated that the Public Health Faculty and Education Committee have requested a further breakdown.</li> </ul>	
6.6	Academic Reports	<ul style="list-style-type: none"> <li>• NG stated that there is no academic representation for this board at present. NG stated that he will attend some STC meetings to identify possible academic representatives.</li> </ul>	
6.7	Lay Member Report	<ul style="list-style-type: none"> <li>• NG confirmed that Claire Knight the Lay Rep has resigned, and a new lay member will be identified soon for the Board.</li> </ul>	
7.	AOB	<ul style="list-style-type: none"> <li>• <b>Summaries for STB meetings:</b> NG requested that if members are not able to attend the STB that they send a summary of discussion points which can be reported to the meeting.</li> </ul>	
8.	Date of Next Meeting	<ul style="list-style-type: none"> <li>• <b>Date of Next Meeting:</b> Tuesday 4<sup>th</sup> May 2021 (10:00-12:00)</li> </ul>	