



# The Institute of Maxillofacial Prosthetists & Technologists

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## Council minutes from the meeting held on Wednesday 6<sup>th</sup> March 2019 at Union Jack Club, London.

### Present at meeting

Barry Edwards  
Fraser Walker  
Richard Eggleton  
James Dimond  
Stefan Edmondson  
Jason Watson  
Emma Worrell  
Edward Malton  
Hitesh Korla  
Steve Hollisey  
Siân Hayward  
Pauline Paul  
Barbara Thompson  
Misha Newnham

Chairman  
Honorary Secretary  
Treasurer  
Web-Site Co-ordinator  
AIB Officer  
Education Committee  
Journal Editor  
Honorary Registrar  
Education Committee  
Congress 2019 Lead  
Minutes Secretary  
Newsletter Editor  
Education Committee  
Student Representative

### Abbreviation

BE  
FW  
RE  
JD  
SE  
JW  
EW  
EM  
HK  
SHO  
SH  
PP  
BT  
MN

### Apologies

Trevor Coward                      Education Officer                      TC

### Note: *To Action*

(A)

Minutes from council meeting Wednesday 3<sup>rd</sup> October 2018 are correct, Proposed by PP and Seconded SE.

### Start of meeting 11.00am

## Correspondence and Reports

### Matters Arising

- Emma Worrell nominated for fellowship membership, there were no objections.
- Formal investigation information discussed (info deleted for publication)
- Official complaint. Formal investigation (info removed for publication)
- Amy Davey attending IMPT council - BE has got in touch and she is happy to attend council from December's meeting.
- Hitesh and Ian (Collins) organising spring seminar in Birmingham and applications have gone out.
- HK – asking for costs for trade stands. Is there a fixed charge? Looking at 8 trade stands currently. Council approved the proposed fee..
- Heidi Silk (Poole) requested a generic letter to HR departments. BE has drafted a letter for Trusts. Consult IMPT legal representatives. JW suggested it is taken to the next theme board meeting by HK. BE, EW and JW to put a letter together and HK to take issue to theme board and all report back at the June meeting. GDC is very specific about what technicians can and cannot do. Are members/non members working outside their scope of practice.
- Update of AIB documentation: This document will need to be submitted for council's approval at the June meeting prior to being uploaded on the IMPT website.
- AIB- Lay representative discussed.
- Sat Palmer next president of BOAMS. BE wrote a letter from IMPT congratulating him on his new role.
- Congress report – Non payment discussed. Is there a way of identifying who is paying for the conference fees? The main issue is that finance departments send payments via BACS, however do not usually give a reference. RE does not receive the booking forms. A booking form needs to be sent to finance department as well as Richard. Registrar to send a generic email out to all members to notify that they need to send an application form to RE as well as

their individual finance department. Additionally we there are issues with the Paypal account. Proposed that Paypal account is closed, but will wait until after Congress.

- Official document for the different level of trade stands for congress - Form has now been sent out.

### **Chairman's Report (Barry Edwards)**

- The proposal from Catherine Turner regarding participation in the Lord mayors show was voted on via email prior to this council meeting. The result was 7:5, No
- AIB lay person: Although stipulated in the AIB documentation that the lay person can be only used once, Mark Cutler confirmed that this is just an added level of insurance. Suggested and approved by council that it is more appropriate to have two people and alternate.
- Kevin Page retired from NHS. Letter has been written from IMPT to thank him for all his work within our profession.
- GIRFT report/ Maire Morton – BE sent an email out to council. She wants to investigate Max fac labs and has asked if someone from our profession would like to take this part of her report on. There could be an advantage to us doing it. Concern with 3D printers has already been highlighted and centralisation of services is being suggested. They want to match up surgical need and delivery of labs. ESR and specialty coding is being brought up. It would be in our interest to participate. They want to know about all hospital labs, not just IMPT registered. EM, RE, JW and FW have expressed interest. No set deadlines yet but it is hoped to achieve significant progress by June 2020. For any council member involved, travel expenses are approved by council. It was discussed whether we could pay someone to do this for us. On-going discussions.
- It was suggested that we write a report to go out in the Dental Technician, to give departments advance warning.

- Follow up on progress in June, but work needs to begin. JW to contact parties.

### **Secretary Report (Fraser Walker)**

- Lawrence room Mon/Tue (AIB) £140
- Room hire Council £280.
- There was a financial penalty incurred after cancellation of the formal investigation.
- Room allocation and dates for next year to be planned and booked.
- Data protection fee will be taken by direct debit.
- Education committee has non council members attending as needed. Fraser needs to be notified any non-members attending meetings in advance so that security are made aware.
- Email from Holly Dimond who would like to become a co-opted member of council. Already have a request from Paula Garroway and Adrian Kearns. Members must be welcomed to council in order, Paula Garroway is first. Adrian would not be able to be co-opted again, he would need to complete the form to be voted on at the spring seminar. EM to create official waiting list. BE to contact Paula Garroway to check if she is still interested. They will be co-opted as and when people leave.

### **Treasurer (Richard Eggleton)**

- Balance sheet handed discussed
- No debts currently outstanding.
- RE has received five payments so far for the Swansea congress.
- HK seminar money – some are paying by BACS transfer.

### **Registrar Report (Edward Malton)**

- Sarah Parkinson was lead in the formal investigation. Discussed.

- Official response from Sarah Parkinson discussed.
- Report on file
- Kevin Page retired and declined retired membership.
- Concessional membership/career break discussed.
- Paypal will be closed down and a new one set up after Congress.
- Subscription fees outstanding – will receive two emails from registrar to chase.
- A lot of members contact detail are incorrect. Something to go in the next newsletter about the need/responsibility for members to keep contact details up to date.
- Associate membership request – an application has been submitted by RE but on the wrong form. The applicant is currently doing the distance MSc. Approved by council on receipt of the correct form.

### Education (Trevor Coward)

- Study leave for students is an ongoing issue however it still remains down to the individual units to decide. This may vary during third year for research. MN highlighted that some units require student to have their study days on-site while others do not. EW confirms that this is at the managers discretion.
- RE questioned what is given for students participating in the distance learning MSc. Council confirmed that this is also discretionary and will vary depending on units. At Birmingham only 1 day is given to students. Guilford has offered 2 days for their DL student in the past.
- Formal investigation is closed. Plan of action was put together and offered .No response, issue is now closed.
- Feeder programs - It was agreed by the committee that out of all the potential options the Accredited Prior Learning Apprenticeship with the BTECH entry requirement appears the most viable although further investigation is needed. EW to feedback at next council meeting.
- Theme Board – nothing notable to report.

- EW has resigned as Lead Trainer. (STP) JW to fill post temporarily until after the interviews and then might ask someone outside council.
- A meeting was held as a group of trainers to discuss OneFile. An acceptable level of competency has now been finalised but discussion is still ongoing.
- Since the last council meeting it has been strongly suggested to students that they should all be associate members for all the benefits that entails.

### **AIB (Stefan Edmondson)**

- AIB was held at the Union Jack Club on March 4/5<sup>th</sup> 2019
- Those who have sat the AIB on March 4/5<sup>th</sup> 2019 (On going discussion on process outcome)
- Assessment panel included SE, EW, FW and an External judicator (non-member of the IMPT) Molly Williams.
- 2 candidates assessed on the Monday 3<sup>rd</sup> in the afternoon, the remaining 4 candidates assessed over a full day on the Tuesday 4<sup>th</sup>.
- SE emailed document with historic qualifications. Submitted for approval from council. JW has some edits. To include levels of the qualifications as reference at the back. Level 7 currently the requirement, no qualification with lower than level 5 (BTech, HNC, HND) will be accepted.
- JD - we need to clarify what historical qualifications are accepted. They need to still be Max Fac courses, not dental technology qualifications with a module in max fac. AIB will confirm eligibility discussed EW.
- SE stepping down as AIB officer
- BE received expression of interest from EW JW and HK. EW JW and HK left room for vote to take place.
- EW voted in as new AIB Officer. To change AIB officer details on last page.

### **Student rep (Misha Newnham)**

- MN reports that all new students are settling in well.
- Students aware of the added pressure due to issues. Discussion carried on.

- Competences – students are actively trying to keep on target with the new implemented targets by the NSHCS. However, some are not being assessed quickly enough. JW to send out email to supervisors/units to remind the to respond/sign of competences. Some trainers may not be aware that they can set up a notification system.
- Students have discussed the idea of putting together an induction pack for people new to STP but also the NHS. Will have information on requesting leave, expenses claims, and co-ordinating rotations. Council expressed that this should be the responsibility of local hospital induction.
- Study leave prior to exams - Some units have give a maximum of 1 week prior to end of year written exam and two days prior to intermittent exams. However, this is still not uniform. Open discussion.

### Journal (Emma Worrell)

- EW last report at council as journal editor.
- Currently have 3 or 4 articles submitted and one of the
- EW- a case study submitted at AIB looked like a really strong potential for the journal.
- Journal Ed to be confirmed next meeting.

### Newsletter (Pauline Paul)

- Sent out on 11<sup>th</sup> February 2019.
- 220 copies printed, 202 sent out. 175 sent throughout the UK and 24 were sent overseas.
- Still two companies to receive their copies. Tri-tech and Cochlear. BE to forward details of a contact at Cochlear
- £814.51 was the total cost for production plus postage.
- After sponsorship: total cost from the newsletter amounts to £277.52
- SE to write something about MDR update and consult with JD and SHO for the next newsletter.
- Aim for the next newsletter to go out in June.
- Suggested that there is a return address stamped on the envelopes.

### **Web-Site Co-Ordinator (James Dimond)**

- Homepage changes the most. STP advert has now been replaced by AGM and Swansea Banner. Links for application forms and submitting of applications.
- Feedback for congress forwarded to RE and SHO.
- Trevor receives contact in relation to MSc courses.
- Retired status to be clarified – open discussion
- FW can we upload fellowship membership nomination document.
- What is publicly available on the website and what is reserved for members. open discussion- JW - Scope of Practice (SoP) needs to be made public.
- It was discussed whether it is a feasible process to submit AIB case studies through FPT site/Drop Box (through the website).
- To vote on new AIB document at the June meeting for it to be uploaded.
- AHCS Professional Council
- First meeting; 23 professional bodies, 4 observers (us).The idea is to give one voice to healthcare sciences. Matters regarding workforce funding and registration. This council is relatively new and been up and running about 5 years. We are paying £100 to be an observer. Plus £1 per head per practicing member, totalling £125. JD thinks it is worth being involved and attending meetings. Its four meetings a year and JD put himself forward for it, which was accepted by Council.

### **Congress 2019 (Steven Hollisey McLean)**

- A new IMPT email address has been set up for the Congress; on the forms
- Reunion dinner has been arranged
- There has been a complication with transport. open discussion.
- There has been a lot of interest from trades. Agreements were looked over by solicitors.
- Currently 5 trade stands confirmed.



- Charles Fraser-Macnamara has offered to do the wine tasting again, and this has been approved by the Marriot Hotel.
- SH to visit Swansea to start putting the programme together, approved by council.
- Pete Evans has asked if the organisers of the conference need to pay the full delegate fee for attending. Open discussion. Other concessions have been made for organisers previously. \_FW that one organiser and a deputy should go free of charge, and this could be extended to spring and autumn seminars.
- Proposal '*conference organiser and deputy are allowed to go free to the conference, spring or autumn seminar*' unanimously voted yes.
- Pete Evans has also put forward a request that three people be invited as guests. Alan Bocker, SHM Father and the Chief Exec. Day delegate only. Meals not to be included. No objections.
- Adrian Sugar to be new president of IMPT at the conference.

#### **MDR 2020 (James Dimond)**

- JD sent out summary of the regulations before Christmas via email.
- To summarise, we are exempt from a lot of the regulations however we do need to implement a quality management system (QMS). This is still a substantial amount of work and we must be compliant by 26<sup>th</sup> May 2020 or we are considered to be breaking the law.
- ISO 13485 is for medical devices and it should cover most things and are the requirements most sterilisation departments work to. JD has been in touch with the British Standards (BSI) and the documentation is heavily copyrighted meaning we can't get a copy but we can buy a user licence. One copy is £246. JD to wait on a quote for a PDF for ISO standard for members. He has asked for 55 users.
- PP has been notified by GDC to generate 'GMDR' codes. No one else has been notified about this type of code. JD to chase up with his MHRA contact.
- We may be 50% there with current traceability systems in place, but we need to be fully compliant.
- Becoming compliant should be easier if production and sterilisation is completely in house.

- Currently under EU law, but will then be adopted by British standards after Britain leave the EU.
- Georgina Curtis, the GMC consultant who has been working with the unit in Birmingham, is to do a key note lecture at the spring AGM with discussion time. She will need to be paid for her time approved by council.
- It may also be necessary for Georgina Curtis to repeat this at the congress. H
- HK highlighted it involves creating a standard operating procedure for every appliance you create. Audits need to be put in place and carried out regularly. They will do spot checks and can turn up unannounced.
- Dental technology showcase is in May, they are also doing a lecture on the subject for those who cannot attend the spring AGM.
- Feedback a detailed breakdown of what is required after the Spring AGM.

### AOB

- AIB – It was put forward to council for discussion how much is paid to the lay person. In the past we have paid £150 per day, this will remain the same going forward.