



# The Institute of Maxillofacial Prosthetists & Technologists

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**Council minutes from the meeting held on Wednesday 5<sup>th</sup> June 2019 at Union Jack Club, London.**

## Present at meeting

## Abbreviation

Barry Edwards	Chairman	BE
Fraser Walker	Honorary Secretary	FW
James Dimond	Web-Site Editor	JD
Stefan Edmondson	AIB Chair	SE
Trevor Coward	Education Lead	TC
Jason Watson	Education Committee	JW
Edward Malton	Honorary Registrar	EM
Hitesh Korla	Education Committee	HK
Steve Hollisey	Congress 2019 Lead	SHO
Siân Hayward	Minutes Secretary	SH
Pauline Paul	Newsletter Editor	PP
Barbara Thompson	Education Committee	BT
Naimisha Patel	Council Member	NP
Adrian Kearns	Council Member	AK
Misha Newnham	Student Representative	MN

## Apologies

Emma Worrell	Journal Editor	EW
Richard Eggleton	Treasurer	RE

**Note:** *To Action* (A)

Minutes from council meeting Wednesday 6<sup>th</sup> March 2018 are correct, Proposed by SE and Seconded BE.

## Start of meeting 11.00am

### Correspondence and Reports

#### Matters Arising

- Thanks to SE and HK the spring seminar held in Birmingham was a huge success.
- Generic Dept. letter – BE has written a draft document. As he is stepping down as Chairman it will be passed on to his replacement.
- EM sent a generic email to the membership notifying them that they must send a separate application form to RE for the conference.
- JW to temporarily fill the lead trainer portfolio until someone else steps forward. The main role is dealing with the national school and writing stations for the OSFA. It does need someone with experience. Pete Evans was suggested. JW to approach candidates. JW to write up a breakdown of the responsibilities of the lead trainer role. We have two years until the next OSFA.
- MDR 2020 – The cost of purchasing the generic ISO £9,500 to get 50 copies to give out to the membership. Council decided this is not suitable.

#### Chairman's Report

- Amy Davey offered to be the next organiser for the conference 2021 (Discussion contd.)
- Holly Dimond and Paula Garraway are still interested to be co-opted members of council. They will begin attending from the October (2019) council meeting. We are not currently at risk of reaching the limit of full council members (21).
- Natalie Shaw emailed HK asking to be co-opted to council and will be added to the waiting list. Currently 2 waiting, Catherine Turner and Oliver Burley.
- BE suggested limit 2 co-opted at a time, members can only be a co-opted member once. Co-opted members are able to attend 4 meetings before deciding if they would like to apply to be an acting member of council.
- 21 full members and up to 4 co-opted members in the articles of association.
- BE written to Kevin Page regarding his recent retirement
- Charles Fraser-MacNamara – we are still using Charles as a legal advisor. Charles has retired, from a legal standpoint he can still be the legal advisor for the IMPT (discussion contd.)

### Secretary Report

- The financial penalty incurred for the disciplinary has been paid.
- Lawrence room Mon/Tue £150. Today £456.
- AIB room will need to be booked.

### Registrar Report

#### **IMPT Roll**

Members	125
Associates	49
Fellows	11
Honorary	12
Retired	7
<b>Total</b>	<b>208</b>

- PayPal issue has been resolved.
- Steve Worrollo has now retired.
- There has been 1 withdrawn membership.
- 7 associate membership requests have been received and all were approved by Council.
- Kerstin Bergström; Proposed she be offered honorary membership (for services to the profession), approved by council. EM to email and offer on behalf of the IMPT and invite to the conference.
- EM had to remove 5 members from IMPT roll.
- EM to set up new personalised IMPT email address. JD to look into this.

### GIRFT report

- Met with Moira Morton who is leading the GIRFT report.
- Large piece of work and all NHS trusts have resources to oversee it.
- Visited quite a few units and has an understanding of our role and the difference between services. Our data poor, all labs have local arrangements.
- There are different themes (6)
- Coding for clinics and staff and procedures and devices.
- 3D Printers – centralisation of 3D printing services. Is there a need for every department to have their own printers?
- ESR was also discussed.

- The report is a good overview.
- Quality and collection of data, networking, not much on procurement at the moment. It will also be looking and coding variation and income codes for all clinics. Income varies between units. Could be a really useful outcome for some and could potentially help to set a national agreed tariff for devices we provide.
- It could also aid collaboration between units as funding for different services will vary.
- (6 unit pilot) The information collected will be fed back to GIRFT.
- Update on ESR in March (2019) – but still no Reconstructive Scientist post so we are still all coded differently making it very difficult to collect data.
- JW to set up a questionnaire to send to initial 6 units and see how it works. Once approved by the GIRFT group.
- Could have a negative effect on your service but could also advise on what your department should be doing and put pressure on your trust to support you in making changes.
- At this stage it is mostly about collecting the data.
- JW to present at the Swansea conference and SHO to make space in the programme. Decided that it should be early on in the lecture programme or as a lunchtime workshop.

### Education

- Emma chaired last meeting held in June.
- Generic training lecture to Dental Technology students – SE did one this year. JW and Oliver Burley haven't done one at Bolton yet – to chase.
- Still looking for a fourth person for (STP) curriculum review however HK updated that the theme board only want two now so this is now resolved.
- Leaflets – SH updated council that there are three more to finish off. Another leaflet is being started on training pathways available.
- Train the trainers meeting – a day for old and new trainers. To attract more units, good for current trainers to come together. To speak with JW and Heidi Silk to try and set something up in Birmingham.

- Study leave guidance for STP's has been discussed several times before but it still varies. It is responsibility of lead trainers but would be good to get some feedback from them.
- Plagiarism issue now resolved.
- A discussion was had on taking the profession forward in terms to feeding the STP programme. Currently we have three options available. Majority of the committee found Accredited Prior Learning Apprenticeship most favoured if viable. However, a big issue will be finding centres to take them on. A discussion might be needed with the whole membership for their feedback. It will mean writing a completely new curriculum however this is the case with every option. Need to discuss scope of practice of this band 5 post. TC to discuss with EW and will have another meeting in October before we come up with recommendations.
- How are we going to encourage units that currently don't train students, to start taking people on? Is it because they need support, if so could we hold events to aid accreditation etc. (discussion contd.)
- We are lacking engagement from the North East (England). Education committee to continue looking into this.
- Trailblazers – not sure if this is potentially being set up to replace the STP programme. However, it is currently only a generic healthcare science profile.
- Theme board – HK reported that the main discussion was curriculum review. Now have a full-time scientist post to lead the apprenticeships. More people have been appointed to help with end point assessments. Updating good scientific practice literature is in progress. All students have now been moved over to Onefile (replacing OLAT) which still doesn't currently have any software to detect plagiarism, they do have an IT technician looking into this.
- EW has resigned as STP lead (trainer), JW covering temporarily.
- JW stepping down from education committee to work on GIRFT report.

### Student rep

- Generally, all the current STP students are progressing well with the course.
- Continuing to work through the competences. The current target is to complete 86 in the 18 months (50%); which some students have expressed they are not happy with. However, it was discussed by council members that

this target has been set to aid the students in managing their workload which increases significantly as the course goes on.

- MN raised to council if there is a scheme for funding through the IMPT for books not available to students through library
- JW highlighted there is an official IMPT Library however this is likely very dated and may not have any useful literature.
- TC explained that all literature suggested in the reading list of the curriculum is available through the Kings library.
- MN requested an 'IMPT recommended reading list' for books or journal articles. BE suggested it would be more beneficial for students to speak with past students but will also discuss with EW.
- TC also highlighted that as Kings students they do also have access to the full time and distance learning MSc modules and their reading lists also. MN to follow up with TC regarding access to this.

### Journal

- We do not currently have a Journal editor since EW stepped down to take on the AIB portfolio.
- BE to take on this role once he steps down as Chairman in September if no one else puts their name forward. Approved by council.
- BE proposed that there should be a deputy role for the journal. SHO expressed interest in the role.
- Discussed the need for the journal (discussion contd.)
- It was highlighted that we should encourage presenters at the (IMPT) conference to publish, even make it a requirement. Posters can also be included.
- It is a possibility to encourage students to publish. They all have a final year research project written to publishable standards.

### Newsletter

- AGM Swansea main item.
- Next newsletter to go out prior to the Congress in Swansea.
- Congress deadline for papers was the end of May, deadline is to be extended and the new deadline to be advertised in the June newsletter.
- JW to submit an article on GIRFT.

- SE to submit article for MDR update.
- EM to give a list for new associate members.
- If we receive acceptance from Kirsten then we will include honorary membership.
- BE to give a Chairman's report.
- STP students' courses – if units are planning on running any then these will be advertised.
- Provisional programme from Peter Evans will be included for congress.
- Travel award will be advertised.
- Current and new trainers training day (discussion)
- We need some new sponsors; HK to forward some companies details.

### **Web-Site Co-Ordinator**

- AHCS – dropping the OneVoice group. It is now being changed to Professional Body Council. It is a pillar of AHCS but independent to the board.
- There are four (IMPT) documents that needed updated. JD updated the Fellowship nomination document.
- JD and JW working at raising the profile of the council.
- STP equivalence joint meeting with the HCPC next week, JD will feedback.
- IMPT Congress is listed on their events page, and there is the opportunity to invite people as a guest if we would like. SHO – already invited someone quite senior from the group. Rob Orford who is a Chief Scientific Officer for Wales.

### **Congress 2019**

- SHO thanked council for input throughout the organisation of the conference.
- Lecture programme is filling up, receiving abstracts but mostly from overseas. SHO; members of council to encourage members of staff at their centres.
- SHO handed out a draft programme so far for the congress which gives a rough outline of the three-day event.
- Quite a few trade stands have been organised.
- A lot of interest from foreign delegates.
- Discussion about length of presentations. Usual papers will be 20 minutes, but guests/key note speakers should have longer. Ideally 30-40 minutes.
- Traffic light system will be implemented again to aid in timings.

- Workshops – main hall will be divided in two using a partition. Everyone will be able to do 2 out of the 3 available workshops.
- Hand over to the new President should be included. A handover from the existing President; Certificates; new presidents lecture (45 – 60 minutes).
- Location of trade stands discussed
- Posters – going to present on boards but need to give detailed information (discussion contd.)
- EM to send an email to give new extended deadline of 20<sup>th</sup> July.
- Awards; SHO to contact previous winners
- Check sponsorships of awards.
- Review after Congress of the Awards and sponsorship.
- Chairs for sessions – SHO to approach people who would be suitable. (discussion contd.)
- It was decided that only members should be given awards; Key note speakers excluded. First time lecturers should be put together
- MN to encourage students to present – it will aid applications for funding.

### AOB

- EW National Artificial Eye Study has ended the recruitment phase. Total nationwide recruitment 1185, across 40 sites nationwide. QCH (208) and Moorefields (330) by far the largest recruiters. Data collection and analysis of results are current tasks. EW thanked the IMPT, feedback via a presentation at Congress.
- New portfolios:
  - Secretary – Pauline Paul is the new Secretary of the IMPT effective at the October council meeting.
  - Chairman – Jason Watson
  - Newsletter editor – Adrian Kearns
- Fellowship nominations:
  - Peter Evans
  - Barry Edwards
  - Stefan Edmondson
  - Pauline Paul



- HK – Proposal for refunds and cancellation policy for subscriptions memberships and conferences.
- BE – proposing new portfolios. Deputy Journal editor and Vice Chairman or advertising executive. Financial (Deputy treasurer) advisory role.
- (Expenses) AK to write a policy with HK on travel expenses.
- Generating invoices for congress – RE currently completing.
- JW – publication of minutes. Other professional bodies publish minutes or a summary of the minutes for the purpose of transparency (approved).
- AK – wrote a couple of articles regarding obturation but nothing has come of it. AK suggesting that we need to be advising our membership on what to do.  
(Discussion contd.)

Close of Meeting.