**The Institute of Maxillofacial Prosthetists & Technologists**

**Minutes from trainers meeting dated Tuesday 3rd October 2022**

**Venue: via Teams.**

**Minutes taken by Siân Campbell**

**Attendees:**

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| Anthony Simpson |  | AD |
| Anna Veli |  | AV |
| Caroline Reed |  | CR |
| Daniel Shaw |  | DS |
| Graham Marshall |  | GM |
| Heidi Silk |  | HS |
| Hitesh Koria |  | HK |
| Ian Collins |  | IC |
| James Dimond |  | JD |
| Matthew Pilley |  | MP |
| Mark Jagger |  | MJ |
| Oliver Burley |  | OB |
| Nick Connolly |  | NC |
| Pauline Paul |  | PP |
| Rachel Jenner |  | RJ |
| Racheal Scarrott |  | RS |
| Robert Ashton |  | RA |
| Robin Thorpe |  | RT |
| Siân Campbell |  | SC |
| Stefan Edmondson |  | SE |
| Steven Hollisey-Mclean |  | SH |
| Taran Malhotra |  | TM |

**Apologies:**

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| Keith Winwood |  | KW |
| Naimesha Patel |  | NP |
| Trevor Coward |  | TC |

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| **Subject** | **Note** | **Action** |  |  |
| Welcome and Introductions | HS welcomed everyone to the sixth virtual trainers meeting and shared the agenda with everybody. |  |  |  |
| Apologies for absence | As detailed above |  |  |  |
| Minutes | * Today’s meeting is being held on Teams.
* Minutes from previous meeting shared with attendees and all actions have been completed or are in progress.
* HS reminded those in attendance that if more than one person is sharing a screen to add the additional attendees in the comments so they may be added to the minutes.
* HEI’s have sent their apologies as it is unlikely they will be able to attend.
* HS to confirm with NP if all students have been given access to KEATS.
 | HS to check with NP |  |  |
| Current Trainees | **Competency status*** Apologies to trainees as these were requested late for this meeting.
* HS has shared data collected from trainees’ competency status, presented anonymously in tables. If trainers are aware of their student’s current competency status they should be able to compare their progress amongst their cohort.
* Graph shows what % is waiting on an assessor which is a reminder to all trainees to return competencies in a timely manner.
* One third year student has an extension, and one has been signed off by the NSHCS without 100% completion.
* The Lead Trainer will continue to collect competency statuses from the trainees to present the data at these trainers meetings as it has proved beneficial to share.

**Workshops*** The nipple workshop at Poole Hospital is taking place on 18th November. This has been advertised through IMPT communications and HEI’s have been given all the information to share with all trainees. Currently only one place remaining.
* PP asked if this workshop is for 2nd/3rd years only. HS explained that they were given priority to support the completion of their training; however it is open to all trainees. If oversubscribed then additional dates can be arranged in 2023.
* SE plans to promote implant course with Cavendish. It has been challenging finding a date but likely to be after January 2023. Expected to be held over two days with 100+ places available. The course will be sponsored by Branemark. Spaces will be given on a first come first serve basis. Day 1 will be lectures with Day 2 consisting of hands on implant placement into 3D models of mandibles and zygoma’s.
* MP still intending to hold a radiotherapy workshop but this will be held virtually.
* Workshops should avoid March and so likely to be held beginning of April.
* HS to chat with Karen Boyd further about how we might provide these workshops for the wider membership also.

**Feedback Questionnaire*** Not all students responded and so it should be noted that four final year students did not reply and so their data is missing, however it is hoped that collectively this can be of value.
* This PowerPoint presentation will be shared within the trainers’ resources on the IMPT website. Key points included:
	+ Support money – this is largely used for HEI aspects of training
	+ Theatre attendance – showed a variety of cases
	+ Study time – it is important students get their 1 day per week minimum.
	+ Extra study time prior to exams – most are given extra time for study
	+ COVID – The majority felt it had given them a negative impact on their training
	+ Workshops – suggestions were for cranioplasty and indwelling eyes workshops
	+ Trainees’ additional comments relating to MSc aspect of their training will be forwarded to the HEI’s for their consideration.
* Teams Forms worked really well and it was worthwhile collecting this data.

**Completed 2022*** 7 final years, four have completed all aspects of the training. There are three trainees who are still to complete either the IACC/project of competences.
* All have found employment apart from one.
* MP questioned the trainee who has been signed off by the NSHCS without 100% completion of their competences. All were in agreement that we were aiming for 100% completion. HS does not have all the information and has not received any communication from the unit in question. HS to update at the next meeting.

**Year 3**Upcoming deadlines* HEI
	+ Case study
	+ Literature review & project
	+ OSCE
	+ Written exam
	+ Viva
* IACC written submission and IACC assessment
* The two case studies are up on moodle, one is due on the 10th February and the second is due on the 10th March. No other dates or deadlines are available.
* Trainees should be preparing for their IACC now and be including reflection in their competences.

**1st Years*** Welcome – we have eight new trainees who have started placements at:
	+ Leicester
	+ Nottingham
	+ South Tees
	+ South West Consortium
	+ Manchester
	+ Portsmouth
	+ Swansea
	+ Glasgow
* They will have started their university lectures at MMU yesterday. This will continue for three weeks and then they will have a further three weeks at KCL from the 24th October.
 | SE to share a date for implant course once confirmedMP to confirm date for virtual radiotherapy workshopHS to send feedback questionnaire PowerPoint to JD for IMP websiteHS to update regarding final year trainee sign off without 100% completionTrainers encouraged to start conversations with their trainees about their IACC |  |  |
| 2023 Reconstructive Science Intake | **Nick Connolly*** NC confirms that 13 expressions of interests were submitted for 2023.
* There has been some confusion as some EOI have been submitted without any communication with the Lead Trainers. HS thinks there may be a mistake.
* Scotland may be facing a funding issue and so they are not currently confirmed.
* Units so far confirmed:
	+ Liverpool
	+ South West Consortium
	+ East Grinstead
	+ Birmingham
	+ Derby
	+ Yorkshire
	+ Coventry
	+ East Lancashire
	+ Guys’ & St Thomas’
	+ Aberdeen?
* There may be a need to hold back a couple of placements again for the 2024 intake to ensure we achieve the minimum of seven placements per year.
 | NC to confirm the number of units with placements for 2023 intake. |  |  |
| University and NSHCS communications | **KCL MMU** * No HEI’s present today so unable to give any more information relating to the MSc course.
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| Trouble shooting and support  | * HS presented some data that was originally shared at a face to face trainers meeting in 2019 which looked at 32 competences.
* Competency writing/format/length/word count was discussed. Recommended that a basic structure is adopted, splitting into:
1. Intro and academic knowledge needed
2. Activity/practical skills carried out, including lots of photos/evidence
3. Reflection on learning: what, so what, now what
* NC agreed and suggested the addition of references just demonstrates any further reading the trainee may have done.
* PP asked if there are any examples. HS has a couple the she can share, and will ask other trainees if they are happy to give permission to share. These can be shared on the trainers section of the website.
* AV provided examples from her 3rd year student to her first year student, but explained the risk of plagiarism.
 | HS to look at the examples of past trainee competences to share on the IMPT website |  |  |
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| AOB | * HS highlighted Trevor Coward’s planned retirement in April and concern about continuation of support for the trainees. As HEI’s are not present at today’s meeting HS suggested SC brings this up at the IMPT education committee meeting which is being held tomorrow.
* PP – Onefile link has been sent out on 20th September and so everyone should have this set up now.
* MJ – Experiencing difficulties with his first year trainee who has just started with him. She is newly qualified and awaiting confirmation of GDC registration. NSHCS has notified her that she has until 10th October to obtain or she will not be allowed to continue on the course. NC is aware that there is a known delay with GDC and this is out of the control of the trainee or the unit. NC happy to speak to admissions team and to support with this issue.
* MP highlighted that there were conversations at congress regarding KCL support which demonstrated some negativity and resentment. Lead trainer will forward comments from the feedback questionnaire to HEI’s for their response and schedule a separate meeting between Lead Trainer/pastoral care and HEI to hopefully come to a solution.
* AV commented that being newly qualified herself she can relate to the students comments. However, we need to clarify what students are expecting from the HEI and in turn what the HEI are expecting to provide.
* MP suggested that we look into other courses if they are experiencing similar difficulties. NC to engage with other specialties.
 | SC to raise issue of TC retirement and any potential implication on training programs at IMPT Education Committee.NC to support MJ with GDC issue and contact admissions team.Lead trainer to forward trainee comments to HEI for their response |  |  |
|  | * Meeting concluded at 14.18
* Next meeting to be scheduled for 5th December at 12pm
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Minutes signed off for the STP Trainers Zoom meeting dated 3rd October 2022



Signature of Lead Trainer……………………………………………………………………..

Date of signature…………21/11/2022.….…………………………………………………………………………