**The Institute of Maxillofacial Prosthetists & Technologists**

**Minutes from trainers meeting dated Tuesday 5th December 2022**

**Venue: via Teams.**

**Minutes taken by Siân Campbell**

**Attendees:**

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| Amy Davey |  | AD |
| Anthony Simpson |  | AS |
| Brendan McPhillips |  | BM |
| Daniel Shaw |  | DS |
| Heidi Silk |  | HS |
| Ian Muir-Nelson |  | IMN |
| James Dimond |  | JD |
| Jason Watson |  | JW |
| Keith Winwood |  | KW |
| Matthew Pilley |  | MP |
| Mark Jagger |  | MJ |
| Oliver Burley |  | OB |
| Naimesha Patel |  | NP |
| Natalie Short |  | NS |
| Nick Connolly |  | NC |
| Lindsey McNeil |  | LM |
| Pauline Paul |  | PP |
| Robin Thorpe |  | RT |
| Siân Campbell |  | SC |
| Stefan Edmondson |  | SE |
| Steven Hollisey-Mclean |  | SH |

**Apologies:**

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| Anna Veli |  | AV |
| Ian Collins |  | IC |
| Karen Boyd |  | KB |
| Mark Svolkinas |  | MS |

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| **Subject** | **Note** | **Action** |  |  |
| Welcome and Introductions | HS welcomed everyone to the seventh 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.
* Apologies have been received from Karen Boyd, Anna Veli, Mark Svolkinas and Ian Collins
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| Current Trainees | **Competency status*** 10 out of 12 trainees responded this time. A good response rate gives us representative data and so HS asks trainers to continue encouraging their students to engage with this.
* Anonymised competency figures were shared in tables and graphs, which also showed how many competencies trainees currently had in draft. HS was also able to share the progression since the last meeting (2 months).
* 1st years – only one student has submitted a competency so far; however all have started working towards submissions.
* The questionnaire also asked about KEATS access. Most of the 3rd years were not aware of access or what resources were available. HS held an online TEAMS meeting with students on 02/12/2022 and gave a presentation reminding them how to access, so they will all be aware now.
* 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.

**Update on exam re-sits** – situation and policies/options* There is an on-going appeal with two trainees that did not pass their 2nd year written exams.
* HS highlighted to those present that there has been a change in the appeals procedure. If a trainee has exceptional circumstance or events that occur around the exam or submission deadlines, they must apply to MMU at the time not when they receive their results (which was previously accepted).
* The trainees are going through appeals process currently, if they are successful it is unclear how they will proceed with the course without a second year to fall back into – which has been the process for students in the past.

**Workshops*** Nipple workshop was held at Poole Hospital on 18th November by HS and SC. This was a success and was attended by 2 full time, 1 distance learning, 5 1st year STP and 2 3rd year STP. HS thanked Technovent for also sponsoring the event by providing small silicone samples for trainees to take back to their units and practice the techniques.
* Radiotherapy course dates not finalised but MP thinks it is likely to be the second week in February and this will be held virtually.
* SE said they are working toward holding the implant course on 21st April and will be an in person event held at the Edgbaston Cricket Ground, Birmingham. This will be for 50-70 people. There will be two break out rooms. ‘Save the dates’ to be sent out through communications.

**Educational Support Funding*** There were some discussions over email recently with some trainers seeking clarification from the school; HS thanked AV for forwarding this information. We are aware that HES are only providing £1500 for the Scottish STP trainees and HS questioned whether we should approach the IMPT Council to provide additional support for this student so that they would not be at a disadvantage.
* PP confirmed that they have addressed this locally and as a department will provide the additional financial support for their trainee.

**IACC Feedback Winter IACC Board/2023 IACC*** HS confirmed the NSHCS are still going with the same format of the IACC for the next two years but it will change for the new curriculum. For this year’s 1st years there will be a different format for their end point assessment, replacing the IACC. They were talking about taking their progression and reviews into account however it will not be going back to the OSFA format. Nothing to action on this now but trainers should continue to make sure their trainees are progressing throughout the entire length of the course and the competency figures should help with this.

**Year 3**Upcoming deadlines* HEI
	+ Case studies (due end Jan and Feb)
	+ Literature review & project
	+ University blocks Jan/Feb
	+ 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 continuing to prepare for their IACC now and be including reflection in their competences.

**1st Years*** Completed HEI blocks
* Hopefully they have all settled well in their units now.
 | Trainers to make their trainees aware of changes to exceptional circumstances protocols.MP and SE to share dates with the membership through communications.Trainers encouraged to continue conversations with their 3rd year trainees about their IACC  |  |  |
| 2023 Reconstructive Science Intake | **Nick Connolly*** NC confirms that we have seven units offering placements for 2023 intake.
* PP has not had any updates from KB regarding another placement in Scotland but she has not been successful with funding through one route and is pursuing another.
* We have hit our numbers for two years now.
* Shortlisting will take place in February 2023 with the interviews being held over TEAMS in May 2023.
* KW has been notified that there are 10 places through MAHSE. NC clarified that there is only 7 places however his communication with the NSHCS has dropped off. Apparently they have staff shortages and so he is struggling to get responses for the past 6 weeks, and may explain why KW does not have up to date figures.
* DS is now going to be the lead unit rather than Leeds. They are also engaging with other units for a hub and spoke approach.
* Those involved in conducting interviews will be sent a PDF of questions. Two people will be required to conduct the interview and they will need to confirm applicant is alone in a room. NSHCS will facilitate the TEAMS rooms. The host unit will need to be present but can be supported by someone from another unit if they choose.
 | Host units for 2023 intake to identify who will be participating in shortlisting and interviews. |  |  |
| University and NSHCS communications | **KCL MMU** **Feedback questionnaire*** This continues from the last meeting when unfortunately no one from HEI was able to attend the meeting and respond to the comments. The HEI and Lead Trainers had several email communications going back and forth and HS shared a summary of this.
* It was highlighted that support is available for the students but they are rarely engaging. As trainers we should encourage them to engage with this regularly.
* HS asked KW and NP if this information, with the discussions held via email HEI communications could be shared with the lead trainers. HEI had no objection but KW requested HEI’s also get copied into the email.
* KW reiterated that the support sessions are regular, and very flexible. Usually held in evenings but HEI’s meet with trainees whenever possible. Especially with regards to the 1st years, HEI’s are always at the end of an email. NP also added that if they need to be more frequent then they will adjust to students’ needs.

**NSHCS Update Non-GDC entry for RS STP for 2024*** HS attended meeting with TC and the school on 25th November about delivery of the course for Non-GDC (Christal Fisher and Elizabeth Plumb)
* The school asked for clarification that the STP programme could be delivered with the Trainers “sign off” with regards to any dental technology aspects and that this would not be an issue.
* They asked for any correspondence from the GDC that had been received to be shared with them, and they also asked for feedback from the Trainers on their views on this.
* After the interviews and once we know the numbers of non-GDC applicants we may need to explore the possibility of running workshops for those without Dental Technology qualifications or experience with materials, before the course starts.
* AD questioned whether these workshops would be enough.
* MP questioned whether this has actually been officially approved and is going ahead as it will create challenges and may restrict their prospects post completion of the course.
* NC clarified that any workshops would not be in an attempt to be equivalent to a BSc qualification but to provide an introduction for these trainees.
* DS asked if units would be able to specify whether or not they would accept a GDC/non-GDC registered trainee. HS does not believe this would be possible as the school would see this as discriminatory.
* Discussions continued and from those trainers present at the BOAMS meeting, in addition to today’s discussions it is thought the decision to accept non-GDC applicants onto the STP programme is not set in stone yet, PP to clarify what decisions have been made by the IMPT council.
* HS would be keen to find out who would be willing to support these workshops, and so will include this in the questionnaire also.
 | HS to share HEI communications with Lead trainers of each unitTrainers to encourage trainees to engage in all support provided by HEITC to check with JW and then forward evidence to the NSHCSHS to develop questionnaire with a working group to obtain trainers views of non-GDC entry.PP to clarify current status of non-GDC entry onto STP program. |  |  |
| Trouble shooting and support  | **Pastoral support*** HS has added this to the agenda, although most are aware that following PE recommendation that Pastoral Care should be a separate role MP has successfully taken this on. This was due to conflicts of interest when the lead trainer is involved in assessments.
* MP – most trainees are aware that they can contact. Pastoral Care has only had to intervene in an individual’s training once and this involved relocating the student to another unit. Any support is provided in confidence. MP also highlighted that *Trainers* can also contact him if they are struggling.

**Turnitin*** Now in use on ONEFILE
* Anything over 15% is flagged up. Does not mean that the competency cannot be signed off, but prompts trainee to justify figure to trainer and make changes if necessary.

**Student support for Distance Learning and Full Time** * A discussion was held during the nipple course on the role of the Students Representative on Council. The current Student Representative (STP Trainee), asked about her role and whether she is representative of these courses also. SC or NC to take this to the education committee meeting.
 | SC to clarify role of Members in Training Representative Role at Council. |  |  |
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| AOB | **IACC 2023 working group*** CBD writing and assessors are needed for next year’s IACC.
* All trainers can support the CBD writing it will be dependent on the trainees at the moment regarding involvement in interviews.
* Due to the need to avoid any “conflict of interest” the following units will not be involved in the *interviewing and assessing*:
	+ NWC
	+ EG
	+ SWC
* 12 new CBD’s need to be written, so to share the workload a team of trainers will need to support.

**Next Lead Trainers*** The SWC agreed to take on the role of Lead Trainer for two years. We are now halfway through this term and so would like to start a transition/handover period for the next Lead Trainer.
* Everyone is welcome to consider taking on this role even if for a similar fixed term bases. SWC will support the handover process.

**Trainers questionnaire idea*** It was suggested at the last meeting that it would be beneficial to circulate a ‘Trainers’ feedback questionnaire to obtain data/figures to present to management supporting time allocations in “job plans/descriptions”. This is in progress and HS is hoping to send this out in January and present results in February.

**1st Year Trainer feedback*** OB raised that his first year returned from her university block at KCL feeling very overwhelmed by the expectation on the course and has disrupted her settling into the unit. He asked how the percentage competency completion had been described to them.
* MP would also like to see the presentation as he had noticed his student had been a bit overwhelmed after their university block.
* HS presented to the trainees and had explained that there was roughly 6 weeks per module, and that they have from now until June which mathematically equates to 1.5 competencies per week. It was presented as a perspective and hopefully give them motivation to start writing competencies sooner rather than later.
* There was a lot of information to give to the trainees during this lecture and so HS recognises that it may have felt a bit overwhelming but hoped that she had given them an overall picture of the course as well as equipped them with some tools and techniques to approach it.
* OB is in agreement that trainees need to be aware of the expectations of the course, and explained this was raised as feedback rather than criticism.
* HS is very happy to share the presentation with trainers.
 | Plans needed for CBD and interviews.HS to email all lead trainers to form a working group.SWC to identify a handover date and propose a plan.HS to complete ‘Trainers’ feedback questionnaire and present data at next meetingHS to share presentation given to 1st year STP’s with all trainers. |  |  |
|  | * Meeting concluded at 13.05
* Next meeting to be scheduled for 3rd February 2023 at 9am.
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Minutes signed off for the STP Trainers Zoom meeting dated 5th December 2022



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

Date of signature…………09/01/2022.….…………………………………………………………………………