

# The Institute of Maxillofacial Prosthetists & Technologists



Minutes from trainers meeting dated Wednesday 6th September 2023

Venue: via Teams.

Minutes taken by Siân Campbell

**Attendees:**

Amy Davey		AD
Brendan McPhillips		BM
Heidi Silk		HS
James Dimond		JD
Paramjit Kaur		PK
Karen Boyd		KB
Katey Spicer		KS
Keith Winwood		KW
Melanie Bugden		MB
Natalie Short		NS
Naomi Pearson		NPE
Nick Connolly		NC
Paula Smith		PS
Pauline Paul		PP
Siân Campbell		SC
Sameera Patel		SP
Yordanka Ihtimanliyska		YI

**Apologies:**

Mathew Pilley		MP
Dan Shaw		DS

Subject	Note	Action
Welcome and Introductions	HS welcomed everyone to the virtual trainers meeting and shared the agenda with everybody.	
Apologies for absence	As detailed above	
Minutes	<ul style="list-style-type: none"> <li>• Minutes from previous meeting are on the website and were shared on screen with attendees. All actions have been completed or are in progress.</li> <li>• Nobody got in touch with HS about the theme board meeting. HS believes they are now referred to as steering group meetings.</li> <li>• Accommodation – the Union Jack is now available to all NHS staff employees including our trainees. Hopefully Trainers have been able to pass on this information.</li> <li>• No trainers came forward to support the upcoming winter IACC. This needs to be actioned on today as one of the current 3<sup>rd</sup> year trainees is due to sit their IACC in November. To address in the meeting.</li> <li>• HS shared feedback from the OSCE with HEI's and NP received them and sent further comments.</li> <li>• The only action not addressed was the matter of where is best to share information relating to these meetings. Most things are shared on the designated area on the IMPT website but whether a Google drive folder is going to be created in future, or email address will be a decision for the next Lead Trainer.</li> <li>• NC highlighted that there is a Lead Trainer email that has been set up which links with all heads of units thanks to the help of JD however we have not utilised it yet. This can be provided to the next Lead Trainer to take further.</li> </ul>	
Current Trainees	<p><b>Competency status</b></p> <ul style="list-style-type: none"> <li>• A link was sent to the Trainees to upload they're information. HS shared current competency status for trainees.</li> </ul> <p><b>Year 3</b></p> <ul style="list-style-type: none"> <li>• Two trainees have now completed their work-based training and signed off all their competencies.</li> <li>• The other Trainee will be taking their IACC imminently. This Trainee will need to be aware that they will need to have quite a detailed plan to explain how they will fulfil their competencies on the remaining time on the program.</li> <li>• The number of competencies which trainees have in progress was shared and it could be seen that one trainee is waiting on their Trainers to sign off 10 competences. This should be a reminder to all trainers to try and keep on top of our assessments for the trainees.</li> <li>• The progress over the last 3 months can be seen with</li> </ul>	Trainers to share this information with their trainees.

the data and illustrated a nice steady progress with two of the trainees and with those that appear to have made less progress, this may have been due to other commitments from the MSc.

#### **Year 2**

- The figures do not appear to be correct for one individual. HS believes they may have completed the form incorrectly which skews their figures.
- One candidate did not complete their figures and so they cannot be represented in these graphs, but we can see a nice progression for the majority.
- The form sent to Trainees may need to be reviewed if questions are not clear to avoid any confusing in future.
- The majority have 3 or 4 in draft so are always working towards their next competency. If trainers could action on any outstanding submissions this will help them get their figures up as well.

#### **Member in Training Representative Role**

- HS has been in touch with Shivani, and she has a few things which she is involved with still which she is finishing off as part of the role. She will then be handing over to another STP, presumably another second year.
- It always was a second year, however due to fallow years this has led to some deviation from this. However, this is something for the Education Committee to organise.
- HS thanked Shivani for the work and support she has given during her time as Member in Training Representative.
- There have been discussions over the nature of this role, with it now being for 'Members in Training'. As Trainers we need to be encouraging our trainees to register with the IMPT as Members in Training.
- HS feels that even if trainees are not members, the MiT Rep role, when this comes to competency figures for these meetings, should still include those that are not MiT's.

#### **Supplementary Workshops**

- HS is not aware of any workshops currently in progress.
- SC mentioned that in the Education meeting there were suggestions of an ocular workshop or a 3D planning workshop but not sure if this will be further developed with the IMPT Council.
- NPE mentioned that Mark Cutler at QVH is organising a workshop for students and trainees aimed at leadership skills. This will be held in spring 2024 and once a date has been set this will be shared with the membership.

Trainers to continue encouraging their trainees to register with the IMPT as MiT

	<p><b>Year 3/IACC</b></p> <ul style="list-style-type: none"> <li>• HS is happy to feedback that no retakes were needed for the IACC this year. Congratulations to the two Trainees who were successful.</li> <li>• As mentioned earlier, we need to sort out the IACC assessors for the final candidate who is due to sit their IACC in November.</li> <li>• Their submission date is 13<sup>th</sup> October, and the interview date is between 6-10<sup>th</sup> November.</li> <li>• We need a Lead Assessor, two additional Assessors and a contingency.</li> <li>• This candidate is on the South-West Consortium and so due to conflict of interest, nobody on this rotation can be involved.</li> <li>• Previously HS and NC were main contributors to this process but are unable to support. Graham from Leicester has also been a fantastic help, but he also has a conflict of interest as the candidate has had a placement at his unit. PE also cannot be an assessor as he has a conflict of interest due to his involvement in the candidates training during his time as Lead Trainer.</li> <li>• Ideally this needs sorting today.</li> <li>• JD volunteered his support.</li> <li>• HS highlights that trainers should bear in mind that it will only be this candidate's IACC and one more Candidate in 2024 who has been given an extension due to retakes. After this there will be a different end point assessment for Trainees.</li> <li>• If nobody has come forward by Friday 8<sup>th</sup> September HS will start contacting Trainers who have assessed previously by email, as some of them may not be present today.</li> <li>• NC echoed HS previous point that this is the last couple of IACC's to get through then with the changes being implemented by the National School this will hopefully become an easier process.</li> </ul> <p><b>Year 2 Retake</b></p> <ul style="list-style-type: none"> <li>• We are aware that the candidate that re-sat their 2<sup>nd</sup> year written exam during the summer there were circumstances that occurred which has led to them to having to resit this exam again.</li> <li>• No date has been finalised for this exam yet but that is why they are not sitting their IACC this year.</li> </ul> <p><b>Year 2</b></p> <ul style="list-style-type: none"> <li>• Our 1<sup>st</sup> years going into their 2<sup>nd</sup> year have not received their results yet as far as HS is aware.</li> <li>• KW – Exam board sits tomorrow (7<sup>th</sup> September) then Trainees should find out the following week.</li> <li>• Ideally, they should be progressing to their second-year competences.</li> <li>• Each of the 4 rotations in the 1<sup>st</sup> year should take be-</li> </ul>	<p>HS to email Trainers via email regarding support for the upcoming IACC</p>
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	<p>tween 6-8 weeks. This would mean they should finish their first-year competences by June, however looking at the competency figures collected not all of them have achieved this.</p> <ul style="list-style-type: none"> <li>● If trainers could get their trainees to ideally focus on getting these 1<sup>st</sup> year rotation modules signed off ASAP before getting them working on 2<sup>nd</sup> year competences hopefully this can prevent them falling behind when it comes to their end point assessment.</li> <li>- KW raised that he has had a few 1<sup>st</sup> years (2023 intake) contact him regarding accommodation, costs and reimbursements. KW has advised they get in touch with their unit managers as accommodation does not come under the HEI. Additionally, if Trainers are in touch with their 1<sup>st</sup> years, to ask them to complete their registration for MMU and KCL as they have had information sent through by MAHSE. Michael Carol, the Network Lead, has also sent more information about enrolling etc.</li> <li>- AD highlighted that her 1<sup>st</sup> year trainee has only received information regarding enrolment from MMU not KCL yet. KW is aware that Trainee's information has been passed onto KCL registration but only last week, due to staff annual leave he believes that would explain the delay. KCL should be sending it through.</li> </ul>	<p>Trainers to get their 2<sup>nd</sup> year trainees to focus on signing off their 1<sup>st</sup> year rotation modules on OneFile.</p> <p>Trainers to discuss accommodation with 1<sup>st</sup> years and emphasise the importance of registering with both MMU and KCL ASAP.</p>
<p>2024 Reconstructive Science Intake</p>	<ul style="list-style-type: none"> <li>● NC is very pleased to say that we have reached 7 Host units for the 2024 intake.</li> <li>● Still currently going forward with Dental Technology route and GDC registration.</li> <li>● We have until Friday 8<sup>th</sup> September for any further EOI's to be put forward. A couple of units have been in touch considering supporting or linking up with another unit.</li> <li>● If you are thinking of supporting another unit, you won't necessarily need to put in an EOI but you will need to get in touch with that unit and explain you are interested in forming a consortium and get in touch with NSHCS.</li> <li>● Consortiums are always going to give us redundancy within a system so thank you to everyone who has supported for this year.</li> <li>● We have achieved an intake of 7, 6, and 7 while holding the Lead Trainer Role.</li> </ul> <p><b>Lead Trainer Role Handover</b></p> <ul style="list-style-type: none"> <li>● NC had one individual step forward who was interested in taking over one part of the role. They are not able to support the whole role due to other commitments.</li> <li>● NC has been in touch with Graham Wilson, one of the Deans in the South-West Region of the National School. He has been in discussions with him regard-</li> </ul>	

	<p>ing a Practice Educator Role which has been shared through IMPT Communications.</p> <ul style="list-style-type: none"> <li>• NC feels this is a real opportunity for us and we have had one application so far to this role. The idea is around a secondment to take forward and half day per week at 8a band to support the Lead Trainer Role.</li> <li>• While holding this position it was an aim to leave the role in a better position and with some funding behind it.</li> <li>• The funding is coming from the South-West Region, but this does not mean that the candidate must be based in the South-West. It is a National Role. We are hoping to be passing this responsibility to a pair role, rather than several individuals.</li> <li>• If anyone is interested, the deadline for applications closed last Wednesday 30<sup>th</sup> August however you can get in touch with NC who will put you in touch with Graham Wilson to be considered for the role.</li> <li>• If you are interested or have a member of staff within your units who may be interested, please do make them aware of the opportunity.</li> <li>• A person specification and job role is available and NC can share these with anyone if they would be interested. Not very specific as they are being guided by us. They have seen the national engagement we have achieved within the profession. They see us as a success.</li> <li>• We have 10 funded places each year, but we are only filling our minimum number each year. There is funding available and if we can prove that it is needed one way or another – these are the arguments we can try and make to potentially develop the role or create a job share between more than one individual.</li> </ul> <p><b>Induction Package</b></p> <ul style="list-style-type: none"> <li>• NSHCS now has an induction package available for new Trainees and Trainers which is a series of webinars available on the NSHCS website.</li> </ul> <p><b>Non-DT progress</b></p> <ul style="list-style-type: none"> <li>• Education Committee forming an action group. NC, KB and several others met for the first time this week to put together a number of objectives.</li> <li>• Hoping to ensure that we take every view into account and looking at suspected entry of 2025 onwards.</li> <li>• No hard actions or outcomes currently. Aiming to have an official vote for the membership at the 2024 AGM.</li> <li>• KB – trying to pull in as much breadth of knowledge as possible. At the stage of approaching people who are most suitable to support this process. Will be aiming to communicate progress with the membership every step of the way.</li> </ul>	<p>Trainers to get in touch with NC if interested with Practice Educator Role.</p>
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	<ul style="list-style-type: none"> <li>If anyone present during this meeting would like to be involved, regardless on their views should get in touch with Karen. It is very much important that all voices are heard, and they are welcomed.</li> </ul>	
Pastoral Support	<ul style="list-style-type: none"> <li>MP not present at today's meeting.</li> <li>NC is aware that activity continues but cannot go into any details.</li> <li>MP will be ending his tenure alongside current Lead Trainers.</li> </ul>	
University and NSHCS communications	<ul style="list-style-type: none"> <li>KW – All students and trainers have been informed of dates earlier in the year.</li> <li>Drop-in sessions continue to be available to students regularly. KW is aware of the pastoral support provided by the Lead Trainer Role however these drop-in support sessions are also available for them by the University. These are held on Monday (1<sup>st</sup> years), Tuesday (2<sup>nd</sup> years) and Wednesday (3<sup>rd</sup> years) evening every week.</li> <li>Accommodation advice continues to be that all trainees should ensure is flexible and fully refundable in case dates change.</li> </ul>	
AOB	<p><b>NSHCS Seminar – Key Changes</b></p> <ul style="list-style-type: none"> <li>281 attendees at the meeting across all the specialties - so good engagement.</li> <li>Presentations were given by Stuart Sutherland, Lisa Aires (Interim Head of NSHCS), Christal Fisher and Boota Singh and it was all about the key changes for the whole of the program.</li> <li>New standards, new progression review and new End Point Assessment.</li> </ul> <p>Work-based assessment standards</p> <ul style="list-style-type: none"> <li>They are going to be introducing a work-based assessment standards and will be published by the end of September 2023. These are being finalised now. This is hopefully to standardise the assessment of the competences. They want all the Trainers and Trainees to be working from these standards from October 2023. Christal Fisher reassured everyone that 'this is an evolution not a revelation' so not to worry as it shouldn't be a massive change to what we are doing currently.</li> </ul> <p>Competency 'Rebranding'</p> <ul style="list-style-type: none"> <li>Competencies are being 'rebranded'. They will no longer be called Competences but <b>Training Activities</b>. The school is expecting a mixed feeling on this, and HS personally feels that the name certainly gives different connotations and doesn't sound as robust. Potentially implying trainees only do these 'activities' once which has not been our current practice to date for our training.</li> </ul>	

	<p>Progression Review</p> <ul style="list-style-type: none"> <li>• Reviewing Progression – The school will be implementing more regular reviews and will be data driven with definite targets. These targets include: <ul style="list-style-type: none"> <li>○ By the end of <b>year 1</b> – 100% completion of the phase 1 modules (rotation competences)</li> <li>○ By the end of <b>year 2</b> – 100% completion of phase 2 modules plus 50% of professional foundations competences</li> <li>○ By the end of <b>year 3</b> – ready to take their end point assessment</li> <li>○ There will also be 6-month check-in communications via email. They will be asked about local inductions, are they being treated as supernumerary, are there any issues with HEI's and are there any issues with Training Officers.</li> </ul> </li> <li>• There will be outcomes from these meetings and action plans/further support provided where required. NSHCS predicts that 10-15% of trainees may need this further support. This shows that we can expect to have maybe one student per year in this position and it is to be expected by the school.</li> </ul> <p>End Point Assessment</p> <ul style="list-style-type: none"> <li>• End Point Assessment – They will no longer need to write a reflective practice submission. The final assessment will be a two-part assessment which consists of a professional discussion and a complex case study, which will be a written version of an OSFA. This will be a <b>face-to-face</b> set-up.</li> <li>• The school will have a bank of questions to support the professional discussion part of the assessment. Presumably written by us, and so will be needing our input. We have 1.5 years to write these. Assessors' time will be greatly reduced.</li> <li>• This assessment will be better linked with the HCPC SOP's. These will be used to guide questions.</li> <li>• 2022 cohort (our current trainees entering their 2<sup>nd</sup> year) will still do the mid-point review but will be sitting the new style of face-to-face end point assessment.</li> <li>• 2023 cohort (current 1<sup>st</sup> years) will have the new progression review process and the new face-to-face end point assessment.</li> </ul> <p>NC highlighted that there is a Training Collaborative being held in November by the NSHCS where they will be taking questions on these changes and having further discussions. This is available on the website if anyone is interested in being involved in these discussions.</p> <p>Monthly Memo</p> <ul style="list-style-type: none"> <li>• This was also mentioned in the meeting and HS does not receive them. NC asked for show of hands to see how many trainers receive these – only 4/17 trainers</li> </ul>	<p>NC to share link for NSHCS Monthly Memo registration through IMPT Communications.</p>
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	<p>in attendance receive these.</p> <ul style="list-style-type: none"> <li>• NC to organise a link being shared the IMPT communication for people to register for these.</li> </ul> <p><b>Monthly Drop in Sessions</b></p> <ul style="list-style-type: none"> <li>• These are available and organised by the NSHCS for Trainers.</li> <li>• They will also have monthly ‘Explainer Webinar’ sessions.</li> </ul> <p><b>Excel Spread sheet from Practice Educator</b></p> <ul style="list-style-type: none"> <li>• HS shared a spread sheet that was sent this by a Healthcare Science Group within UHD. Although they have their own specific competencies it may be helpful for some of our professional practice ones.</li> <li>• It lists the competences and has guidance on ‘how we are going to fulfil this’. If anybody is a bit stuck on how to fulfil them, it might give another idea from another specialty.</li> <li>• NC has something similar but in a word document. He is happy to combine what he has into this format.</li> </ul> <p><b>IMPT Lead Trainer Email</b></p> <ul style="list-style-type: none"> <li>• This will be updated so that emails get redirected to whoever takes on this role next.</li> </ul> <p><b>KW – Turn-it in.</b></p> <ul style="list-style-type: none"> <li>• To remind trainees not to use the Turn-it in portal on their Onefile for any academic work because this shows up as plagiarised. Turn-it in is a national platform so only use it through the university for academic submissions.</li> </ul> <p><b>NSHCS Event at Birmingham</b></p> <ul style="list-style-type: none"> <li>• JD and SE will be present at the event as representative of the IMPT to meet with the 1<sup>st</sup> year trainees attending.</li> </ul>	<p>HS to send NC copy of this spread sheet so that he can combine what he has done relating to this before making available to everyone.</p> <p>Email address to be redirected.</p>
	<ul style="list-style-type: none"> <li>• Meeting concluded at 13.34</li> <li>• Next meeting to be discussed at the IMPT Education Committee in October and so communications will be shared after that.</li> </ul>	

Minutes signed off for the STP Trainers Zoom meeting dated 12<sup>th</sup> October 2023

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

Date of signature.....12/10/2023.....