

# The Institute of Maxillofacial Prosthetists & Technologists



**Minutes from trainers meeting:** Wednesday 27th of June 2024

**Venue:** Teams

**Minutes taken by:** Melanie Bugden

Attendees	
Amy Davey	AD
Melanie Bugden	MB
James Dimond	JD
Yordanka Ihtimanliyska	YI
Graham Marshall	GM
Paramjit Kaur	PK
Brendan McPhillips	BM
Naimisha Patel	NP
Nina Sykes	NS
Heidi Silk	HS
Pauline Paul	PP
Matthew Pilley	MP
Sameera Patel	SP
Rachael Scarrott	RS
Daniel Shaw	DS
Katy Spicer	KS
Naomi Pearson	NPE
Stefan Edmondson	SE
Steven Hollisey-McLean	SHM
Poppy Taylor-Crawford	PTC
Sian Campbell	SC
Ian Collins	IC

Apologies	
Keith Winwood	KW
Karen Boyd	KB

Subject	Note	Action
Welcome and Introductions	PK welcomed everyone to the virtual trainers meeting and shared the agenda	
Minutes	<ul style="list-style-type: none"> <li>• Agenda shared with everybody on screen with attendees</li> <li>• Continue to encourage trainees to register as MiT with IMPT</li> <li>• There is a tab on the IMPT website under the Education tab, there is an STPs training tab', where the monthly memos received from the NSHCS will be uploaded, now live</li> <li>• Issue with STP Trainers email – please check junk folder</li> </ul>	
STP 2024 Intake	<ul style="list-style-type: none"> <li>• 3 places confirmed (Swansea, Chesterfield, NWC)</li> <li>• Interviews completed for all units; held in June this year as our specialism is now grouped in with all STP groups</li> <li>• SE and AD have responded regarding interviews; NSHCS now working through the scoring and trainees will be advised soon</li> <li>• Should have total 7 students</li> <li>• Current year 1 Coventry student has dropped out and another year 1 student from Guys Hospital has deferred, bringing September intake to 3</li> <li>• JD confirmed - current number of MiT: 50</li> <li>• HS and MP voiced concern over interviews taking place late in the year in the future, especially once DT as mandatory precursor to STP becomes out-dated; PK and SHM advised that discussions are to be had with NSHCS regarding this matter</li> <li>• SP has started an KCL MaxFac Instagram page – if anyone wants to share anything via this page they are welcome</li> <li>• SHM mentioned various ways in which Swansea is promoting the profession</li> <li>• Advise NP as soon as final new intake numbers are confirmed (should be early July)</li> <li>• PK apologised for having to leave the meeting early and handover to YI and MB</li> <li>• All the March Minutes had been actioned as verified by MB</li> </ul>	<p><b>SHM and KB</b> to discuss with NSHCS</p> <p><b>All</b> – check with their students if they want to record a short video or similar to promote profession on Instagram – contact SP</p> <p><b>PK</b> to advise final student numbers to NP</p>
Practice Educator role	<ul style="list-style-type: none"> <li>• PK handing over to YI and MB – hopefully by October</li> <li>• SHM thanked PK for contribution up until now</li> <li>• YI asked for updating her with their current correct email addresses</li> <li>• YI to send link with video by NSHCS on being an STP trainer to all</li> </ul>	<p><b>All</b> to confirm their email address to YI</p> <p><b>YI</b> to send video link to all</p>
Student Progress	<ul style="list-style-type: none"> <li>• YI shared presentation on student Training Activity (TA) progress</li> <li>• Students should have 39% completion by end of year 1</li> <li>• Data based on 11 students on record, 7 students in year 2 and 4 students in year 1</li> <li>• Year 2 students should be 65-70% completed by September 2024 (TA's)</li> <li>• Steady increase of progression of all students since March 2024, as well as since June 2023</li> <li>• Less progress during March/April/May due to exams</li> </ul>	<p><b>All</b> to speak to students to find a student rep</p>

	<ul style="list-style-type: none"> <li>• YI happy to speak to any student who requires help with falling behind with TA's</li> </ul> <p>Mid-term review (MTR)</p> <ul style="list-style-type: none"> <li>• All year 2 students have completed the MTR</li> <li>• 3 students require further discussions as a result of their reviews</li> </ul> <p>Dates for university blocks</p> <ul style="list-style-type: none"> <li>• Not yet confirmed yet, KW will confirm shortly</li> <li>• NP advised dates are finalised and will share</li> </ul> <p><u>Update</u>: NP sent dates after meeting to YI, MB and SP, which were shared with all trainers 28<sup>th</sup> June</p> <ul style="list-style-type: none"> <li>• YI asked for help from all to find a student representative; this could be a shared role</li> </ul>	
Supplementary Workshops	<ul style="list-style-type: none"> <li>• HS talked about the possibility of a Face-to-face Laryngectomy 1-day training course for students in Poole, held potentially in September 2024 and asked for feedback from the meeting group; poll vote to be later in the meeting</li> </ul>	
End-point Assessment Update (EPA)	<ul style="list-style-type: none"> <li>• HS led this update and asked for this NOT to be shared with students as of yet</li> <li>• Qpercom platform, circuit format</li> <li>• Min 3 min break between stations for students, and for trainers to mark</li> <li>• 1 circuit should be sufficient for our profession, based on relatively small number of interviewees</li> <li>• Each station is a clinical scenario; multiple interviewers will mark independently</li> <li>• Scenarios to be written and timings to be decided upon, as well as number of assessors and stations</li> <li>• Students will be presented with a scenario and have a set time to respond; no additional time should be given to accommodate different learning needs as the time provided will be sufficient to answer each question</li> <li>• HS showed examples of suggested formats of this assessment</li> <li>• Year 2 trainees will be informed of the final EPA format in September</li> <li>• Previous questions can be used for this new assessment</li> <li>• HS shared some comments by NC on the EPA</li> <li>• New EPA should not require more assessors than for previous final assessment methods</li> </ul>	All to advise on their possible ability to help with EPA
Pastoral Care/Support	<ul style="list-style-type: none"> <li>• MB explained that, in light of YI and MB taking on the Practice Educator role, LMcN has stepped away from the pastoral care role</li> <li>• All students have MB's phone number and Whatsapp groups have been created for easy communication</li> </ul>	

<p><b>Polls</b></p>	<ul style="list-style-type: none"> <li>• Laryngectomy Course – 93% Yes</li> <li>• Teams Channel Participation for Trainers – 89% happy to be part of this channel</li> <li>• Representation at Dental Technology Show? – 100% Yes</li> <li>• SHM shared some more ideas and obstacles to promoting the profession</li> <li>• YI suggested more open days, including some hands-on experience for attendees</li> <li>• SHM mentioned advert in a dental technology magazine regarding our profession</li> </ul>	<p><b>HS</b> to arrange laryngectomy course</p> <p><b>YI</b> to organise Teams Channel</p> <p><b>All</b> to share ideas on how to promote the profession</p> <p><b>All</b> to share availability to potentially host open days</p>
<p><b>AOB</b></p>	<ul style="list-style-type: none"> <li>• HS queried if there was an update on non-DT entry</li> <li>• SHM advised that a document has been put together by Jason and a meeting will be held soon regarding funding etc.</li> </ul>	<p><b>SHM</b> to provide update at next meeting</p>
<p><b>Wrap up</b></p>	<ul style="list-style-type: none"> <li>• YI summarised meeting</li> <li>• Meeting concluded at 13.34</li> <li>• Next meeting to be 25th September 2024</li> </ul>	

Lead Trainer: Yordanka Ihtimanliyska, Melanie Bugden

Date: 5<sup>th</sup> July 2024