

FACULTY OF OCCUPATIONAL MEDICINE EXECUTIVE COMMITTEE

Notes of a meeting held in the Faculty Meeting Room, 3rd Floor, New Derwent House, 69-73 Theobalds Road, London WC1
on **Wednesday 4 February 2015**

Present: Julia Smedley (JCS) [Chair], Ian Aston (IRA), Nicky Coates (NC), Mark Groom (MRG), Richard Heron (RJH), David McLoughlin (DCM), Jayne Moore (JKM) and Simon Sheard (SCS)

By teleconference: Jon Spiro (JS) for Item 5.2

In attendance: Frances Quinn (FMQ), Andy Harrison (AMH) [Item 8] and Thuy Vuong (TV) [Item 5.2]
Dr Mike Trudgill (MJAT) for Item 5.2

AGENDA ITEM		ACTION
1	WELCOME AND APOLOGIES	
	JCS welcomed everyone to the meeting, her first as Registrar and Chair. There were no apologies.	
2	REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 3 DECEMBER 2014	
	<p>A revised copy of the action notes had been circulated showing actions taken to date. The following points were noted:</p> <p>3.1/Progress against 2014 Objectives – strengthening the evidence base: NC said that the intention was to write to OM colleagues in medical schools before writing to Deans and the Medical Schools Council.</p> <p>5.4/Examinations workload and strategy: NC said that the Professional Standards Co-ordinator role was currently being advertised, with a closing date for applications of 18 February and a start date of 7 April.</p> <p>6.1.1/Ethical issue: SCS had relayed the EC's views to Bob Jefferson and a revised response to the Army had been sent. Steve Boorman (SRB), as recently appointed chair, would be picking this up. Issues relating to membership of the Committee were discussed, particularly in relation to succession planning for legal/lay representatives. SCS to feedback ideas to SRB.</p> <p>6.5/Governance regulations: to be reviewed with the Registrar and with incoming CEO, in light of lessons learned from the Single Organisation Shadow Board and current RCP governance review.</p>	<p style="text-align: right;">NC/by 16 March</p> <p style="text-align: right;">SCS/Done</p> <p style="text-align: right;">FMQ/JCS/CEO /aim for July</p>

AGENDA ITEM		ACTION
		Board & June EC
	<i>Item 5.2 was taken at this point.</i>	
3	OBJECTIVES	
3.1	Objectives 2015	
	<p>A paper setting out the objectives for 2015, as agreed at the January Board, had been circulated for clarification and consistency of wording as the latest document had shifted the start point of the period over which improvements were being measured from January to May 2014. AGREED to :</p> <ul style="list-style-type: none"> • revert to January 2014 as the start point • count the number of 'candidates' rather than doctors or health professionals taking (all) FOM qualifications • amend the objective relating to premises in light of current knowledge 	NC/FMQ/updated version in annual report
4	RISK MANAGEMENT	
4.1	Re-assessing the impact of risks	
	<p>NC had circulated a paper highlighting the changes made to the risk table by the Board in January and looking at the effect on the prioritisation of risk, of greater weight to seriousness being given by doubling it, as suggested in the auditor's findings report in 2014. The Charity Commission's guidance on risk management had been circulated also.</p> <p>The changed wording relating to risks post Single Org vote was AGREED as was the inclusion of quality of appraisal as a risk (the need for a joint end to end revalidation process to be included in the proposed MOU with SOM).</p> <p>AGREED to adopt the new numerical weighting system as this did not affect prioritisation of risks but gave a more realistic scale of comparison of risks between the lowest and highest.</p> <p>AGREED to invite a charity risk manager/expert to give a presentation at the 2015 Awayday. MRG to discuss risk document with auditor at audit clearance meeting in March.</p>	<p>NC/Agenda item</p> <p>CEO/FMQ/MRG/on list for awayday</p>
4.2	Succession planning	
	NC had circulated a paper focusing on the risk of failing to retain volunteers, and particularly Officers. This included a list of current Board, Officer and key appointments with their anticipated 'retiral' date'. In the short	

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	<p>term (2015) there were 6 Board posts, 3 Officer posts and 6 key appointments coming to an end though some individuals were eligible to continue for a further 3 years.</p> <p>Noted that in 2014 there had been only one applicant for several key appointments, but the recruitment of new examiners had been successful, possibly because the commitment was only about 2 days per year. It was difficult to get people to commit to more and a different strategy would be needed for Officer roles, including more administrative support in the FOM office. The question of remunerating individuals was discussed but discounted in terms of precedent and effect on the FOM budget. SCS said that employers benefited through 'free' CPD, and kudos. JCS to write to new FFOMs from recent years and also to new MFOMs.</p> <p>Exec to review situation twice a year in March and September, for long-term planning.</p>	<p>JCS/letter in hand for current vacancies</p> <p>CEO/FMQ/on Exec schedule</p>
	<i>Item 6.1 was taken at this point.</i>	
4.3	Current risk-related cases for oral report	
	<p>NC gave an update on the two ongoing cases; one relating to an examination appeal, the other to revalidation.</p> <p>The 'appellant' had now served FOM with a County Court notice seeking £8k for negligence and breach of contract which FOM was opposing. If FOM were successful it should be robust re costs. MRG said most judges wanted to see an offer of mediation and if this had been offered and not taken up, then this should count in FOM's favour.</p> <p>In the revalidation case, the GMC seemed unwilling to take a stand.</p>	
	<i>Item 6 was taken at this point</i>	
5	ITEMS FROM ACADEMIC TEAM/ACADEMIC ISSUES	
5.1	Academic Dean's report	
	<p>IRA had circulated his report covering: Single Deanery/National School; response to GMC report into QA in small specialties; postgraduate diplomas and entry into OM specialist training; doctors who commit suicide while under GMC fitness to practise investigation; revalidation and Faculty Responsible Officer (RO); e-portfolio for trainees; academic forum; shape of training review; overseas MFOM; marketing OM and update on FOM exams. The following points were noted/discussed:</p> <p>Doctors who commit suicide under GMC fitness to practise investigation: MRG offered to take this up with Niall Dickson. In light of lack of formal input to this from OPs, NC to set up a meeting with relevant people at</p>	<p>NC/being</p>

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	<p>GMC to discuss, and crucial that FOM/OPs attend the GMC event to explore the proposal for a National Support Service for doctors, to be funded by an increase in GMC subscriptions.</p> <p>Revalidation/appraisals for year to 2 December 2014: NOTED that there had been a considerable improvement in data with those with no appraisal date or no appraiser assigned in PReP down to 19 (6%) from 65 (20%) in December 2013.</p> <p>Academic Forum: IRA to chair a meeting of the Academic Forum and FOM Research Strategy Working Group, during the SOM ASM, after which Forum to decide on its own chair.</p> <p>Overseas MFOM: work on proposals for qualification in India on hold pending change of Indian Association of OH President. Contact now established with Dr Gulvardy's successor.</p> <p>Marketing OM: next steps from December marketing workshop to be considered at March EC.</p>	<p>discussed with Debbie Cohen</p> <p>IRA/See IRA's March EC report</p>
	<p><i>Dr Mike Trudgill and Thuy Vuong joined the meeting for this item, which was taken after Item 2. Dr Jon Spiro participated by teleconference.</i></p>	
5.2	CESR/routes to specialist registration	
	<p>JCS welcomed Mike Trudgill (MJAT) and Jon Spiro (JS) to the meeting.</p> <p>MJAT gave a brief presentation on his experiences of the CESR process (daunting, costly, overly bureaucratic, enormously time consuming, impossible without consultant colleague support, mixed messages, blurred GMC/FOM boundary, etc).</p> <p>JCS & JS thanked him for taking the time to put his presentation together and to come to the Faculty to provide the Executive with invaluable first hand feedback.</p> <p>There was considerable discussion on the issues raised and opportunities to improve the process to make it easier for others to apply via the CESR route.</p> <p>It was AGREED that the Faculty would:</p>	

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	<ul style="list-style-type: none"> • survey attendees on recent CESR coaching days, and successful applicants, re their experiences of the process • produce a roadmap, with explicit guidance and forms, for future CESR applicants to follow (with input from MJAT) • consider the appointment of mentors for future applicants (NOTED that probably better that JS does not do this, as Chair of the Advisory Group assessing applications, but scope to add a mentor to the Group) • have discussions with GMC once roadmap and supporting documentation had been drafted, to ensure that relevant people at the GMC understand occupational medicine in the context of CESR documentation, and also against the background of the GMC's report on the state of medical specialties. <p>Another potential area to tap into would be applicants for the Manchester Diploma.</p>	<p>JS</p> <p>JS</p> <p>IRA/TV</p> <p>IRA/when above complete (aiming for end April)</p> <p>JS/TV/after above</p>
	<p><i>Dr Spiro and Thuy Vuong left the meeting at this point, Dr Trudgill having left prior to the discussion on his presentation. This item was followed by Item 3.</i></p>	
5.3	New AFOM examination	
	<p>IRA had circulated a paper setting out proposed new entry criteria following discussion at the January Board. This had been discussed at the Assessment Subcommittee that morning and agreed that appropriate clinical evidence should be at least one year FTE in OM (rather than the previously proposed 2 years).</p> <p>Draft regulations had been circulated. DCM to make some final adjustments before IRA submitted them to the Board for approval.</p> <p>NOTED that this examination would come under the Chief Examiner Part 2 MFOM role.</p>	<p>DCM/IRA/in hand</p>
5.4	Director of Assessment's report	
5.4.1	<p>Assessment Subcommittee (ASC) meeting: DCM gave an oral report on matters discussed at the ASC meeting that morning (in addition to the new AFOM examination), at which there had been a full attendance by all Chief Examiners, highlighting the following:</p> <p>HAVS (guidance notes, to support the regulations agreed by the Board in January, had been agreed; CE HAVS role being advertised; HAVS Advisory Group being developed); new DDA qualification update; WBAs/SLE-DOPS pilot (IRA to apply to GMC for curriculum approval to have the new tools added into the specialty curriculum; National School awarded c£20k to develop a series of videos, some of which could be used to produce high</p>	

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	quality videos for the new SLEs); sharing of exam data with GMC (previously agreed Faculty opt-out to be removed as GMC required this information to fulfil its statutory functions in relation to medical education); examiner induction day in February.	
5.5	Report on meeting with Maximus	
	<p>NC had circulated a report on a meeting with Maximus about qualifications, covering: AFOM, DDAM, DDA and a case management qualification.</p> <p>NC to contact Capita to gauge their interest in these qualifications.</p> <p>NOTED that Sylvia Awbery (SMA) was keen to lead on development of the case management qualification, but that the priority was to set up the DDA by July. New members, including a nurse, had been recruited to the DDAM Advisory Group.</p> <p>DCM to discuss with SMA the priorities surrounding the three qualifications (DDAM, DDA and case management) and whether she was able to undertake them all or needed assistance.</p>	<p>NC/when current drafts at a stage to be shared</p> <p>DCM/to update</p>
5.6	Appointment of clinical lead for case management qualification	
	Discussed under 5.5 above.	
<i>Item 6.1 was taken after Item 4.</i>		
6	GENERAL FACULTY BUSINESS	
6.1	Quality Improvement	
6.1.1	<p>SEQOHS update on contract post-2015: NC had circulated a paper setting out the current situation, the offer on the table from RCP, some commentary and the suggested way forward; this generated some discussion.</p> <p>AGREED to seek a 3 year contract with the potential for a further two years after that and to seek inclusion of FOM's hidden costs. NC to draft a response to RCP for SCS.</p> <p>RJLH said that he would be looking to RCP to show what they could do for SEQOHS in terms of good publicity for the relaunch of the standards in late March/early April.</p>	NC/letter in draft
6.1.2	Develop a QI strategy in line with objectives: JCS asked if FOM had a written overarching QI strategy,	

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	<p>underpinned by a workplan. SCS, said he had been working with RJLH to develop this, for Board approval. As a first step he was seeking an agreement with Ian Bullock at RCP re rebuilding/relaunching HWDU in some guise from which the wider QI agenda could be discussed. SCS had spoken to Hilary Winch at MoHaWK about FOM taking over/using MoHaWK for individual appraisals/self audit tool, but there were questions as to who would fund and drive this. NC said that the new SEQOHS standards would refer to audits (HWDU) and there was now no benchmark.</p> <p>AGREED to set up a small working group and recruit a Deputy Director of QI to assist. EC was keen that FOM should develop its own QI strategy separate from RCP.</p> <p>NC and SCS to draw up job description for the Deputy role.</p>	<p>NC/SCS/with SCS to provide info on role, to be advertised on 5 March</p>
6.1.3	Potential Deputy Director of QI	
	Discussed under 6.1.2	
6.2	Protected characteristics	
	<p>IRA had circulated a paper about collection of protected characteristics from exam candidates and examiners and for those applying for other FOM key roles.</p> <p>NOTED that in light of the data sharing agreement with GMC (dating from 2013) and advice from solicitors, that the opt-out clause currently included in the exam entry form and agreed by the Exec (<i>Post meeting note: not the Board as referred to at the meeting</i>) should be discontinued. Also it was proposed that for examiners and other FOM roles, requesting information would be a two stage process, ie the data being sought once the appointment had been confirmed. (<i>Post meeting note: IRA now thinks this should be a one stage process by seeking the information on the application form</i>).</p>	<p>FMQ/SW/in hand for next round of applications/ nominations & info to be sought retrospectively for others</p>
6.3	Trustee training	

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	NC said that feedback from the trustee training session at the Awayday indicated that Trustees would like training about once every 2 years. Various options to be considered, including some form of Professional Briefing Day which might be open to other Faculty members, particularly those who might be interested in standing for the Board or taking on one of the many FOM roles.	NC/FMQ/ Options under consideration
6.4	Feedback	
6.4.1	<p>Board: Collated feedback from the January Board and from the October Board & Awayday had been circulated.</p> <p>Key issues appeared to be: overly long agenda; over dominance by some individuals to the detriment of newer members; papers appeared not to have been read in advance of meeting; some papers were read out.</p> <p>DCM said that he felt that (from attendance at the October Board) the Exec was not held to account/challenged on key issues.</p> <p>JCS to contact regional reps to let them know that in future their reports will be for information/taken as read, plus 10 minutes for discussion of any burning issues.</p> <p>RJLH said that more time was needed to read papers and a strict cut off date for supporting documents (one week/certainly no later than Friday beforehand) should be imposed.</p>	<p>JCS/to do ahead of call for papers for April Board</p> <p>FMQ</p>
6.4.2	Executive Committee: JCS to seek feedback from EC meetings in due course after a couple of meetings, once she had gauged the scope of the agenda over a few meetings.	JCS/after June EC
6.5	Membership link with FOM for those taking the new DDA	
	NC drew to the attention of the EC the fact that those successful in the DDA (open to all AHPs) would be able to affiliate to the Faculty, affiliating Diplomates being a subscriber class who can elect one of their number as their representative on the Board. This could create the perception that the Faculty was opening up its membership to non-medical members. AGREED to discuss this further at the April Board.	NC/FMQ/on April Board agenda
6.6	Annual Report	
	FMQ reminded relevant Officers that the deadline for submission of their contributions to the Annual Report was Monday 9 February to enable a first draft of the report to be put together for the auditors who would be undertaking their onsite audit work at the Faculty that week.	

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6.7	Research Strategy Working Group	
	<p>JCS gave a verbal report about this group which was set up at the request of RJLH in August 2014, and was constituted following an open invitation to FOM members. . The group is led by Ira Madan and JCS, with Paul Baker, Steve Nimmo, Kaveh Asanati and Virginia Paul-Ebhohimhen as members. First meeting held on 30 October; next was held by teleconference in January 2015. Three strands of work: scoping out stakeholders; looking at literature review by PHE; open Delphi consultation. Needs to be dovetailed with Academic Forum. JCS to report formally to Exec in March.</p> <p>DCM said other Colleges published research into DOPs, SLEs etc and this could potentially be a dissertation project.</p>	JCS/agenda item
<i>Nicky Coates and Frances Quinn withdrew from the meeting for the following item</i>		
6.8	CEO recruitment	
	<p>The President discussed with other Officers the 19 candidates put forward by Odgers Berndson for consideration with a view to distilling views on candidates for long/short listing. Five candidates were preferred by the EC for suggestion to Odgers as shortlist.</p> <p><i>Post meeting note: following a telephone conference with Odgers, RJLH and JCS there was a high level of alignment of short list choices. One candidate was changed upon further discussion. The field looks to have a high likelihood of yielding a high quality appointment.</i></p>	
<i>Nicky Coates and Frances Quinn rejoined the meeting at this point.</i>		
7	EXTERNAL ISSUES/PRESIDENT'S REPORT ITEMS	
7.1	Report from President on meetings, etc	
	<p>An updated list of RJLH's appointments & meetings since the December EC meeting and those planned until the March EC meeting had been circulated. RJLH had highlighted the BMA OMC meeting on 22 January and the AoMRC meeting with Simon Stevens on 27 January, providing copies of the presentations he had made at these meetings.</p>	
7.2	Stage 2 consultation re recognition of aviation medicine as a new medical specialty	
	<p>NC had circulated the documentation received from the DH seeking FOM's views on whether it supported this application. FOM's response to the Stage 1 consultation (March 2012) had been circulated for reference.</p> <p>MRG, as FOM rep on SAC, had already submitted to the JRCPTB responses to questions posed by the GMC. MRG to respond to DH on behalf of FOM. EC expressed concerns re sustainability of and maintenance of standards in</p>	

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	<p>such a small specialty and whether or not to communicate directly with the GMC on this matter.</p> <p>MRG to draft response and circulate to EC members for comment prior to submission to DH (copy to GMC) by deadline of 2 March.</p>	<p>MRG/ALL/in hand & DH has agreed extension on deadline to 5 March if necessary</p>
	<p><i>Andy Harrison (AMH) was welcomed to his first EC meeting as Head of Finance and Membership, for the following items.</i></p>	
8	FINANCE, ETC	
8.1	2014 year to date accounts	
	<p>AMH had circulated monthly accounts and year end forecast for December but figures would be subject to any adjustments to be posted to the accounts and post-audit adjustments required by the auditor. The current position showed a £55k general funds surplus and a projected year end general funds surplus position of £12k cf the year end forecast deficit of £9782. The projected year end general funds surplus strengthened the argument for carrying forward the balance of the designated grant (£75k) but any decision on this should be deferred until the audit was complete.</p>	
8.2	2015 budget impact items	
	<p>AMH tabled a paper updating the items covered in Katie Harris' paper to the December EC and covering additional items that had arisen since that meeting (new exam income of £30k; £30k additional SEQOHS income; £10k additional office space costs).</p> <p>AMH to do work on negative impact of joint meetings with SOM and additional costs of new staff and reforecast 2015 budget for March EC.</p>	<p>AMH/agenda item</p>
8.2.1	<p>Engaging external press support: not discussed. NC to email EC with proposal.</p>	<p>NC/agenda item</p>
8.3	Events	
	<p>NC had provided an update on events planned for 2015, together with a report and feedback on the December 2014 conference.</p> <p>The key area of concern was the lack of any concrete information about the proposed timetable of events for the 'FOM annual meeting' and the need to provide information to the membership. AGREED to discuss with Paul</p>	

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	Williams/invite him to participate in the FOM/SOM Single Voice meeting on 13 February.	NC/JCS/ agenda item
	<i>Post meeting note: SOM members emailed about the meeting on 11 February with no reference to FOM but ASM website publicity and SOM website now include reference to FOM. FOM members advised by enewsletter on 11 February also. FMQ to visit Manchester with Hilary Todd, Paul Williams and SOM ASM organiser in mid April. Logistics meeting with Hilary Todd, SOM organiser and FOM staff being planned.</i>	
8.4	Accommodation plan	
	<p>NC had circulated an update setting out work done to date to find accommodation for FOM to move into at the end of the current lease, with costed options. AGREED that FOM seek to stay in current premises and NC to discuss further with landlords extending the lease and rental level.</p> <p>MRG and AMH to develop plan to search for new office premises to purchase, in March.</p>	<p>NC/agenda item</p> <p>MRG/AJH/in March</p>
	<i>AMH left the meeting at this point.</i>	
9	AOB	
9.1	EC dates	
9.1.1	May 2015 meeting: not discussed.	
	<i>Post meeting note: possibility of changing the date of this meeting had been raised as potentially there will be no CEO in post and JCS will be away. IRA has agreed to chair this meeting so remains as scheduled.</i>	
9.1.2	September 2015 meeting: not discussed	
	<i>Post meeting note: FMQ to seek change of date to one week later.</i>	FMQ/agenda item
10	Date of next meeting	
	CONFIRMED AS Wednesday 4 March 2015 , at 1300 hours at FOM , 3 rd floor, New Derwent House, 69/73 Theobalds Road, London, WC1.	