

**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 3 June 2015**

Present: Julia Smedley (JCS) (Chair), Ian Aston (IRA), Jayne Moore (JKM)), Mark Groom (MRG) Simon Sheard (SCS), and Judith Willetts (JW)

Apologies: Richard Heron (RLJH), David McLoughlin (DCM)

In attendance: Frances Quinn (FMQ), Andrew Harrison (AMH) & Rachel Soper (RS)

AGENDA ITEM		ACTION
1	WELCOME AND APOLOGIES	
	JCS welcomed everyone to the meeting and outlined the changed running order for the agenda, as below. Apologies noted as above.	
<i>Sylvia Awbery joined the meeting at this point for the following item which was taken next.</i>		
5.3	Briefing from CE DDAM re progress with DDA qualification	
	<p>JCS welcomed Sylvia Awbery (SMA) to the meeting and thanked her for the documents she had provided for circulation for both the Assessment Subcommittee meeting that morning and the EC meeting, namely a report on the DDAM, DDA and certificate in case management, together with draft regulations, syllabus and core competencies for the DDA, the latter for Board approval in July, in anticipation of the first examination being held in spring 2016.</p> <p>The intention was to send the draft DDA regulations, etc, to potential course centres, subject to Board approval, so that they could look at developing an outline course. RS asked about the number of learning hours required for this qualification, irrespective of delivery method, given that the DOccMed required 2 weeks, the DDAM 2 x 3-days and DAvMed 6 months.</p> <p>SMA said she would contact course centres to seek an indicative number of training hours together with their outline course and proposed course charges, for their response within 6 weeks.</p> <p>Some changes to the DDA documents were AGREED (addition of 'illness and health beliefs' under Terms and concepts in the core syllabus). JCS suggested there should be a summary of the main differences between the</p>	

AGENDA ITEM		ACTION
	<p>DDA and DDAM qualifications, if not in the documents then in associated marketing/press information.</p> <p>FOM to put together costs of running this examination (infrastructure/breakeven points/risks) by September for 2016 budget. PR to potential nurse applicants to be developed.</p> <p>AGREED that the first examination should be a pilot, with entry limited to 20 candidates, before wider roll out.</p> <p>JCS thanked SMA for her work on these qualifications.</p>	RS
	<i>Sylvia Awbery left the meeting at this point.</i>	
6.6	SEQOHS	
6.6.1	<p>Applications for Deputy Director of QI and Quality Improvement Strategy Working Group (QISWG) members: SCS reported that there had been one application for the DDQI role. AGREED that the applicant be interviewed by a panel (JCS & SCS & lay person).</p> <p>3 applications for the QISWG and an expression of interest from Sally Coomber. AGREED to appoint all to the group (SELC as SEQOHS clinical lead). JW to decide who within FOM office to support this group.</p> <p>SCS to provide update for July Board.</p>	JW SCS
6.6.2	SEQOHS update	
	<p>JW had met with Caroline Rogers and SCS. A revised draft contract had been sent to CR to finalise. The Clinical Director role had been discussed and how needs had changed since the first appointment to this role – particularly the amount of contact time with RCP.</p> <p>Monthly teleconference with Clinical Director to be reinstated, with JW participating, at least for the first meeting.</p> <p>JW to send to SCS an update she had provided for Dame Carol Black.</p>	JW
6.6.3	Progress against QI strategy and plans for Working Group: dependent on appointment of DDQI and working group members (see 6.6.1 above).	
8	FINANCE, etc	
8.1	2015 YTD accounts	
	AMH had circulated accounts for the year to end May together with a commentary. The accounts now showed subscription income adjusted for the relevant portion to be deferred to 2016 (rather than a single adjustment at	

AGENDA ITEM		ACTION
	<p>the year-end).</p> <p>A year end deficit of £170k was still forecast, cf the budgeted deficit of £6k which had been based on 'business as usual'. There was a need for significant investment for the future (accommodation and IT). The Faculty had reserves to cover a deficit, but a plan was needed to turn this round over three years. JW said FOM needed to streamline its operations and build capacity to bring in more income.</p> <p>AMH to draft text for MRG's finance report for AGM (to cover single organisation and other one off costs).</p>	AMH/MRG
8.2	Policy re membership joiners and leavers	
	<p>AMH had circulated a draft policy re subscriptions for those who joined and left part way during the subscription year. This was AGREED subject to amendment to cover a rolling renewal date for subscriptions, on the anniversary of joining rather than a universal renewal date of 1 April. AMH to redraft and circulate; to go to the Board in July.</p>	AMH
8.3	Reduced membership rates threshold for those working part-time and trainees	
	<p>AMH had received an email from a trainee about the threshold for the concessionary rate subscription. Noted that GMC threshold was £32k. AMH tabled a paper setting out an estimate of potential future loss of membership income based on 2015/2016 membership year.</p> <p>AGREED to consider this as part of a wider review of membership issues (categories & benefits/fees/price points, etc) towards the end of 2016. AMH to respond to current enquiry.</p>	2016 AMH
8.4	Business debit cards for Lloyds bank account	
	<p>The Executive Committee AGREED to the request from Andy Harrison that the joint limit on the Faculty's debit/charge cards (used by Patrick Cullen and John Rafferty) be increased from £2k to £3k.</p>	
8.5	Events update	
	<p>An update on Faculty events (FOM AGM, etc in July & other conferences in 2015, professional briefing days and the Health for Health Professionals programme) had been circulated, for information.</p>	
	<i>Mark Groom and Simon Sheard left the meeting at this point.</i>	
2	REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 6 MAY 2015	
	The following points were noted/discussed further:	

AGENDA ITEM		ACTION
	<p>3.1/Objectives/MoHaWK: AGREED that further information was required before FOM could make a decision about this and how this would fit into the FOM QI strategy.</p> <p>5.1/Marketing: JW to discuss with HEE and Liz Hughes HEE's offer of assistance and how best this could be utilised for FOM aims.</p>	JW
3.0	OBJECTIVES	
3.1	Progress against objectives 2015	
	<p>The latest version of this document showing progress to date had been circulated. The following items were discussed/updated:</p> <p>Working with SOM: JW gave an update on current progress. Date for joint trustees meeting not yet set. Likely to be autumn, after July FOM and SOM Board/Council meetings.</p> <p>Development of National School: FOM to host trainee vacancies with relevant links, to improve web advertising for these. FOM training programme manager to meet monthly with Katie White at NSOH.</p> <p>Faculty qualifications overseas: RJLH had emailed Indian contacts again to see if there was any progress their end. JW said that IT systems to support this were being revisited with current provider (TSG) on 16 June and other options might need to be considered for the eportfolio.</p> <p>Recognition of RTW as an outcome measure: RJLH & JCS said this was ongoing outward facing work with a range of stakeholders; measurable progress unlikely until 2016.</p> <p>To be added: possible ideas for future</p>	JW
4	RISK MANAGEMENT	
4.1	Risk table	
	<p>JCS said EC needed to focus on an in depth look at a single risk at each meeting, rather than go through all risks. JW to review document as other new risks to be include eg auditors had flagged up cyber IT. Also potential additions after staff awayday.</p> <p>For next EC: marketing strategy (possibly as standing item at EC meetings in future). JCS said there should be big opportunities to recruit next year as there were a lot of disaffected F1s and F2s.</p> <p>Attracting and maintaining sufficient RSAs: this was for action by the Director of Training and was a FOM issue, and not related to NSOH.</p>	JW JKM

AGENDA ITEM		ACTION
4.2	Current risk-related cases for oral report	
	Examination appeal: JW said that papers had been lodged with the court for a hearing in late October. A communication had been received from the candidate's lawyers with a request to settle.	
5	ITEMS FROM ACADEMIC TEAM/ACADEMIC ISSUES	
5.1	Academic Dean's report	
	IRA presented his report which covered: National school; response to GMC report into QA in small specialties; eportfolio for trainees; academic forum; shape of training review; new examination for Associateship; MFOM overseas; marketing; OM within the undergraduate training programme; events attended by Academic Dean and communications sent in May.	
5.1.1	Update on entry criteria for OM: IRA had circulated a document re entry criteria into OM, together with the current Certificate C (CMT) confirming the possession of Core Medical Training competency. IRA had set out a plan for resolving the issue, which had been precipitated by the GMC wanting to remove the exclusion of a pass in MRCP; this involved modifying Cert C, especially section 10, to make it relevant to OM. NOTED that it was important to work and communicate with FPH and FPM to maintain a unified front on this.	
5.1.2	CESR documents: For information, IRA had circulated a revised roadmap plus guidance on evidence required in support of a CESR application in OM; this had been developed following the discussion at the February EC meeting, attended by Mike Trudgill. This should go on the website.	FMQ/PC
5.2	Oral report on Assessment Subcommittee (ASC) meeting on 3 June	
	IRA, who had chaired the ASC meeting, gave a brief report on matters discussed at the meeting, which had included Board targets for examinations; examiner training, calibration and frequency of refresher training; dedicated website area for examiners; revision material; examination eligibility; feasibility of decoupling the Part 2 MFOM writtens and clinicals; lay and patient involvement; minimising the risk of appeals; new examiner applications and chief examiner updates.	
5.2.1	Report/feedback on May DOccMed examination: a summary of the candidate feedback on the examination had been circulated for information. NOTED that there had again been an issue with noise, which had resulted in delays, as this had impacted start and finish times. In the circumstances the FOM admin team had done a good mitigation job on the day. RS said that, rather than responding to individual comments and queries, there would be a review of all issues and processes together; this venue had been cancelled for the next examination.	RS
6	GENERAL FACULTY BUSINESS	
6.1	Feedback from April Board	

AGENDA ITEM		ACTION
	For the benefit of those EC members who did not attend Board meetings, JCS highlighted the key issues from the April Board meeting.	
6.2	Result of ballot for universally elected Board members	
6.2	FMQ informed the EC of the result of the ballot for three universally elected members of the Board. FMQ & JCS to follow up with feedback and appointments letters as appropriate.	JCS/FMQ
6.3	Update on search for new accommodation	
	JW and AMH had met with two companies, Capita and HBSV. JW said an exclusive agreement was needed with one of these. EC AGREED to go with HBSV, given that their commission was the lower (0.5% of purchase price) and that Malcolm Grahame was familiar with the AoMRC, having relocated AoMRC, and was familiar with putting together a consortium of small organisations to make a joint purchase, etc. Likely cost of property would be c £1.8m-£2m; and FOM should have a deposit sum of c£750k to include HBSV's fees.	JW
6.4	Annual report preparation	
	FMQ gave an update on progress to date and timetable for publication to the members ahead of the AGM.	
6.5	Staff awayday	
	JW informed the EC that a staff away day had been arranged for 9-10 June in Brighton to look at FOM's strategic plan and the work of the office staff supported this and could be done better and more efficiently. President, Registrar and Academic Dean to attend some parts also.	JW
7	External issues/President's report items	
7.1	Report from President on meetings, etc	
	An updated list of RJLH's appointments and meetings since the May EC meeting and those planned up to the July Board meeting had been circulated and was noted.	
7.1.1	Key points from RCP Council meeting on 12 May: a list of the key points from the meeting had been circulated by IRA who had attended on behalf of RJLH.	
7.2	FOM/SOM liaison and joint meeting	
	Covered under 3.1 above.	
9	AOB	
	No items	

AGENDA ITEM		ACTION
10	Date of Next Meeting	
	CONFIRMED AS Wednesday 5 August 2015 , at 1300 hours at FOM , 3 rd floor, New Derwent House, 69/73 Theobalds Road, London, WC1.	