

**FACULTY OF OCCUPATIONAL MEDICINE  
EXECUTIVE COMMITTEE**

Notes of a meeting held in the Faculty Meeting Room, 3<sup>rd</sup> Floor, New Derwent House, 69-73 Theobalds Road, London WC1  
on **Wednesday 9 September 2015**

**Present:** Julia Smedley (JCS) (Chair), Ian Aston (IRA), Richard Heron (RLJH) [from Item 8.1 only], David McLoughlin (DCM), Jayne Moore (JKM), Mark Groom (MRG) Simon Sheard (SCS), and Judith Willetts (JW)

**Apologies:** Mark Groom (MRG)

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

AGENDA ITEM		ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
	JCS welcomed everyone to the meeting. Apologies noted as above.	
<b>2</b>	<b>REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 5 AUGUST 2015</b>	
	JCS said that all actions had been undertaken, were on the agenda or for report, apart from:	
	<b>6.6.1 QISWG:</b> SEQOHS Clinical Lead role to be discussed at a meeting on 1 October.	<b>SCS</b>
	<b>8.1 Academic Dean's report/OM within the UG training programme:</b> JKM to send email with key areas to be addressed to RS to action.	<b>JKM/RS</b>
	<b>10.2 AoMRC Global Health Group:</b> DCM said FOM needed to keep involved with this. SCS to discuss with Dr Adenaken, as she worked for HML.	<b>SCS</b>
	<b>11.1 2015 YTD accounts:</b> AMH proposed an amendment to the notes to read: Given that new income streams would take time to bear fruit, there could be some quick wins from <b>identifying, and obtaining new sources of</b> restricted funds for planned, and budgeted 2016 activities.	
	<b>12.3 FOM Ethics Guidance:</b> AGREED to await new comms person before progressing to an e-version freely available online, which should be done only in the run-up to publication of a new edition. Document to be remarketed.	<b>JW/Comms</b>

<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>3</b>	<b>CEO update</b>	
	<p>JW gave an oral report on staffing and recruitment, the lack of admin support being the main pressing issue currently:</p> <p><b>Comms Director:</b> 5 applications received for review with Hilary Todd and Vanessa Hebditch with shortlisted candidates to be interviewed on 21 September.</p> <p><b>Comms Assistant:</b> JW and FMQ had interviewed 6 shortlisted applicants the previous day; two were eminently appointable.</p> <p><b>Exams and Training Manager:</b> JW and RS had interviewed 5 shortlisted applicants on 7 September with a final candidate to be interviewed on Friday 11 September; two were eminently appointment so far.</p> <p><b>Exams and Training Coordinator:</b> 6 shortlisted candidates to be interviewed the following day.</p> <p><b>Executive Secretary:</b> a temp to be recruited ASAP to succeed Matthew Grew who had left the previous Friday, although it had been anticipated that he would stay to the end of October and beyond. Permanent role to be advertised also.</p> <p>Current staff to migrate into new roles within new staff structure by year end, as new staff recruited.</p>	
<b>4</b>	<b>STRATEGIC PLAN</b>	
	<p>The Strategic Plan, as revised at the August Exec and circulated to the Board for comment, had been circulated, together with comments received from Board members.</p> <p>NOTED that some of the changes suggested were process issues rather than strategic aims or objectives.</p> <p>AGREED to circulate updated document alongside EC recommendations in light of suggested changes, for discussion at the October Board.</p>	<b>JW/FMQ</b>
<b>5</b>	<b>RISK MANAGEMENT</b>	
<b>5.1</b>	<b>In depth topic: Failure to stem reduction in training numbers</b>	
	<p>Item deferred for discussion at the end of the meeting but, under Item 7.1 AGREED that this topic, together with configuration of examinations, to be discussion session at the Awayday.</p> <p>Risk table still to be updated in line with new strategic plan, at appropriate time.</p>	<b>JW</b>  <b>JW</b>
<b>6</b>	<b>ITEMS FROM ACADEMIC TEAM/ACADEMIC ISSUES</b>	

<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>6.1</b>	<b>Academic Dean's report</b>	
	<p>IRA presented his report which covered: National School; Response to GMC report into QA in small specialties; postgraduate diplomas and entry into OM specialist training; trainees e-portfolio; Academic Forum; Shape of Training Review; MFOM overseas; marketing OM; &amp; events attended and communications sent by IRA in June and July. The following comments were made:</p> <p><b>National School:</b> NOTED that FOM website did not match current requirements in relation to MRCP. New HEE specification to be obtained and website updated.</p>	<b>RS/BS/FMQ</b>
<b>6.1.1</b>	<b>Entry criteria for OM</b>	
	<p>IRA had circulated an update on this matter. AGREED that FOM should press for two routes of entry (which emergency medicine had) but if this were rejected by the GMC then FOM would have to go for the single competency based entry route. NOTED that GMC decision to be made on 12/13 October with FOM being informed in mid-November.</p> <p>IRA was thanked for all his hard work with the GMC and others on this issue.</p>	
<b>6.2</b>	<b>Report from Director of Assessment End of Term Report</b>	
	<p>DCM had circulated a full written report as he approached the conclusion of his three-year term as Director of Assessment. This would be a useful briefing document for his successor in office. DCM reiterated his thanks to the academic team (Chief Examiners and their Deputies, JKM and IRA, other EC members) and staff who had provided support during his tenure.</p> <p>DCM went on to give an oral report on the meeting of the Assessment Subcommittee held that morning at which there had been a good attendance. Items discussed included:</p> <p>Examiner handbooks and examiner training (initial and refresher in 2016); CPD for examining; approval system for new examinations (as discussed at the August EC meeting); course centre policy review; ARCP dates in relation to Part 2 MFOM examination dates (Part 2 entry criteria to be changed to at the point of the ARCP re end competencies of ST4 training, rather than an additional 6 months); study guides (Shaun Austin to look at as pilot and see what other MRCs do); numbers for November DOccMed examination (43 with closing date of 14 September); efficiencies and practical issues re Part 2 OSPE (Shaun Austin to discuss with RCP in relation to MRCP(UK)); WBAs (a lot of work being undertaken, but slower progress than planned in putting together their future plan); succession planning re Chief Examiners, etc [see Item 7.3].</p> <p>SCS said there was a need to get successful DOccMed candidates to affiliate.</p>	
<b>7</b>	<b>GENERAL FACULTY BUSINESS</b>	
<b>7.1</b>	<b>Board and Executive Awayday planning</b>	

<b>AGENDA ITEM</b>		<b>ACTION</b>
	<p>JW said that the risk specialist who had been invited was not available at the time required for the AwayDay. JW knew a Bristol-based governance person to approach, if required.</p> <p>Key topics for the Awayday were:  Strategic plan, objectives and aims and implementation plan (90 minutes groups session); also detailed discussion on trainee numbers/marketing/configuration of examinations – JW to contact Jill Crabbe in advance re trainee input. SCS to do a short presentation on potential for GPs with Diploma to progress.  Governance/structure: proposals for change  Outcome: to flesh out tasks.</p> <p>JW to circulate a rough timetable to EC. Facilitator might be needed for the day.</p>	<p><b>JW</b></p> <p><b>JW</b></p>
<b>7.2</b>	<b>IT/CRM update</b>	
	<p>AMH gave an oral report on progress to date. Looking to implement an MS Dynamics based CRM (which could do most of the things FOM needed) and to put together a list of list of suppliers to be invited to tender, aiming for 6 to be shortlisted to present. NOTED that a separate (tried and tested) system to manage exams would be needed. Anticipated timescale now: end January for new CRM; with exams system approx. 4 months later; and costs to be capitalised over 3 years.</p> <p>New rolling contract signed with Premier IT re PReP, based on historical pricing. E-portfolio for trainees still to be addressed.</p> <p>RS to look at the issue of a FOM CPD certificate, originally raised by JCS, re double entry of information for those who wanted a FOM CPD certificate and used NHS or other online systems for revalidation.</p>	<p><b>RS</b></p>
<b>7.3</b>	<b>Officers and key appointments – succession planning</b>	
	<p>A list of Board members and key appointments had been circulated, with those whose term of office was due to end in 2015 or 2016 highlighted.</p> <p>JCS to follow up with TUC re successor for Sarah Page, as TUC nominated lay representative on FOM Board. Current CE DAVMed and Deputy Director of Assessment were willing and eligible to continue in office. Relevant information to be put to October Board regarding their reappointment. CE DDAM role to be advertised as Sylvia Awbery's 6 year term would end in January. FMQ to check on previous discussions re appointment of a CE DDA, this role now being needed to take forward this new qualification. Appointment terms of RO (not on list) to be checked.</p>	<p><b>FMQ/JCS</b></p> <p><b>FMQ</b></p> <p><b>FMQ</b></p> <p><b>FMQ</b></p>
<b>7.4</b>	<b>OH staff update training</b>	
	<p>An email from Dennis Ferriday (DF) to JW had been circulated. In this DF had set out a proposal he had discussed with JW over the phone, suggesting that the SEQOHS standards might include a quality standard for</p>	

<b>AGENDA ITEM</b>		<b>ACTION</b>
	<p>annual OH staff update training.</p> <p>SCS suggested this be discussed at the first QI Strategy Working Group meeting scheduled for 1 October. JW to respond to DF's email to this effect.</p>	<b>SCS JW</b>
<b>8</b>	<b>External issues</b>	
<b>8.1</b>	<b>NHS staff</b>	
	<i>RJLH joined the meeting during the following item.</i>	
<b>8.1.1</b>	<b>Five Year Forward View – wellbeing services press activity</b>	
	<p>JCS said that the previous 8-10 months' work by RJLH with Simon Stevens (SS), Chief Executive NHS England, on the health of the NHS workforce had come to fruition with the announcement by SS at the NHS Innovation Expo Conference in Manchester on 2 September of a major drive (£5m) to improve health in the NHS workplace. NOTED that this would have a broader impact on the health of the working population (public benefit).</p> <p>FOM had put out a supporting statement to the press which was on the FOM website also and had been referenced on Twitter and would be in the next enewsletter.</p> <p>RJLH to provide update for Board in October as there were lots of meetings ahead and the reconfiguration of the NHS delivery model was fast moving.</p> <p>IRA, whose Trust was one of the NHS employers leading the initiative, was disappointed to note that there was no mention of prevention in the proposed OH service for GPs.</p>	<b>JW/RJLH</b>
<b>8.1.2</b>	<b>NHS OHS service modelling</b>	
	<p>JCS said that RJLH had asked her to co-ordinate a working group on modelling a consistent national OH service for NHS employees. This was prompted by recognition of a lack of consistency of service delivery in the NHS. Some work on modelling had been done by FOM members and others (including NHS Health at Work Network) in the past but had not led to significant roll-out of the suggested models. JCS would be advertising in the newsletter for expressions of interest from FOM members with experience of providing services for NHS organisations to join a small working group to look at potential models of care. This would be advertised via ANHOPS too, and input from the Faculty of OH nursing and other OH professionals, e.g physiotherapists, would be sought.</p>	<b>JCS/FMQ</b>
<b>9</b>	<b>FINANCE</b>	
	<b>2015 YTD accounts</b>	
	The previous day AMH had circulated accounts for the YTE August. These still showed a forecast operating deficit	

<b>AGENDA ITEM</b>		<b>ACTION</b>
	<p>of £114k, and extrapolating recent levels of income and expenditure, AMH anticipated that the overall year end position would be no more than the £132k currently forecast.</p> <p>AMH reiterated his request for identifying restricted funds, for new exams, etc. If FOM were to purchase a property in 2016, then the investment income and unrealised gains would be lost. AMH said he was about to start work on the 2016 budget, with a 2-day session with RS on detailed financial analysis of items within the Professional Standards team. The budget would be presented to the Board in October, when it would have to look at the short- and long-term financial challenges and consider solutions to address these.</p> <p>AMH reported that he, JW and MRG had looked at two potential pension providers for FOM, in relation to autoenrolment and would be making a recommendation to the Board in October as to which provider FOM should sign up with.</p>	<p><b>AMH/JW</b></p> <p><b>AMH/MRG</b></p>
<b>10</b>	<b>AOB</b>	
<b>10.1</b>	<b>2016 EC dates:</b> FMQ said she would be circulating provisional dates for meetings in 2016 – based on the current Board and EC meeting format.	<b>FMQ</b>
<b>10.2</b>	<b>GMC consultation on Confidentiality guidance:</b> FMQ informed the EC that, further to FOM’s submission in January 2015, she had been advised by the FOM’s contact at the GMC that the next public consultation stage on the confidentiality guidance was about to go ahead. The GMC wanted FOM’s opinion on new wording, ahead of this. Steve Boorman had been advised, with a view to SRB/Ethics Committee drafting the response. AGREED that at the appropriate point in the consultation process, FOM should advertise this to members in the newsletter, and encourage them to respond individually, and hopefully to endorse FOM’s position.	<b>JW/comms</b>
<b>10.3</b>	<p><b>National School of OM recruitment:</b> JKM highlighted the 10 applications for three posts. RJLH said this should be fed back to HEE as evidence of the need for more training posts.</p> <p>DCM asked about rotational posts. JKM said this was being discussed with RSAs and IRA said that this would be discussed in October at a meeting of a Working Group on rotational posts. The aim was to create three 10-week templates for employers to populate.</p>	<b>RJLH</b>
<b>11</b>	<b>Date of Next Meeting</b>	
	CONFIRMED AS <b>Wednesday 4 November 2015</b> , at <b>1300 hours at FOM</b> , 3 <sup>rd</sup> floor, New Derwent House, 69/73 Theobalds Road, London, WC1.	