

**FACULTY OF OCCUPATIONAL MEDICINE
EXECUTIVE COMMITTEE**

Faculty Meeting Room | 3rd Floor | New Derwent House | 69-73 Theobald's Road | London WC1 8TA

Wednesday 10th February 2016

Present: Julia Smedley (JCS) Chair Dr Richard Heron (RH) Ian Aston (IRA)
 Mark Groom (MRG) Judith Willetts (JW) Dr Alan Bray (AB)
 Jayne Moore (JM)

In attendance: Joanne Leask (JL)

AGENDA ITEM		ACTION
1	<p>WELCOME AND APOLOGIES</p> <p>JCS welcomed everyone to the meeting. Apologies were received from Dr Simon Sheard.</p>	
2	<p>REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 02 December 2015</p> <p>2 – Review of outstanding actions from meeting 04 November 2015 JCS confirmed this has been completed.</p> <p>3.1 – New Premises JCS and JW confirmed this action has been dealt with.</p> <p>3.2 – Professional Services Update There is an action attached to this, but will be taken up in Item 3 on the agenda.</p>	

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	<p>3.3 – Business Development Update Sylvia Awbery has been thanked for all of her work on the qualifications to date.</p> <p>3.4 – Progress Against Objectives This is Item 3 on the agenda.</p> <p>3.5 – RSWG JCS hasn't requested the Academic Forum state what it is they are planning to do in the next year and what the outputs would be as of yet, as this would be inappropriate due to Ewan Macdonald (EM) having only recently been appointed as the new lead of the Academic Forum. IA has been in touch with EM recently however and informed him of a few things coming up at FOM board which require his consideration, and IA will write to EM to invite him to present at the April board meeting.</p> <p>3.6 – NHS MWP This is Item 4.2 on the agenda.</p> <p>5.1 – Hardship Fund JW informed that a proposal for setting up a hardship fund (as raised by AH at the previous meeting) to assist trainees and candidates experiencing financial difficulties to fund examinations might be best considered by the Equality and Inclusivity Working group when it meets.</p> <p>6 – Governance Review This is Item 4.4 on the agenda.</p> <p>7 – AOB This action was completed.</p>	<p>IA</p> <p>JW</p>

AGENDA ITEM		ACTION
3	<p>PROGRESS AGAINST STRATEGIC OBJECTIVES</p> <p>1.1</p> <p>i) An approach has been made to Ian Cumming, and IA has liaised extensively with and presented evidence to HEE and the GMC. The committee agreed increasing the number of trainee posts to 150 by the end 2017 is not realistic. Options for addressing this were discussed in point v).</p> <p>ii) Whilst it was mentioned the Faculty were aiming to have 30 corporate-sponsored trainee posts 'live' by September 2016, it was agreed this too is not realistic. What is now required is a detailed proposal on potential rotations and trainers taking on 2 trainees each due to demand. IA to lead this. RH and JS agreed to liaise to explore one particular joint post rotating between the NHS (Southampton) and BP, and possibly HML.</p> <p>iii) IA been collating responses from people.</p> <p>iv) RS is producing a qualifications framework following discussions at the board and executive committee meetings. RS is looking at modular systems, definitions of what a certificate diploma is, has had input from JCS regarding case management, and has done some horizon scanning to see what others are offering. RS has also met with 2 MAXIMUS employees and a nurse to look at what the requirements are regarding new qualifications, and will present this work to the executive committee in March.</p> <p>It was noted JM has put the Faculty in touch with Leonie Dawson.</p> <p>IA is working on revising the occupational medicine curriculum, and is also working on Pinnacle Competencies, which are to be addressed under agenda Item 5.1.</p> <p>v) A discussion covered the HEE letter that communicated their decision not to award additional OM training posts. Their decision was based on a perception of no need, due to their data showing unfilled posts. This was not in keeping with our intelligence from the national school. RH has said, due to the obvious discrepancy between training posts available and filled, the Faculty needs to provide as accurate a data set as possible to John Harrison.</p> <p>A mechanism needs to be put in place to identify NHS OM consultants, number of OPs employed directly or indirectly, the number of sessions provided etc. A meeting with Vicky Lyons, the small speciality contact at HEE</p>	<p>IA RH/JCS</p> <p>RS</p> <p>RH</p>

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	<p>was suggested. RH will follow up.</p> <p>RH will arrange a telephone discussion with Anne de Bono, or Andrew Gilbey if she is unavailable, John Harrison and JM to discuss this further and hopefully draft a response. (Post meeting note: The conversation with NHS Health at Work Network did not yield further useful information as their last manpower survey was several years previously. RJH has subsequently asked for a short survey to be sent to members asking for information about service provision and manpower in the NHS.)</p> <p>The topic of entry at ST1 was also raised, and IA had spoken with JH and Julia Whiteman (JW) who weren't enthusiastic about the idea. RH encouraged IA to pursue this further at the National School meeting on Friday however, and RH and JCS agreed to further discuss the possibility of facilitating a pilot scheme to explore this further (see post meeting note above).</p> <p>1.2 JE received positive feedback on her proposed 'Communications Strategy' document. It was agreed that it was important to continue to prioritise providing information regarding occupational health and the importance of health and wellbeing in the workplace. Importance should be placed on articulating what the doctor's role is within the multi-disciplinary team.</p> <p>2.1 JE, with the advantageous position of working for both organisations, is leading on co-ordinating a joint SOM/FOM CPD education working group and, until this is created, is working with the programme committee for the upcoming ASM.</p> <p>2.2 JW mentioned this point, to continually improve the Revalidation system from Appraisal through to successful revalidation, needs to be moved to sit under strategic aim 3.</p> <p>2.3 ii) Correction of spelling for 'NEBOSH'.</p> <p>3.1 i) Rob Hardman has been appointed as new SEQOHS chair, and will be attending his first SEQOHS steering group meeting on 15th February.</p>	<p>RH</p> <p>RH/JCS</p> <p>JW</p>

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	<p>4 A general discussion surrounding the organisation of the SOM/FOM 2016 AGM took place, however nothing new to report; simply a reiteration that there is an initial programme now in place and that JE is taking this forward.</p> <p>5 No update.</p> <p>6.1 ii) It was agreed that if the new governance proposals were implemented, a decision could be made on the Director of QI role which could then be advertised. A suggestion was made for someone on the new Council to lead on particular initiatives would be helpful in dividing work loads to make them more manageable.</p> <p>RS is currently investigating the potential market for assessment and accreditation services.</p> <p>6.2 JW and the senior management team are working on a revised risk register to present to the Exec and the Board.</p> <p>6.3 v) Creating a 3 year budgeting cycle as part of the 3 year rolling strategic plan has now been pushed back to 2017.</p> <p>JW suggested that the Strategic Aims should also contain more detail regarding the ongoing 'business as usual' aspects of Faculty work.</p>	<p>SMT</p> <p>JW</p>

<p>4</p>	<p>FOM GENERAL BUSINESS</p>	
<p>4.1</p>	<p>New Premises</p> <p>The costs of refurbishment are now higher than the original estimate, Work on the premises will not commence</p>	

	<p>before April 2016, which means there is pressure given the notice period on the Holborn premises and the short time within which to complete the works. The application for changes to the building have not been submitted yet in case FOM withdraw, however there is no concern about this running smoothly should the Faculty decide to proceed with the building changes.</p> <p>JW mentioned that, whilst the income projection isn't likely to change, the Faculty will have a challenge of keeping the deficit to only £14K when taking rent, renovation, e-portfolio and examinations software into consideration.</p> <p>RS's contract is ending in March, and if nothing is done about this then there will be no head of Professional Standards for 2 months. This role is quite significant in developing new business plans in terms of new qualifications. The possibility of extending this contract to cover the period until Rachel Cooper returns from maternity leave was considered- and was subsequently agreed after post meeting discussion between IA, RJH and JCS.</p> <p>A discussion covered the issue of falling value of share holdings in the context of the building purchase. The Schroder portfolio is worth £100k less than it was a year ago. The Exec agreed that this could go down further, but that it had gained considerably in previous years. It was considered appropriate to use the money when the Faculty most needed it.</p> <p>It was considered prudent to continue with the purchase negotiations unless the 'bottom line' of the business case for buying changed significantly. Further discussions will take place with the bank to finalise mortgage rate and the final amount of borrowing required.</p> <p>The Exec discussed approaching the SOM to contribute to the works, given that they would be keen to share office space, as the two organisations have done in the past.</p> <p>MG spoke with SOM treasurer, Adrian Massey (AM), who felt reasonably confident that SOM would be happy to contribute financially, were happy with JW's suggestion for SOM to have a rent-free period with an agreement for 'capped' rent going forward</p> <p>It was agreed that a proposal will be made to the SOM urgently for a financial contribution. The next Council meeting is on 2 March.</p> <p>JW will follow up and whether extending lease is a possibility as a back up plan, however it might not be required depending on how the building work progresses.</p>	<p>JW</p>
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	<p>JW is to keep the Executive informed of progress and developments. When we have a response from the SOM, it will be decided what to recommend to the Board in terms of purchase or withdrawal of offer.</p> <p>4.2 NHS Modelling Group Verbal Update</p> <p>JCS held a meeting with the core group as mentioned at the previous board meeting. The primary aim was to define the background of the project and previous barriers and to decide whether the group members felt that it was appropriate for the Faculty to agree and pilot a recommended model for NHS OH services. After an initial presentation the group received further input from the Faculty of OH Nursing, NHS Health at Work Network. Dr Steve Boorman and Helen Kirk (who dialled in or attended in person). It was unanimously agreed that FOM should be involved in and articulate some sort of model. JCS is currently considering options for funding, and will approach Peter Welsh from NHS England.</p> <p>RH is attending the NHS Health and Wellbeing Advisory Board meeting next Monday 14th February, and will positively mention the NHS Modelling Group update there.</p> <p>4.3 GMC Update</p> <p>The GMC have requested that the Faculty amend the training curriculum and also the person specification. This has been completed. Simon Rose will finalise this before the end of the week and provide a link to the correct specification on the website.</p> <p>Steve Boorman (SB) and Graeme Bell (GB) had a positive meeting with the GMC regarding confidentiality, and have reached an agreement in principal. The next stage is to provide a formal response to the GMC through their current confidentiality consultation. JCS to write to SB and Graeme Bell to request an update for the April Board.</p> <p>Governance Review</p> <p>Significant changes and updates have been made after circulating the Governance Review to the board. This included a helpful expansion of the information regarding the role of the board of trustees and explaining the difference between governance and management. The intention is that this may make the rationale more clear for FOM members when they vote on the changes at the forthcoming AGM.</p> <p>The next stage will be to circulate the proposal to members for questions and comment. JW will collate the questions received and will respond to them in full, and from this information create a revised version to present to the board in April.</p>	<p>JCS</p> <p>RJH</p> <p>JCS</p> <p>JW</p>
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<p>5</p> <p>5.1</p> <p>5.2</p>	<p>ACADEMIC TEAM/ACADEMIC ISSUES</p> <p>Academic Dean's Report</p> <p>IA presented his report which covered: the Single Deanery/Single School; Postgraduate Diplomas and Entry into Occupational Medicine Specialist Training; E-Portfolio for Trainees; Academic Forum; Overseas MFOM; DDAM, DDA & 'Case Management' Certificate; AoMRC Council Meeting 4 February 2016; Pinnacle Competencies; and 'Support for Doctors'.</p> <p>IA is attending the National School Board meeting on Friday 12 February.</p> <p>E-portfolio is an important objective, and the aim is to reach a resolve within the next 12 months –this project is currently on schedule. AH is project manager for this operation and, as outlined under 1.1 iv) in the Progress Against Strategic Objectives document, is hoping to provide an update in March.</p> <p>It was suggested that creating an examination group, rather than having separate committees, to discuss and review the DDAM, DDA & 'Case Management' Certificate could be useful. The purpose of the group would be to address matters such as course and examination content and structure, and the learning outcomes that need to be tested/evidenced. IA hopes to be able to provide an update in March to the executive committee after discussing what is viable, and making sure to involve Sylvia Awbery in the discussions.</p> <p>GMC have asked the Faculty to define 'Pinnacle Competencies'. These are traits one would expect to see in a final year trainee. These pinnacle competencies could then be assessed for those who apply for CESR applications, and with the benefit of a significant reduction in administration. In relation to ST6 competencies, IA has a small virtual working group with Alan Bray, Jayne Moore and John Harrison, and will aim to respond to the GMC with an update by the end of April, although the deadline for this is September.</p> <p>In regards to 'Support for Doctors', IA contacted Prof. Louis Appleby and will follow up next week.</p> <p>Reports from AoMRC Council Meeting</p> <p>IA presented his report which covered: Junior Doctors Dispute; Informatics & Digital Agenda; Choosing Wisely; Implementation of 7 Day Services; Confidentiality & Consent; E-Portfolio; Charging Overseas Visitors; Shape of Training; Generic Professional Competencies; Academy Trainee Doctors Group; and Delays in Follow Up of Our Patients.</p>	<p>IA</p> <p>IA</p> <p>IA</p> <p>IA</p>

<p>5.3</p>	<p>1) The Junior Doctors Dispute occupied 1hr 40mins; as it did in the previous meeting. RCGP would give no comment, however most other colleges aspired to demonstrate leadership and agreed to give comment. Jeremy Hunt doesn't appear to be open to compromise at this current stage. The AoMRC chair, Prof. Sue Bailey, is going to write a letter today to David Cameron expressing concern with the present situation and offering to discuss the NHS; particularly the state of training. Although it is not clear precisely when this will take place, it is most likely to be within the next 2-3 weeks.</p> <p>6) Leading from a conversation regarding the E-Portfolio, IA, Debbie Cohen & Mark Hilditch were discussing the quality of reports received, and it was proposed perhaps the Faculty would consider a training course in report writing. It could be an attractive concept to some people, an affordable venture for all involved and run from the Faculty premises.</p> <p>10) IA contacted the Academy Trainee Doctors Group, and they produced a quality report. The group invited IA to their next meeting on 25th February, however IA is unfortunately on holiday so is intending to submit a 6 page guidance document; it be will circulated to the executive committee once it is completed.</p> <p>Training</p> <p>i) Cost of Training</p> <p>ii) Situation about Future Training</p> <p>Papers were circulated for 5.3, however nothing new to report.</p>	<p>IA</p>
<p>6</p> <p>6.1</p>	<p>FINANCE UPDATE</p> <p>January Management Accounts</p> <p>As end of year accounts have just been produced, there are no management accounts for January. The year end exercise went very well, with the auditors being happy with procedures, processes and checks in place. The accounts will be officially signed off at the upcoming AGM.</p>	
<p>7</p> <p>7.1</p>	<p>COMMUNICATIONS STRATEGY</p> <p>Towards a Strategy Document</p>	

	This topic was addressed under agenda item 3. It was suggested JE meets the Board members at their next meeting.	JE
8	ROLES AND RELATIONSHIPS An informal discussion regarding this agenda item took place and was not minuted.	
9	AOB The only item raised for discussion was the HEE letter about training posts, which was addressed under agenda item 3.	
10	Wednesday 9th March 2016, 14.00 – 16:30 FOM Office 3 rd Floor, New Derwent House 69 – 73 Theobald’s Road London WC1X 8TA	