

**OCCUPATIONAL MEDICINE  
EXECUTIVE COMMITTEE**

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

**Wednesday 9<sup>th</sup> March 2016**

**Present:** Julia Smedley (JCS) Chair                      Mark Groom (MRG)                      Judith Willetts (JW)  
Jayne Moore (JM)

**In attendance:** Joanne Leask (JL)

<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>1</b>	<p><b>WELCOME AND APOLOGIES</b></p> <p>JCS welcomed everyone to the meeting. Apologies were received from Richard Heron (RH), Ian Aston (IA) and Dr Alan Bray (AB). It was confirmed that Simon Sheard had stepped down at the end of 2015. Jane Edbrooke (JE) was on leave.</p>	
<b>2</b>	<p><b>REVIEW OF OUTSTANDING ACTIONS/UPDATE ON NON-SUBSTANTIVE MATTERS FROM MEETING ON 10 February 2016</b></p> <p><b>RSWG</b></p> <p>At the previous Executive Committee meeting, it was agreed that IA was to invite Ewan MacDonald to the next board meeting. JCS to follow up with IA and update from the Academic Forum is to be added on April Board agenda.</p>	<b>JCS/JL</b>

AGENDA ITEM		ACTION
	<p><b>3.2.2 – Progress Against Strategic Objectives</b></p> <p>Actions from the last Executive Committee meeting had either been actioned or were on the substantive agenda for today’s meeting</p> <p><b>3.6.2 - Progress Against Strategic Objectives (Cont.)</b></p> <p>JW and the SMT are continuing to revise the risk register, with the intention of sending updates to committee members prior to upcoming Executive Committee meetings, starting May 2016 and discussing any issues or comments that are raised. JL to ensure that one risk item is on the draft agenda for detailed discussion for the upcoming meeting 11<sup>th</sup> May, and every meeting thereafter. For this meeting the main risk item discussed (on the substantive agenda) was Faculty premises</p> <p><b>4.2 – NHS Modelling Group Verbal Update</b></p> <p>Correction of Spelling from Peter ‘Welsh’ to Peter ‘Walsh’.</p> <p>JCS has approached Peter Walsh regarding funding option for this project, however hasn’t received a response to date.</p> <p>RH reported on the NHS Modelling Group at the recent NHS Health and Wellbeing Advisory Board meeting 14<sup>th</sup> February;</p> <p><b>4.3 – GMC Update</b></p> <p>Steve Boorman and Graeme Bell have now completed a summary of their discussions with the GMC. The committee agreed to upload this summary onto the website and then notify the board of this, rather than having it as an agenda item at the next board meeting 6<sup>th</sup> April.</p> <p><b>5.1 – Academic Dean’s Report</b></p> <p>JCS is to remind IA to give update on the examinations group that was proposed at the last meeting.</p>	<p><b>JW</b></p> <p><b>JW/JL</b></p> <p><b>JL/Leigh Harrison</b></p> <p><b>JCS/IA</b></p>

AGENDA ITEM		ACTION
<p><b>3</b></p> <p><b>3.1</b></p>	<p><b>FOM GENERAL BUSINESS</b></p> <p><b>New Premises</b>  Several important developments have occurred within the past week, and these were discussed in context of the current plan for new premises.  Since the positive feedback from the SOM was discussed at the last meeting, the SOM Council met to discuss the formal proposal from the Faculty. This offered preferential rental rates and a rent-free period as one of the options, in return for a financial contribution from the Society. The Council voted against the proposal. Furthermore, the SOM is no longer interested in sharing office space with the Faculty or in facilitating closer working through basing the Communications team under one roof and enabling the Appraisal and revalidation team members to work together.</p> <p>In addition, our landlords, HWCA, have argued that we have not given sufficient notice to serve a break in the lease, despite JW having held a positive meeting with the partner from HWCA and after requesting a short period of grace before serving notice. Given these factors, JW circulated updated finance and feasibility documentation to the Exec, requesting the committee agreed what to recommend to the Board.</p> <p>All members of the Executive Committee expressed concern about the new developments and held a detailed discussion about the implications of these for the financial plan and associated risks. After discussion, it was agreed that:</p> <ul style="list-style-type: none"> <li>• The mortgage offer from the bank was still very attractive;</li> <li>• HWCA would be approached with a request for the Faculty to sub-let, as this is allowed in the lease;</li> <li>• The Board will be updated with all the facts and will then make a decision on whether to proceed with the current purchase.</li> </ul> <p>(Three of the four Executive members present expressed concern about the on-going viability of the purchase and voted to recommend to the Board that the Faculty did not proceed to exchange contracts. Two Executive members were not present and had not given a definitive opinion. It was agreed at the meeting that an Emergency Board Meeting should be called to discuss this issue. However, the day after after the EC meeting JW advise that additional information might be available about sub-leasing New Derwent House 3<sup>rd</sup> Floor, and about a new purchase option on Great Ormond St that might be more favourable financially than the current purchase plan. It was agreed post-EC meeting that this further information would be pursued urgently so that would help to better inform the Board decision at the 6<sup>th</sup> April meeting. It was agreed that no further commitment to the</p>	<p><b>JW</b></p>

<b>AGENDA ITEM</b>		<b>ACTION</b>
<p><b>3.2</b></p> <p><b>3.3</b></p>	<p>Lambeth Rd purchase would be made pending Board discussion and decision. It was emphasised that the contract had not yet been exchanged on Lambeth Road and this would not occur prior to planning permission being received and a final agreement from the Board.</p> <p><b>Survey of Consultant and Trainee Manpower in NHS</b></p> <p>A questionnaire has been sent to members regarding current NHS manpower on the NHS. Only approximately 25% response rate so far. JCS will draft a reminder to members in the hope of stimulating a higher response rate and will present an update on this at the next board meeting.</p> <p><b>Governance Review/Feedback from Consultation</b></p> <p>JW has already circulated this review for feedback via email, and has a record of all responses received. Questions are being answered in the Newsletter and some comments have been included here too. It was reiterated that all comments would be presented to the Board for consideration.</p>	<p><b>JCS</b></p> <p><b>JW</b></p>
<p><b>4</b></p> <p><b>4.1</b></p>	<p><b>ACADEMIC TEAM/ACADEMIC ISSUES</b></p> <p>Items were presented by JM.</p> <p><b>Academic Dean's Report</b></p> <p>JM presented the report which covered: the National School; Postgraduate Diplomas and Entry into Occupational Medicine Specialist Training; E-Portfolio for Trainees; Academic Forum; Overseas MFOM; DDAM, DDA &amp; 'Case Management' Certificate; Pinnacle Competencies; and 'Support for Doctors'.</p> <p><b>Single Deanery/Single School (National School)</b></p> <p>IA attended the National School board meeting 12<sup>th</sup> February and also attended the pre meeting for trainees. There was some interesting discussion regarding rotations, however otherwise nothing for specific action to report.</p> <p><b>Postgraduate Diplomas and Entry into Occupational Medicine Specialist Training</b></p> <p>HEE have produced a new person specification for OM trainees, and Leigh Harrison has put a link to this on the</p>	

<b>AGENDA ITEM</b>		<b>ACTION</b>
4.2	<p>website. The updated person specification contains the new requirement for having obtained an MRCP or other qualification post core medical training before entering into occupational medicine training, in line with the recent GMC ruling.</p> <p><b>Academic Forum</b></p> <p>The Academic Forum met last Friday 4<sup>th</sup> March, however no one representing FOM was in attendance due to insufficient notice of the meeting. It was suggested IA should write to Ewan Macdonald formally to ask for a summary of the meeting, and then bring this to the Faculty Board at the meeting on 6<sup>th</sup> April , as an update on progress against the FOM objective of having a research strategy is required.</p> <p><b>Overseas MFOM</b></p> <p>As mentioned in the Academic Dean’s Report, RH &amp; AB produced a summary statement regarding overseas MFOM; IA is to bring this statement to the next Executive Committee meeting.</p> <p><b>DDAM, DDA &amp; ‘Case Management’ Certificate</b></p> <p>Some concerns were raised regarding communication between the Faculty and the DDAM committee. In order to improve on this moving forward, it was suggested that we communicate to the committee that FOM are reviewing examinations and qualifications at present, and will issue an update once the strategy has been reviewed. An issue regarding a miscommunication between examinees receiving feedback in the timeframe expressed to them versus what the training guidelines stipulated also occurred recently. Once Rachel Cooper returns from leave, JW, JM, AB and IA will arrange to meet to discuss training and examination issues.</p> <p><b>Pinnacle Competencies</b></p> <p>Electronic communications regarding pinnacle competencies are in progress and will be collated once IA returns from leave.</p> <p><b>OM Career Training</b></p> <p>This document discusses creating direct entry training into Occupational Medicine at ST1 level. John Harrison and Julia Whiteman were not in favour of this, and the document IA has written attempts to recognise why this is the case. The main reasons cited were there being a lack of exposure to acute medical situations, therefore not</p>	<p><b>IA</b></p> <p><b>IA</b></p> <p><b>JW/JM/ AB/IA</b></p>

<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>4.3</b>	<p>providing the skills necessary for critical decision making, and the other being not enough trainers available to bring this to fruition.</p> <p>The committee agreed that, although interest for entry to OM at ST1 appears to exist, issues surrounding cost, salary and available trainers keep arising; more trainers would be required to support this route of entry. OM training is outside of acute setting; exposure to acute situations is necessary experience and this would be lost with ST1 entry. Ideas were explored, , 'run through' training "[Run-through" training, where progression to the next level of training is automatic (so long as the trainee satisfies all the competency requirements); rather than "Uncoupled" training programmes, where there are two or three years of core training, followed by another open competition for higher specialty training posts and progression to completion of training (provided the trainee satisfies all the competency requirements).] doesn't fit in with the 'Shape of Training' model so this is unlikely to viable long-term, and the fact this concept has been 'piloted' before was raised; JW commented it would be interesting to know more about the issues resulting from the pilot.</p> <p>The issue of ST1 entry to OM training would be tabled for discussion at the next Board meeting, but at this time this would not appear to be a possibility. It would not receive the support of the lead Dean or NSOH.</p> <p><b>Training Update from meeting with National School</b></p> <p>The National School has elected a National TPD; Dr Harjinder Kaul from Leicester.</p> <p>It was agreed that the Faculty training team and the National School should meet each month.</p> <p>JM sent through a substantial amount of documentation to John Harrison on Friday 4<sup>th</sup> March. This was concerning training for trainers in regions. JM will report back once she has a response.</p>	
<b>5</b> <b>5.1</b>	<p><b>FINANCE UPDATE</b></p> <p><b>Annual Report Final Draft</b></p> <p>With the exception of a few minor adjustments that AH has since corrected, the auditors were pleased with the Annual Report produced. The draft was presented to the Executive and will subsequently go to the Board for approval. The members will be asked to approve the draft accounts at the June AGM.</p>	

<b>AGENDA ITEM</b>		<b>ACTION</b>
<b>5.2</b>	<p><b>February Management Accounts</b></p> <p>Having been in post for just over 12 months and with a detailed understanding of the Faculty's income, expenditure and cash-flow, AH is now able to produce a phased budget.</p> <p>Following on from the 'worst case scenario' figures relating to the proposed property purchase, AH has revised the likely end of year deficit from £14k to £68k. Having analysed this, it was agreed that JW would review the income from SEQOHS and reduce the amount of funding retained by the Royal College of Physicians to release additional funds into 2016. JW will also review and amend the approach to overseas development, which has proven difficult for SEQOHS staff to take forward to date.</p> <p>AH reduced other income by £30,000, primarily the investment income in line with current market conditions.</p> <p>The designated and restricted funds remain the same as those quoted on the property update, and those will be allocated to VAT, renovation costs and the depreciation incurred from the overlap of paying a mortgage and rent simultaneously. AH clarified that the figure of £8,738 under restricted funds is to fund the PREP system that the revalidation team use.</p> <p>AH summarised that, as at the end of last year FOM had a deficit in general funds of £54,000, a deficit of £68,000 the year seems reasonable. However, it is hoped this will be reduced.</p>	<b>JW</b>
<b>6</b>	<p><b>PREPARATIONS FOR ASM/AGM</b></p> <p>JCS and JW issued a verbal update.</p> <p>In summary, the programme is close to finalisation. The AGM will take place on the Wednesday morning. The Board meeting will take place on the Wednesday afternoon while Work Placed Visits take place. There will also be a session on the Wednesday afternoon to promote OM to local GPs.</p> <p>Ewan Macdonald, Ira Madan and Tony Newman Taylor will deliver a joint session based on research opportunities in Occupational Medicine. Speakers are nearly all now confirmed with the exception of trainee presentations, and the final programme will be available soon, along with the opening of registration.</p>	

<b>AGENDA ITEM</b>		<b>ACTION</b>
<p><b>7</b></p>	<p><b>QUALIFICATIONS AND EXAMINATIONS</b></p> <p>RS had been away from the Faculty for over a week and therefore gave an oral update in place of a written report.</p> <p>RS had productive meetings with OHPs and Occupational Physicians from Maximus, the RCPCH, the RCOph and the National Examination Board for Occupational Safety and Health (NEBOSH) about creating a modular based qualification that would essentially act as an introduction to occupational medicine. This would be designed for any OH professional they employ to complete, covering topics such as case management and disability assessment. Concerns over the fact that an online based qualification could not effectively prepare or test for critical decision making skills were discussed, and RS will take this away to explore further.</p> <p>Rather than creating a completely new examination, it was discussed whether the pre-existing DDAM is already relevant enough to enable updating it to suit the requirements of such a qualification, and it was also mentioned the DOccMed is in need of an update. A suggestion moving forward, it's that it would be best to have a single examinations board rather than a committee for each examination.</p> <p>It was agreed that the market interests and possible pricing structure are what first need to be defined before proceeding and, once this has been established, it was suggested this could be used to motivate course providers to be involved. RS will write a full report with all points and organisations considered to be reported to the April Board meeting for further comment.</p> <p><b>Systems Update</b></p> <p>RS has met with e-portfolio suppliers, as well as various colleges to see what e-portfolio systems they are currently using. RS has demonstrations booked and believes it will be possible for the Faculty to offer a satisfactory e-portfolio solution at a cost of £15,000 per annum, minus any development and maintenance costs. RS will consider all options available, and write a report for the committee to consider and give comment.</p> <p>One objective in upgrading the Faculty business systems is to enable them to integrate with each other as far as possible to streamline working practices. We are investigating CPD management and how systems can integrate with or be held within the PReP system. In addition, RS has identified two options for providing examination software. One will require our examinations being configured in a uniform manner: one is intrinsically more flexible. However each has other pros and cons.</p>	<p><b>RS</b></p> <p><b>RS</b></p>



<b>AGENDA ITEM</b>		<b>ACTION</b>
	<p>A discussion followed about how we structure examinations and how we need to achieve a coherent and consistent suite of examinations. It was suggested that training is provided for examiners on question-setting and question-writing.</p> <p>A written report on qualifications and examinations and systems update will be produced for the next Executive Committee meeting.</p>	<b>JW</b>
<b>8</b>	<p><b>AOB</b></p> <p>The Executive Committee clarified that SS has now officially stepped down from being on the committee, and JCS is to write to him formally.</p> <p>JCS gave thanks to RS for all she has contributed, as the week commencing 14<sup>th</sup> March will possibly be her final week with the Faculty.</p>	<b>JCS</b>
<b>9</b>	<p><b>Wednesday 11<sup>th</sup> May 2016, 13.30 – 16:30</b>  FOM Office  3<sup>rd</sup> Floor, New Derwent House  69 – 73 Theobald’s Road  London  WC1X 8TA</p>	