



**FACULTY OF
OCCUPATIONAL MEDICINE
EXECUTIVE COMMITTEE**

Faculty Meeting Room | 3rd Floor | New Derwent House | 69-73 Theobald's Road | London WC1X 8TA

Wednesday 07th September 2016

Present: Julia Smedley (JCS) Chair Judith Willetts (JAW) Ian Aston (IRA) Alan Bray (AJB)

In attendance: Alpa Yadav (ALY)
Andrew Harrison (AMH) for item 5

AGENDA ITEM		ACTION
1	WELCOME AND APOLOGIES JCS welcomed everyone to the meeting. There were apologies from Richard Heron (RJLH), Mark Groom (MRG) & Jayne Moore (JKM).	

AGENDA ITEM		ACTION
2	<p>MATTERS ARISING FROM MINUTES, NOT ON THE AGENDA</p> <p>SEQOHS UPDATE</p> <p>JAW is awaiting a report from the Clinical Services Accreditation Alliance (CSAA). The driver behind the CSAA is to consider how accreditation services are best accredited themselves and how they can achieve, across these services, consistency, benchmarking and comparability. This report has not yet been published; it was expected that the report would be published by the end of August. Once it has, JAW will discuss with the RCP the best options for the SEQOHS IT platform. This will feed into the SEQOHS review that JAW is undertaking over the next few months. JAW has also spoken to Ian Bullock about what were the HWDU and its NQIP outcomes, which FOM and the RCP produced. The RCP are supportive of FOM revising and developing these outputs</p> <p>4.1 Academic Dean's Report</p> <p>It was agreed at the previous meeting that charges for Ad Eundem will be revised. After a brief discussion it was proposed that Amanda Brade (AMB) Examinations and Qualifications Manager is to devise an implementation plan and look to deliver this by 1 January 2017. Revised information will go on the FOM website. JAW will check with AMB if this is on track and if any progress has been made on implementing this.</p> <p>It was noted at this point in the meeting that 3 initials to be used under the actions column of these minutes to avoid any confusion on colleagues with the same initials completing any of the actions listed.</p>	<p>JAW</p> <p>AMB/JAW/LAH</p>

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	<p>Improving information for prospective trainees with the NSOH - it was suggested that Jane Edbrooke (JAE) draft a letter to Paul McGovern to ask him to write an advisory piece for the website that described his personal experience of applying through the NSOH, which would be informative for others. Draft letter from JAE to be checked by IRA before letter is sent to Paul McGovern and run response past IRA before loading on the FOM website.</p> <p>Note post meeting. JAW will check how far Jane Edbrooke is with the progress, as she has already been in communication with Paul regarding written contributions from him. If Paul has already been asked to write his personal account, a letter from IRA is not necessary. Anything drafted or produced will be run by IRA and JAE before publishing.</p>	<p>JAE/IRA</p> <p>JAE/IRA/JAW</p>
	<p>4.3 CPD</p> <p>A review of the procedures of other Colleges and Faculties, along with pricing policies has been completed. A new pricing structure for commercial and not-for-profit organisers was agreed. This will be shared with the CPD Lead for his endorsement and will go 'live' as soon as possible. This action has now been completed.</p> <p>7 AOB</p> <p>JKM advised that information is held on the pool of trainers and how up-to-date they are with training for supervision. Some information has been difficult to capture. There is an anomaly between those who are identified as trainers but who do not currently supervise a trainee. JKM proposed that communication goes out through the FOM newsletter asking that all trainees inform the FOM whether they wish to be trainers in the</p>	

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	<p>future and whether they have completed the accredited training. On going JKM to action this.</p> <p>David Flower (DAF) has initiated a step in the appraisal process where he writes to an appraisee after an appraisal. An automated letter is generated from the RO, which could be used for keeping track of whether trainers have completed their training for educational supervision. JKM to liaise with DAF. On going JKM to action</p> <p>JAW advised she is also due a catch up David Flower and will arrange to meet with him.</p> <p>3.2 Progress against objectives – implementation plan.</p> <p>There has been no progress on the QI agenda yet but JCS will provide a briefing to the Board with recommended steps.</p> <p>3.3 Risk Register</p> <ul style="list-style-type: none"> • Risk 7 – Insufficient numbers of trained examiners for current examinations and new qualifications as they come on-stream - this may be due to only receiving 5 CPD points for doing the training and carrying out 2 examinations. AJB to draft a letter to examiners explaining that we are reviewing the allocation of CPD points. Examiners would henceforth receive more CPD points but these would not be awarded until they had actively participated in two examination diets after initial training. Each active examination thereafter would attract CPD points. AJB to clarify how many CPD points each active examination would attract. • Risk 14 – Attracting and maintaining insufficient RSAs, there are a couple of pending vacancies which will be reviewed in autumn and advertised-JKM to action <p>All other actions complete.</p>	<p>JKM</p> <p>JKM</p> <p>JAW</p> <p>JCS</p> <p>AJB</p> <p>JKM</p>

AGENDA ITEM		ACTION
<p>3</p> <p>3.1</p>	<p>FOM General Business</p> <p>Presidential vote outcome</p> <p>Anne de Bono (AND) has been elected as the New FOM president after a close result between her and the other candidate Eugene Waclawski. JAW has had a conversation with Jill Crabbe (JIC) as one or two of the trainees or EX trainees have advised JIC that trainees are not allowed to vote. As both, the Presidential election and the endorsement of the new Governance were put under one poll it was decided we would strip out the trainee vote for the President elect and see if that made a difference as to which candidate would be elected. Having exercised this task AND still wins the vote. The CEO of the FOM has personally spoken to both candidates to give congratulations and commiserations. All members have been emailed the result and the precise breakdown of results of the vote will be put on the FOM website and in the newsletter this Friday. A formal letter to be sent to both candidates from the Registrar, the Registrar will also contact both of the candidates personally by phone. AND to meet with current President, CEO & Registrar for a briefing and introduction and formally invited to the Board/strategy away day in October.</p> <p>It was proposed that following the election of the next President, we need to advertise and recruit for a Wales Representative who is now on the Council rather than the Board along with other roles that are or will become vacant. JAW to prepare a transition paper for the Board to discuss how this could be implemented.</p>	<p>JCS/ALY</p> <p>JAW</p>

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3.2	<p>Governance review- vote outcome and next steps</p> <p>87.1% of members endorsed the proposed governance changes. JAW to prepare a structure for the new Council with assistance from IRA. JCS advised that job descriptions should be included in the new structure proposals. Job descriptions for the key officer posts to be sent to IRA to view. Action completed.</p>	JAW/IRA
3.3	<p>Progress against objectives – Implementation plan</p> <p>JCS asked all committee members to highlight specifics rather than go through each item on the implementation plan.</p> <ul style="list-style-type: none"> 1- Increasing the number of OM specialists - we are not meeting this objective, but there is nothing further we can action. RJLH has received a reply from HEE but we understand a letter from HEE has gone to the NSOH asking for a business case to justify the benefits of investing in additional trainees. RJLH is collating views about this before going on leave. <p>AJB advised he was concerned by an advert that came out this week from International SOS carrying a full time OM job without specifying any qualifications or requirements other than being on the medical register. It was thought it would be a good idea, making available via the website a list of accredited specialists. Many of these doctors would be attached to a private company so the list would need to be representative of the membership and their workplaces. It would be up to the individual if they want their details in the public domain. This to be raised at the Board meeting as an agenda item.</p>	ALY

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3.4	<p>Risk Register</p> <ul style="list-style-type: none"> • Risk 3 - Failure to retain volunteers and particularly officers- we had two great candidates for President Elect so this was positive and encouraging that we are retaining volunteers. • Risk 4 – That we do not recruit and retain excellent staff –we are stable on the staffing front, we have reviewed reward packages and taken into account the new premises. Risk 5 – Failure to increase capacity and impact of examinations and training staff and subsequent failure to run more and new qualifications and course- in terms of current FOM activity the committee agreed the risk weighed low. 	
3.5	<p>Issue with ASM at Stratford, and communication between staff and Executive Group</p> <p>IRA talked through his report (see document E16 26)</p> <p>IRA voiced concern about the 2017 ASM programme particularly there not being an AGM included in this programme. It was advised the Programme Group should have consulted the Officers when it was proposed to hold the AGM outside the conference. IRA suggested that the 07.30 scheduled time for the Academic Forum was not a good time for the meeting. IRA expressed concern at moving to a 2.day conference and was concerned that this had not been communicated to Officers. Everyone agreed they will focus on making communication better.</p> <p>IRA requested there be regular communication from the CEO about strategic matters, with him and with other officers. JCS reminded the meeting that the strategic plan is set by the Board and this is then implemented by the FOM staff. Each strand of work is a member of staff's responsibility with identified input from Officers. For each strand of work the Officer needs to make clear to staff what level of communication is expected</p>	

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<p>3.7</p>	<p>be high particularly if people stay overnight. IRA thought there wouldn't be many paying delegates as CPD was not included. IRA said that the strategic away day on day two of the possible timetable would be confusing as it should be an 'away day' and not a three hour meeting. IRA felt there should be an opportunity for the new President to inform priorities and propose what she might focus on once in post. The President-Elect (AND) will need to agree precise handover date in order to plan around her NHS and FOM commitments. Changing the date of the AGM could present problems and should be discussed by the Board and President Elect.</p> <p>A lengthy discussion took place amongst the committee on what may be a better timetable for the FOM events for 2017. The Board will be given proposals to consider in October.</p> <p>Premises progress & replies from Board</p> <p>JAW advised that the FOM is trying to negotiate the purchase price down for the new property by approximately £25k to reflect the cost we are incurring to achieve BREEAM and excellence status, which is required for the owners of building. JAW and AMH have gone through mortgage details and sent these to MRG. Work has been started with the fit out company. FOM is working on plans with the project manager. We are yet to exchange and complete on the new premises. JAW is negotiating with our current Landlord re exiting the Holborn premises. We have budgeted for a period of 6 months of paying both mortgage and rent.</p>	<p>ALY</p> <p>JAW/ALY</p>

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3.8	<p>Council for Work and Health subgroup to consider the establishment of a centre for Work and Health</p> <p>JCS advised the Council for Work and Health have set up a sub group with the aim of putting themselves forward as the Centre for Work and Health. This is chaired by Robin Cordell supported by Nick Pahl, CEO of the SOM. JCS will keep the committee informed and we shall attend the next CWH Council meeting.</p>	JCS

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<p>4</p> <p>4.1</p>	<p>Academic Team/Academic Issues</p> <p>Academic Dean's report</p> <p>IRA talked through his report (see document E16/28)</p> <p>Last year IRA submitted two 'specialty-specific' questions to the GMC for inclusion in the trainee survey. These were 'How often do you visit the work place?' and 'Do you receive occupational hygiene training?' 25% of trainees advised they do not receive hygiene training. One view is that we should be providing this as an essential part of training. A counter view is that there is a very small practical need for this knowledge. The committee felt that a basic understanding should be achieved and training provided. It is vital to imbed leadership skills into the training so that OPs can demonstrate our worth within a multi-professional OH team</p> <p>The curriculum review will now be far more focused on management and leadership. The idea is that at the end of your CCT you will have 20 competencies which all Occupational Physicians should possess. These will become the pinnacle competencies</p> <p>ePortfolio: IRA is to have a meeting with Ben Wells (BEW) & JKM to discuss implementation. The ePortfolio will be based on the current curriculum.</p> <p>IRA advised that JKM has raised a question with the NSOH regarding accurate start dates. As an outcome was not achieved, this has now gone to the GMC for their view.</p> <p>JAW questioned now that a meeting with GMC has taken place about the curriculum, is there a need for the Occupational Medicine Curriculum task group to be set up that the Board originally agreed. IRA advised the GMC are still developing their plans and</p>	<p>IRA/JKM/BEW</p>

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	<p>when the plans are much clearer they will contact us, and this may be the time to set this group up. There was a issue raised at the previous Board meeting about really future proofing the curriculum and integrating this and challenging this, it was part of the thinking of the task group so should there be some back ground work needing to be carried out for when the GMC give the go ahead with curriculum. It was considered sensible to be thinking ahead and managing work loads especially if we are changing the ePortfolio.</p> <p>AJB raised the question with regard to Toxicology, is there any chance we can make that more generic and less focussed on specific chemicals in the near future. IRA felt that the new curriculum advises to understand chemical, biological and physical hazards as well as hygiene and that is why specific chemicals are included at present It would be the general principle it would relate to rather than specific chemicals which it has done in the past being the focus of the essay questions.</p> <p>4.2 Correspondence with HEE re training posts</p> <p>This has been completed</p> <p>4.3 OM curriculum development</p> <p>The curriculum has been sent to Julia Whiteman and IRA has received some positive comments. NHS employers and also the Scottish Association Medical Directors have given positive comments. IRA to write an implementation plan and this can be submitted. We can submit to the Board for information. The GMC have said there are no</p>	<p>IRA/BEW</p>

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<p data-bbox="232 357 282 384">4.4</p> <p data-bbox="353 357 1429 384">Examinations group & development of exams/qualifications products</p> <p data-bbox="353 437 1720 667">BEW is keen to meet with many people and to involve the Examination & Training Manager and Co-ordinator. BEW is also keen to progress the set-up of the Examinations Group, as agreed in February, and to ensure some of our chief examiners didn't become disaffected through lack of meetings. The original proposal was to have an Examinations Group, rather than separate groups for different examinations. IRA and BEW will look to setting this up.</p> <p data-bbox="353 676 1592 746">Key examinations that currently work well will be retained and developed, while continuing the work started on new examinations and qualifications.</p> <p data-bbox="232 791 282 818">4.5</p> <p data-bbox="353 791 734 818">E-portfolio development</p> <p data-bbox="353 871 1709 1137">We have chosen the company and agreed to deliver an ePortfolio. Jill Crabbe (JIC) is keen to be involved but is in Australia at the moment. Many people were able to trial the system at the ASM in June and the response was positive. JAW needs to understand what the work looks like, BEW to talk to IRA to gauge when we can start to implement ePortfolio. Ideally, this will be well progressed by the end of the year. The timetable for the curriculum is that this year's changes have to be submitted by October and will be either approved or not by December, although the changes are not substantive.</p> <p data-bbox="232 1225 282 1252">4.6</p> <p data-bbox="353 1225 1055 1252">Proposed Indian Exams / International MFOM</p> <p data-bbox="353 1305 1697 1374">There have been various meetings and communications about this since 2014. AJB has written a draft MoU, but there remains some concern about the costs and logistics of</p>	<p data-bbox="353 277 1099 304">contentious issues so this has not been rejected.</p>	<p data-bbox="1832 715 1962 742">IRA/BEW</p> <p data-bbox="1756 1107 2033 1134">IRA/BEW/JAW/JIC</p>

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	<p>delivering the examination.</p> <p>We have discussed a revision course with Steve Sadra in Birmingham, which could also be an opportunity to train trainers. This could provide training specifically for potential India-based examiners and an opportunity for these individuals to take an examination. We would require commitment from India to take this forward.</p> <p>AJB suggested we require legal advice on the MoU and that, although a response is owed to the contacts in India, we must establish the business case to present to the Board. Further action on this is urgently required.</p>	<p>AJB/JAW/RJLH</p>

AGENDA ITEM		ACTION
<p data-bbox="241 316 271 347">5</p> <p data-bbox="241 395 282 427">5.1</p> <p data-bbox="241 794 271 826">6</p>	<p data-bbox="353 316 607 347">Finance update</p> <p data-bbox="353 395 853 427">August Management Accounts</p> <p data-bbox="353 475 1554 507">AMH highlighted that there are no significant changes since the last meeting.</p> <p data-bbox="353 555 1720 746">The committee asked about the variance at the moment in terms of timing and payments. AMH advised at the moment it looks satisfactory. There are no warning signs and biggest uncertainty is the building purchase. AMH is finishing off the analysis and will be speaking to MRG about the loans. We now have 2 loan offers to consider, and our investments in the Schroder's fund have increased in value in recent months.</p> <p data-bbox="353 794 427 826">AOB</p> <p data-bbox="353 874 1688 1098">IRA informed that David Fox (DAF) pointed to the prospectus for Manchester University Occupational courses. In there, there was a statement about their MSC and what is required for appointment as a hospital consultant. IRA pointed out the only legal requirement is to be registered on the GMC specialist register and have an AFOM or equivalent. IRA advised he contacted Dil Sen (DIS) at Manchester University and DIS confirmed he will correct this information in the next edition.</p> <p data-bbox="353 1145 1682 1305">The committee discussed the timing of the last Executive meeting in light of the adoption of the new governance structure. It was decided that it would be a good idea to have one more meeting after the Board in November to achieve an effective transition to the new arrangements.</p>	

AGENDA ITEM		ACTION
7	<p>Date of next meeting</p> <p>Wednesday 9th November, 09:30-12:30pm</p> <p>FOM office 3rd Floor New Derwent House 69-73 Theobald's Road London WC1X 8TA</p>	

Draft & Unapproved