



**South East Faculty of Clinical Educators
DRAFT minutes**

18 May 2012 @ 09.15

Large Seminar Room, Anaesthetic Corridor, Royal Infirmary of Edinburgh

Present:

Keith Wylde (KW) (Chair)
Neil Turner (NT) (left 10.30)
Helen Cameron (HC)
Simon Edgar (SE)
Morwenna Wood (MW)
Maxine Pepper (minutes)

Apologies:

Ian Power (IP)
Roddy Campbell (RC)
Bill Reid (BR)
Rob Waller (RW)
Debbie Aitken (DA)

1. Attendance and Apologies – Keith Wylde (KW) advised the Board that Ian Power (IP) was absent due to illness and had asked him to Chair the meeting. KW advised although he was not a Board member he had no problem chairing the meeting if everyone agreed – agreed.
2. Minutes of last meeting 26 October 2012 – accepted by the Board.
3. Website Completion - Helen Cameron (HC) reported on the following and discussions took place with the Board.
 - Sign off on current build – HC felt that all practical points had been completed but before sign off should review photographs used, ensure all items appear when click on newsfeed links.
 - Staff development log - There is a requirement for a National database for the NHS which is currently being worked on. Felt if could link to this would be beneficial although some query over sharing of data with NHS/University. Discussed the NES role as they are creating a database for appraisals and everyone has to be appraised. It was

noted that at present Fiona Willox is keeping a log of all teaching delivered by Debbie Aitken. Neil Turner (NT) advised that LTS had created a database for Malawi which could upload anything they required, felt that this may be something LTS can easily rebrand for SEFCE use and for it to include GMC numbers. HC felt that SOAR should still be investigated as a possible use. Morwenna Wood (MW) agreed that SOAR may agree to have an education sub-set.

- Currently unspent money – KW confirmed there is some available which could possibly be used for syncing with STAR/related systems. Board discussed in detail which systems to link SEFCE with for teaching logs. Agreed that will approach SOAR Neil Turner will write on behalf of the Board to *** **Action N Turner**. Agreed that Keith Wylde will contact LTS for provisional costings re Malawi database **Action K Wylde**.
- On-going website costs beyond 12 months' time – KW reported that the estimated cost of the website was 30k. Spent so date is 5k annual hosting and maintenance, 5k backfill Debbie's place. Approximately 10k left which could be taken forward to link to STAR/SOAR etc. NT felt they could get maintenance and hosting for less than 5k. Need to know what this 5k actually covers. Agreed Helen Cameron would discuss the 5k further with Matt (LTS) and what it covers **Action H Cameron**.
- Welcome text on front page – not satisfactory. NT felt would be beneficial to give Rob Waller full remit to make it look "nice" rather than keep asking the Board for approval, Board can then review at end. – Agreed.
- Who will write/approve quarterly emails? – Discussions whether this should come from the Chair or someone different each time. Agreed would be better that when a person became a member of SEFCE they receive e-mail updates from "SEFCE" not a particular name as sometimes they will ignore the mail as do not know the sender.
- Goals of SEFCE:
 - i. Awareness raising events and opportunities.
 - ii. Sharing ideas/information exchange
 - iii. Professional Development

NT suggested that if attend an event receive membership to SEFCE if complete a course gain a Fellowship for SEFCE. Agreed that a lot more discussion was required around this area.

- Organisation reps and what they will add [events, news] – HC suggested SEFCE concentrate on major teachers ensuring up to speed for education training workshops and develop that community. MW said Debbie Aitken is trying to get a programme approved by HEA – SE confirmed that the HEA will be able to do this but will have to pay for it. HC advised no organisation reps at present but could approach people on the SCOTS Course (Jennifer Hanslip), Dundee (Fiona Anderson) who else could SEFCE contact? ELLP, Royal Colleges, Deanery, TDSU.
4. Teaching Log – update and next steps – KW provided a tabled update. (See appendix I). Agreed that KW & DA would add to a grand round in Fife and involve a clinical educator to speak. **Action K Wylde & D Aitken.** HC suggested gained feedback about logging teaching and whether it is a useful tool.
 5. Timeline for Planning SEFCE Symposium – HC provided a timeline to help prepare symposiums (Appendix II). Board felt this was a useful tool. Brief discussion about a Joint Symposium in 2013 with the Chinese Uni Beijing General UG Education. MW said perhaps ½ day for SEFCE at this event. Moved on to November’s symposium. Date is required, it will be held here again. MW asked if could ensure that all conference equipment is booked till end of symposium this time. Topics discussed and HC will send around her ideas document to Board. **Action H Cameron.** Suggested speakers were Eric Masson Physicist (Canada), Phil Race (Leeds). To move forward with November symposium a date is required and who is going to take it forward? HC, SE and DA will discuss next week. **Action H Cameron, S Edgar & D Aitken.** Regarding support staff Sandy Mackenzie has volunteered to help again and is keen to do so. Maxine Pepper can help prior to the symposium but will be on maternity leave from mid-September.
 6. Tom Reader Expenses – SE cleared those prior to meeting. SE felt that a “pot” perhaps from ACT would be required for the future.
 7. Next Board meeting – agreed should identify 3 meetings a year and set these dates in advance for the year, approximately every four months. MP will provide a doodle to the Board for the next meetings; Sept/Oct then Jan. **Action M Pepper**

End 11.40