Minutes of the Board Meeting
26 October 2012
Seminar Room 1, Chancellor's Building

Present:

Neil Turner (NT) (Chair)   Keith Wylde (KW)
Helen Cameron (HC)   Bill Reid (WR)
Rob Waller (RW)   Debbie Aitken (DA)
Fiona Willox (minutes)

Apologies:

Simon Edgar (SE)   Morwenna Wood (MW)
Roddy Campbell (RC)

Minutes of Previous Meeting

The minutes of the meeting held on 18 May 2012 were accepted as a true record of proceedings.

Matters Arising

Staff Development Log
Reviewing all packages and programmes. WR is chairing a group in NES to investigate reporting at the end of the 2012.

Pinnacle
Important to keep up-to-date and needs to talk to STAR, among others. Third party software may be required and need to know who within SOAR has met requirements for teaching supervision. Developing a model for trainees who use such portfolios which feed into SOAR. DA/FW keeping a database within University of Edinburgh which could include any in-house training done. University of Edinburgh will not have right to access NHS databases. May be able to make available through Boards and DMEs to find those who have not taken training. SOAR is ready and has been mandated by the Scottish Government. It is individual doctors' responsibility to keep SOAR up-to-date with courses done through SEFCE and SCOTS, and it is therefore important that it feeds into Pinnacle.
Action: SE, NT and WR to discuss further.

Website

Admin needs tidying up, but overall happy with it. So far it is under budget and it was suggested that £5,000 is used for maintenance and development in the next 12 months. Thereafter, funding will need to be found, though may not be necessary to spend money on further development.

Events are being added by Boards and University of Edinburgh. Would be useful to also have SCOTS/NES courses in events. It has not been possible through RSS, but have been added manually. WR to take to next meeting and send information to WR. DMEs can also put news items on the website, but it needs to be of broad appeal and interest.

Staff Development Log/Teaching Training Log

Still seeing low levels of uptake to record teaching. CEP participants to be encouraged to log teaching. Steve Haddow has been appointed by the NHS to bring in e-job planning – could consider linking into staff development log/teaching training log.
Action: KW to meet with Steve Haddow.

Level 2 of the CEP encourages participants to use the teaching log, but it is not compulsory and is to be changed.

Aims and Objectives

Shown on front page of website, but without detail, which can be found using the "About Us" tab.

It was suggested that different levels of membership be offered. Level 2 of the CEP gives membership of the AoME and HEA. Awareness of SEFCE is still low so not appropriate at the moment, but should be looked at in future. Want to encourage as many people as possible to participate and need to be open to all.

Publicity
Have now found a way of getting newsletter through NHS and need to reach as many people as possible without duplication. Also send to undergraduate lists. NT, WR and SE to discuss. Produce one a term, to include news about undergraduate curriculum.
Action: HC/RW to work something up after the symposium.

SEFCE Symposium

Eric Mazur to talk for a full hour, with 20 minutes of questions. The Using Technology in Your Teaching workshop to run for two hours, with other workshops running concurrently.

WR not able to attend. NT to do welcome and update. DA to introduce Eric Mazur, who arranged for clickers to be available. These will be put in delegate packs along with flyers for MSc Clinical Education, COGS, SEFCE and CEP.

<u>Meeting Budget</u>
180 people registered for the symposium and also 50-60 people attending for keynote only. Video conferencing organised with Victoria Hospital, Kirkcaldy and Queen Margaret Hospital, Dunfermline, and had request from Highland. Seeking more venues to view conference.

High amount of admin and should consider how it should be dealt with. To be discussed at the next meeting.

No posters have been submitted and a notice has been put on EEMeC to invite students to the keynote lecture.

SEFCE Sponsored Projects

Projects that cover a broad area throughout Southeast Scotland should be considered for sponsorship.

<u>Peer to Peer Teaching</u>
Peer to peer teaching looks at Year 5 teaching Year 3 students and also applies to FY1 teaching. Very well received and people delivering get a lot out of them. Good way of getting trainees involved in teaching. Board agreed to support the project. Should be changed from SETCE as special interest group within SEFCE. Would like a more obvious area for trainees on the SEFCE website for Peer to Peer Teaching project and Clinical Skills project.

Any Other Business

<u>SEFCE Running Costs</u>
Boards should be asked to contribute. To be discussed at next meeting.

<u>CEP Introductory Level</u>
James Tiernan and David Roberts are running training sessions and a new introductory level of the CEP is being developed where participants do Giving Effective Feedback and one other workshop. It is hoped that this will encourage them to deliver more training and go on to Level 1 and Level 2 of the CEP. Needs to be in line with Foundation Programme. DA to contact DH.

Date of Next Meeting

*To be 11 February 2013 at 11.00am.

*   **Post minute note**: date of next meeting is 14 February at 3.30pm in Seminar Room 4, Chancellor's Building.