Minutes of the Board Meeting
14 February 2013
Seminar Room 1, Chancellor's Building

Present:

Neil Turner (NT) (Chair)	Keith Wylde (KW)
Helen Cameron (HC)	Simon Edgar (SE)
Rob Waller (RW)	Debbie Aitken (DA)
Fiona Willox (minutes)	

Apologies:

Bill Reid (WR)	Morwenna Wood (MW)
Roddy Campbell (RC)	

Minutes of Previous Meeting

The minutes of the meeting held on 26 October 2012 were accepted as a true record of proceedings.

Matters Arising

Staff Development Log/Teaching Training Log
KW met with Steve Haddow about ejob planning. He is planning to roll it out later this year. The emphasis will be on consultants and will not include non-clinical work.

Publicity
A newsletter will go out once a term and Board members will be sent reminders each month to ask for content. Still a small number signed-up.

Symposium

The Symposium in November 2012 was well attended and received. Letter from SE regarding funding was discussed. The running costs were tabled.

Website Funding

The cost of 2 days per month of LTS time for website development for a year is £5,000. Could be reduced to £2,500 for one day per month and nothing for hosting only with no development. The website is now complete.

SEFCE Costs

Currently the SEFCE budget pays for FW. Jennifer Gierz is paid for by SE and DA is paid for from ACT. Costs also include the symposium and the Clinical Educator Programme (CEP). Money set aside for SOAR is still there and

could be used for next year. A rolling pot of money is needed, with formalised contributions.

Action: FW to report back to the Board with an approximation of costs.

Symposium 2013

The date of the SEFCE Symposium has been set as 20 November 2013. The Guangzhou-Edinburgh Medical Education Alliance (GEMEA) Summit, organised by Allan Cumming, will be held in the morning of 20 November, with the SEFCE Symposium in the afternoon.

Speakers

Suggestions for speakers were Clifford Nass from Stamford (is multi-tasking possible), Allan Gaw from Belfast (lecturing with ease), Reghr from Toronto and Olle ten Cate from Utrecht. DA to make enquiries.

Recording Teachers and Trainers

Currently relying on a manual system while waiting for STAR, though it will not cover undergraduate medical education. It would be ideal to have undergraduate and postgraduate on one system, but may not happen. Need to be able to target communications to relevant groups of people. Teachers need somewhere to log teaching training without registering for the CEP. NES is optimistic that they can come up with a system, but others are more sceptical.

The GMC has said that educational organisers should have a list of recognised trainers which needs to be reported. UoE keeps a list for undergraduate and the Deanery keeps a list for postgraduate. Teachers are employed by different boards and need to find best place for the data to sit, which could be the CEP. Aim to have all lecturers, module leaders, etc as educational supervisors who would get either PAs or university contract for teaching done. Those who need to be trained and those who have been trained needs to be set out, including clinical supervisors, educational supervisors and module leaders. CEP participants will soon get RPL for modules completed as long as they are done within three years.

Admin Support

It seems sensible to have the same support for SEFCE as for CEP. Some people have everything they need on STAR and do not need to register for CEP, but they need to evidence what they have done. Jennifer Gierz has access to STAR to run reports.

Demand (from LTS) may be useful to cross map.

The database must be able to log non-clinical people as well as clinical for undergraduate. In long term should be more than an Excel spread sheet.

Clinical Supervisors will need to complete Level 2, but DME and WR will make the decision on whether status of clinical supervisor has been attained, having taken student feedback into account.

DA has observed a lot of teaching and has seen a lot of good teachers who should be encouraged. Considered having an award for junior doctors and clinical educators of the year on a similar basis to the EUSA awards or as judged by DA.
Action: DA to draw up a proposal.

Future Developments

Website Analysis

The number of hits is increasing every month. There has also been an increase in activity on the teaching log – should it itemise teaching hours, or just have total hours.
Action: RW to look at changing to IP rather than log-in.

The first newsletter is ready to send out to all SEFCE members. Need to think about circulation and how it can be used and linked to the teaching log. For discussion at the next meeting.

Date of Next Meeting

Wednesday, 15 May 2013 at 9.30am in the Board Room, Chancellor's Building, Little France