

**Minutes of the Board Meeting  
15 May 2013  
Board Room, Chancellor's Building**

**Present:**

Neil Turner (NT) (Chair)  
Morwenna Wood (MW)  
Rob Waller (RW)  
Fiona Willox (minutes)

Keith Wylde (KW)  
Simon Edgar (SE)  
Debbie Aitken (DA)

**Apologies:**

Bill Reid (WR)

Helen Cameron (HC)

**Minutes of Previous Meeting**

The minutes of the meeting held on 14 February 2013 were accepted as a true record of proceedings, with one amendment on Page 3, Paragraph 2: change "SE" to "DME".

**Matters Arising**

Pinnacle

Assurances needed.

**Action: Chair of SEFCE Board to contact Stuart Irvine re Pinnacle to ascertain timeline and if it will be fit for purpose.**

Staff Development Log/Teaching Training Log

Anaesthetics will be the first to try eJob Planning. Expected to have certain levels of teaching in their job plans. Need to ascertain how much teaching is required in each module. The University is now participating in the pilot and participation is anticipated when fully rolled out. Would be useful to know tariffs in SE Scotland. MW has met with DMEs to discuss tariffs. To be communicated to MW and Roddy Campbell (RC). Tariff is equivalent to 10% of time used for clinical.

**Action: KW to meet with Steve Haddow**

Publicity

Monthly newsletter will be sent out soon. RW to mock-up to put on news feed on the website. Send to list of those signed up to SEFCE and CEP.

**Action: FW to combine lists. RW to send new PDF re the change of IP.**

**Future Developments**

On-Line Booking for CEP Workshops

Would sit in the SEFCE website and would be far more efficient than current manual booking system. Pete Sammon is developing the on-line booking system (TUBS) in Fife, which could be adapted for the CEP. Ideally the booking system could link to SEFCE and EEMeC and would need to be able to recognise people and export across different systems. May be better to concentrate on getting a booking system for CEP on the SEFCE website for Borders, Lothian and Fife.

## **Symposium**

DA contacted several potential keynote speakers and Olle ten Cate, Professor of Medical Education at Utrecht University, has been confirmed. He will speak about trusting your trainees/students to make the right decisions.

The Chinese have still to advise numbers attending, who is coming and what they would like to talk about.

Andrew Elder would be a good speaker.

## **Clinical Educator Awards**

Need to ensure that names of awards are not the same as the EUSA teaching awards. Concern was raised about selecting who make awards to. If the prize is travel, then it will not be useful for Fife participants as they are not allowed to travel abroad. It was suggested that several smaller prizes would be more useful than one prize. However, an award for one person creates healthy competition – select from a few nominations. DA has discussed with Harvard the possibility of an exchange with Edinburgh through the CME, which could be a possible prize.

It was suggested that the prizes be awarded by region, eg 3 in Lothian, 1 in Fife and 1 in Borders. Monetary award is not necessary as the award itself should be enough.

Board agreed in principle and will discuss further.

## **Running Costs**

Taking into account DA's salary, etc, the cost of the CEP is around £70,000, which is funded from the three NHS areas. Jennifer Gierz is funded by NHS Lothian. DA, Maia Forrester and Lisa Macinnes are covered by current funding and the University of Edinburgh should fund FW.

Developing the website could be funded from ACT slippage or non-recurring funding (£10,000 split 5 ways). KW to take to Regional ACT meeting KW/NT to discuss.

## **Date of Next Meeting**

Wednesday, 18 September 2013 at 9.30am in the Board Room, Chancellor's Building, Little France