

**Minutes of the Board Meeting
18 September 2013
Board Room, Chancellor's Building**

Present:

Neil Turner (NT) (Chair)
Bill Reid (WR)
Rob Waller (RW)
Roddy Campbell (RC)

Keith Wylde (KW)
Helen Cameron (HC)
Debbie Aitken (DA)
Fiona Willox (minutes)

Apologies:

Morwenna Wood (MW)

Simon Edgar (SE)

Minutes of Previous Meeting

The minutes of the meeting held on 15 May 2013 were accepted as a true record of proceedings.

Matters Arising

Pinnacle

NT spoke to Stuart Irvine and feels that there is conflicting information about what it will deliver and the timeline. WR is happy that it will deliver what is required for postgraduate by November. It is still unclear how it would work for undergraduate

Action: WR to find best person to contact and report back to NT.

Publicity

The newsletter has been sent out and a new one is to be ready before the symposium on 20 November.

Teaching Awards

Trainees and medical students have been asked to vote and it has been made clear that they should vote for the best clinical teacher. The best tutor awards will be made at the same time.

Running Costs

Proposal for Lothian for £10,000 is with NES for approval.

Symposium

Olle ten Cate's keynote lecture is entitled "Are we approaching the end of the undergraduate medical degree as we know it?", rethink the concept of the medical doctor and what we train them for. His workshop will still be on trainees and "entrustable activities".

It was suggested that more information on Olle ten Cate and what he has done should appear on the website.

Undergraduates are to be invited when the number of clinicians attending is known. A notice will be put on EEMeC. Other medical schools have been invited through Scottish Deans Medical Education Group.

It was suggested that the talk at 11.20 on the use of e-learning should include a presentation on the postgraduate e-portfolio by Karen Beggs.

Running Costs

Estimated costs are:-

£5,000 for website maintenance

£3,000 for the symposium

£2,000 for support of the Board

There is an extra £2,000 in the original project proposal which can be also be included. MW has found £6,000 slippage to develop the booking system for CEP. Booking and recording at the moment are very manual.

Tutorial Booking System (TuBS)

It enables students to book tutorials on line. The student has to give feedback before a certificate of attendance is issued. TuBs has started to be used in Fife and is going live in Lothian in the next few weeks. Teachers are not necessarily consultants, but are those running teaching sessions, tutorials, etc. Those signed up to TuBs can see what they have taught or attended. At the moment, participants have to go to admin people to find out what they have attended in the CEP.

Currently separates log-ins for SEFCE and TuBS, but would be ideal to have TuBS on SEFCE website with one log-in. Linking TuBS to teaching plan could be difficult, but it may be easier to create a report which can then be uploaded into SOAR.

Information on CEP on SEFCE will be interactive in that each workshop will have a "book now" button on the website which will take the user to TuBS, but without obviously taking the user to TuBS.

TuBS is also to be used for CTAs to book tutorials. It is not owned by SEFCE, but by Fife and the idea would be to sell it to other universities. UoE is doing development using ACT money as there is no suitable "off the shelf" product available.

Any Other Competent Business

Clinical Attachment Guidelines

Have been developed on EEMeC. It was suggested that a link be put onto the SEFCE website.

Lothian has a medical education website.

Action: KW to contact Sonia Joseph

Review of CEP

It was suggested that this should form part of the Board meeting. DA, SE, RC and MW to meet to discuss the review. DA is happy to do an annual/biannual review, which could be added to the SEFCE Board. The Board agreed.

Date of Next Meeting

To be before the symposium on 20 November.