



**Minutes of the Board Meeting  
12 September 2014  
Board Room, Chancellor's Building**

**Present:**

Simon Edgar (SE) (Chair)  
Neil Turner (NT)  
Keith Wylde (KW)  
Fiona Willox (minutes)

Morwenna Wood (MW)  
Helen Cameron (HC)  
Debbie Aitken (DA)

**Apologies:**

Bill Reid (WR)

Roddy Campbell (RC)

**Minutes of Previous Meeting**

The minutes of the meeting held on 4 April 2014 were accepted as a true record of proceedings.

**Matters Arising**

Running Costs

KW stated that Lothian has contributed £10,000 towards the running costs and he will invoice the other Boards accordingly for ongoing running costs.

**Clinical Educator Programme (CEP) Update**

DA presented report. CEP Faculty members are asked to run a couple of workshops a year. Need to look at how this fits into the members' job plans to ensure they get recognition, though they are not paid. Also need to include University of Edinburgh facilitators.

**Action: DA to consult with MW, SE and RC to discuss what is expected from Faculty members.**

**Action: FW to find out from NES how many Educational Supervisors and Clinical Supervisors there are in each board.**

It has come to light that many consultants are not engaging with the programme as they are waiting for further instructions. MW advised that Fife are doing face-to-face talks, which are proving to be useful.

**Action: SE/Marion Mackay to contact consultants to advise them what to do next to gain recognition– either the CEP or other means.**

CEP costs were discussed.

**Action: KW/DA to resubmit the report on Page 8 of the Clinical Educator Programme September 2014 report to add a column detailing extra costs, eg salaries, and also include contribution from CME/UoE.**

The database where RoT information is kept is on Excel. It is not user-friendly and is not yet linked to TuBS and SEFCE website. It may be possible for UoE Information Services to create a new tailor-made database.

**Action: DA to discuss with SE what would be required from the data based, to be written down in simple terms for discussion with the Boards.**

Website development needs further discussion to ascertain a shared understanding of what the Board would like to achieve, in particular what the process should be regarding a database on the website.

#### **Plans for SEFCE Symposium 2014**

Organisation is well advanced, assuming same costs as last year.

The programme will start with lunch, then David Roberts (Harvard) will talk for an hour followed by Q&A. After the break, there will be a "Medical Education Question Time" chaired by Ingo Johannessen and with as panel of eight experts. The registration form includes a request for questions to put to the panel, to be seen by the panel and chair beforehand. Each panel member will be asked to give a short (3 minute) presentation on their area of expertise before questions. These presentations will be sent to DA before the symposium and it was suggested that the slides should contain no text.

NHS Lothian is providing some assistance with admin and MW felt that it is important that NHS Fife are also included.

**Action: FW to contact the Medical Education Centre at VHK.**

#### **Inclusion of St Andrews University in SEFCE**

The new Dean of Medicine, David Crossman (DC), has acknowledged that they need to recognise trainers. MW supports St Andrews' inclusion in SEFCE as Fife teach their students and, at a meeting with DC, offered to take the question to the Board. DC is keen that the Board consider including St Andrews University in SEFCE for continuity of information gathering and recording. This would include attendance at board meetings and delivery of workshops by St Andrews. Delivery of workshops by members of St Andrews staff could be considered as their contribution to SEFCE costs.

Concern was expressed that Edinburgh and St Andrews have different ways of working and that this is just a Fife issue. It was suggested that SE, NT and DC meet.

**Action: SE to contact DC to arrange.**

### **Tutorial Booking System**

Pete Sammon (PS) is now in post as a Clinical Development Fellow/IT Development Fellow to devote more time to TuBS. He has met with stakeholders regarding improvements and developments and has a list of work required. MW advised that Fife would contribute to funding this through slippage.

The link with the SEFCE website is outwith this TuBS development remit and CEP requirements would need to be met separately.

SE suggested that management/oversight be with MW. However, she felt that it would be better with LTS/IS, and therefore sit with University of Edinburgh, so that it can be made available more widely. University of Edinburgh would therefore have guardianship, with SEFCE as a stakeholder.

**Action: NT to discuss with Melissa Highton, Director of Learning, Teaching and Web Services, with a view to setting up a working group, with PS as chair and to include various stakeholders.**

**Action: MW to obtain a list of stakeholders and usage percentages for dissemination to the Board.**

### **SEFCE Website**

There is some funding available for development.

**Action: DA to compile a list of development tasks required.**

### **Symposium 2015**

Need to think about finding an engaging speaker for the symposium in 2015.

**Action: All to send thoughts and suggestions to DA.**

### **Funding**

Funding needs to be found for ongoing running costs, symposium costs and website costs. Board to agree costs to be invoiced according to percentages outlined in the 11 December 2013 minutes, ie 30% from UoE, 20% from the Deanery and the remaining 50% split between the NHS Boards according to ACT distribution.

**Action: KW to supply outline of these costs.**

**Action: NT to discuss website costs with Melissa Highton**

### **CEP Workshops in 2015**

The Board agreed that DA should use her discretion when organising workshops. Speciality workshops are a good idea, but need to be careful not to overcommit, eg reduce the number of some non-core workshops.

**Action: DA to contact Head Tutors through MW, SE and RC.**

### **Minutes of SEFCE Board**

Minutes should be available on the SEFCE website and in Dropbox for Board members to access.

**Action: FW to make all past and future minutes accessible in this way.**

### **Date of Next Meeting**

The next meeting was to be held on 5 December 2014. However, as it is no longer suitable for the majority, it was decided that the next meeting will be held on 12 December 2014 at 1pm in the Board Room, Chancellor's Building.