NES Medical ACT Officers Group

Date: Monday 25 January 2016

Time: 11:00 am – 2:30 pm

Venue: Room 8, Westport, Edinburgh

MINUTES

Attendees: Jayne Scott (JS) (Chair), Susan Davies (SD), Paul Irvine (PI), Duncan Keith (DK), Evelyn Laing (EL), Loraine Penman (LP), Ulrike Sperling (US), Kim Walker (KAW), Keith Wylde (KW)

VC links: Rosie Baillie (RB)

In attendance: Steven Irvine (SBI) [minutes]

Apologies: Allana Creighton (AC), Jordan Napier (JN), Olga Remers (OR)

**Item Action**

# Welcome and Introduction

JS welcomed colleagues to the meeting. JS announced that LP and DK would be leaving NES and thanked them both for the huge contribution they had both made to the work of the group.

The ACT Allocations may not be finalised by the end of March but an update would be given as soon as possible.. A reduction in ACT funding is expected partly due to the increase in costs due to the removal of the employer’s National insurance rebate. An increase further in SFC student numbers has been announced by Scottish Government but we do not yet know if there will be any increase in ACT funding. The ACT levy for overseas students is due to commence for new students from August 2016 but no further details are available yet.

# Minutes of Previous Meeting: 8 December 2015

US asked that under item 3.1, “student numbers” is changed to “student weeks. With this amendment the minutes were adopted as an accurate record of the meeting.

JS would review the Performance Management Framework and bring this to a future meeting.

# UG/PG Quality Management

## GMC Visit Requirements

KAW had not received a definitive answer from the GMC over whether there was a requirement for Medical Schools to visit placements more often than every five years. RB advised that the process for joint visits had not yet been fully worked out. The aim is to pilot six to ten joint visits during March and April and then review the process. JS confirmed that ACT Officers were not expected to take on additional responsibilities for the quality management system or visits unless this was part of their existing remit.

RB and KAW would work with Gary Mires to put together a schedule of joint visits and circulate this to the DME group and SDMEG.

## Undergraduate QRP

RB advised that the Undergraduate QRP was likely to be on 12th August and would confirm the date shortly. The UG QPR will be first and be followed by Foundation and GP QRPs. The data to be presented at the QRP will be discussed by the UG Quality Data Short Life Working Group on 2nd February. There will be more time to prepare data for the UG QRP this year. It was agreed that St Andrews should be involved in the UG QRP but to recognise their different model for teaching.

SBI advised that the UG RAG reports are scheduled to be produced in early June. The Schools are to provide their student survey data by mid May. The DMEs would be asked to respond to the RAG reports by mid July.

## Short life Working Group – Presentation of UG Quality Data

The short life working group will meet on 2nd February.

# MoT Project

## Finalisation of 2014/15 data

EL was still to finalise the GP data for Glasgow. JS stated that the data provided should be historic and forecasts should only be used where there were significant changes to the curriculum that had been agreed by the Regional Group. Actual GP costs are top-sliced in the allocation model. ACT Officers were requested to provide final 2014/15 MoT data by 12th February. The ACT Officers were only aware of a few DMEs that had reviewed their MoT data but all had been given the opportunity to do so.

JS stated that the final MoT data would be used for the 2016/17 allocation model. The likely overall reduction in ACT funding may mean that all Boards will have to find savings although, as usual, NES will try to protect Boards with significant changes in allocation. Any significant changes to travel and support costs or the proxy for Cat A will be monitored.

## Population of National Database

PI reported that a large proportion of the Edinburgh data is not linked to a specific person or department so is shown as unspecified. JS thought that for the data to be useful it should be linked to a department. PI was attempting to break teaching down by level/grade, eg trainee, consultant, or administrator. JS thanked PI for the work he was doing on the database.

## 2016/17 ACT Allocations

Was covered earlier.

# Review of 2010/11 – 2014/15 MoT data

The SDMEG/ACTO workshop had been cancelled.

Action: JS asked the ACT Officers to discuss the comparison of MoT data with their Teaching Deans to see whether the differences between Schools were due to differences in Curricula.

ACTO

The Group thought the difference in hours per student could be partially explained by differences in the size of the groups being taught. There were also differences in the number of hours per RoT role between the Schools.

# UG and GP Survey: suggestions for change

SBI suggested a change to a relative referencing system for the UG RAG Reports or at least adjust the threshold levels for flags which would produce more relevant outcomes. The Group was not keen on any changes to the RAG reports in order to maintain consistency and trend analysis.

SBI had carried out a factor analysis of the Undergraduate question sets. While the question set used by the majority of schools did link to the domains (total columns) this was not the case for the question set used by St Andrews. EL did not use the domains and thought they should be removed from the RAG reports.

Action: SBI will liaise with PI about how the St Andrews question set link to the domains.

SBI/PI

Action: JS will ask JN to raise the domains on the RAG reports at the UG data short life working group.

JS

# Review of travel, subsistence and accommodation

JS had sent the draft report to the working group. A final version will be circulated to the Regional ACT Groups to get their preference. If there is no clear agreement by the Regional Group then ACT Officers can provide a summary of Boards’ preferences. .

Action: JS would circulate the final report to Boards, Regional Groups and ACT Officers by the end of February.

JS

# Accountability Reports 2014/15

Accountability reports were required from Borders and the State Hospital and the finance part from the Boards in the West of Scotland Regional Group.

Action: KW and EL will chase up their region’s accountability reports.

KW/EL

# Actions from MAWG

## Performance Management Framework revision

JS will review the Performance Management Framework.

## Finalisation of MoUs

KW reported that Lothian and Dumfries & Galloway were still to sign the MoUs.

# Any Other Business

None.

# Date of Next Meeting

Monday 14 March 2016

 11 am – 2 pm

Room 5, Westport, Edinburgh

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| Summary of actions |
| 5 Review of 2010/11 – 2014/15 MoT dataAction: JS asked the ACT Officers to discuss the comparison of MoT data with their Teaching Deans to see whether the differences between Schools were due to differences in Curricula.ACTO9 UG and GP Survey: suggestions for changeAction: SBI will liaise with PI about how the St Andrews question set link to the domains.SBI/PIAction: JS will ask JN to raise the domains on the RAG reports at the UG data short life working group.JS8 Review of travel, subsistence and accommodationAction: JS would circulate the final report to Boards, Regional Groups and ACT Officers by the end of February.JS7 Accountability Reports 2014/15Action: KW and EL will chase up their region’s accountability reports.KW/EL |