NES Medical ACT Officers Group Minutes

Date : Monday 14th March 2016

Time : 12 noon – 2:00 pm

Venue : Room 5, Westport, Edinburgh

Attendees: Jayne Scott (JS) (Chair), Ulrike Sperling (US), Susan Davies (SD), Allana Creighton (AC), Olga Remers (OR), Jordan Napier (JN), Keith Wylde (KW), Debbie Scott (DS), Duncan Keith (DK), Steven Irvine (SBI)

Telephone: Paul Irvine (PI)

In attendance: Anna Armstrong (AA) [minutes]

Apologies: Evelyn Laing (EL), Loraine Penman (LP), Kim Walker (KAW), Rosie Baillie (RB)

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| **Item** | **Actions** |
| 1 Welcome and Introductions JS welcomed colleagues to the meeting and introduced Anna Armstrong who has taken over the secretariat function for the group from SI. JS also confirmed that SI would continue to be responsible for the UG student survey. |  |
| Minutes of Previous Meeting: 25th January 2016 The previous meeting’s minutes were accepted as an accurate record. It was agreed that the action points would be covered on the current meeting’s agenda. |  |
| UG/PG Quality Management |  |
| **Short Life Working Group - UG Quality Data Presentation** JN updated the group regarding the data presentation and the outcome of the first meeting. The group have agreed to prepare a data summary template to review results and trend analysis. JN noted that it was interesting to observe the differing perceptions of the QRPs and **RB will be asked to circulate the supporting documents which set up the QRPS.**JN agreed to ensure the templates were issued pre-populated with the relevant results.  **JN will circulate the template to the group and liaise with SI and RB to agree time scales for the distribution of the template with the RAG results.**  RB provided an email update which informed the group that five pilot joint UG/PG visits will be taking place between April and June. Regarding the DME report, the Quality team is working with DMEs to agree the process and timetable for this year. JS advised that the ACT officer role will be to assist the QIMs contact the relevant teaching colleagues in the Schools and that those ACT Officers who are already responsible for quality management and RAG review and follow up will continue to do so. Regional ACT Groups will continue to review the UG template and relevant section of DME reports. | **RB**  **JN** |
| **UG and GP Survey: timetable** SI confirmed he will be preparing the RAG reports again this year and encouraged the group to send him data as soon as possible with 16 May being the final submission date unless an extension is agreed.  JS expressed a concern around sending the information out to DMEs in June and then asking for the DME reports and completed templates back in July. After discussion, it was agreed by the group that SI will produce the RAG reports as soon as he receives the data to allow more time to pre-populate the template. **JN, SI are to agree with RB the timeline for preparing the RAG reports and pre-populated templates.**  **JN to agree the template with the group and liaise with SI about how to populate it. .**  On behalf of the group JS extended a huge thank you to SI for everything he has achieved and wished him well in his new role. | **RB, JN, SI** |
| MoT Project |  |
| **Finalisation of 2014/15 data**The group reviewed the analytical review results presented by DS and agreed that none of the movements from last year were significant and were explained by changes in student numbers or teaching arrangements. ACT Officers agreed that all data was final but any minor adjustments could be made before the end of March..**ACT officers will confirm any final changes to DS before the end of March.** | **All** |
| **Population of MoT National Database** PI provided an update to the group. The St Andrews and Aberdeen data is finished and matches what was submitted. The Edinburgh data is a work in progress, but once finished will be sent to KW. PI noted that the goal is to ensure that the hours submitted by the ACT officers match exactly to the data base. |  |
| **2016/17 ACT allocations** JS advised that there was nothing more to add from the update to the previous meeting. The Board for Academic Medicine (BfAM) had received a paper from Scottish Government on the Overseas Student Act Levy to be introduced from August 2016 and managed through NES. NES will develop the proposals on the implementation of the levy and prepare a paper for the June meeting of BfAM. |  |
| Review of 2010/11 - 2014/15 MoT data JS advised the group that as 2015/2016 data is now available ACT Officers should review the results with Teaching Deans and provide any relevant feed-back.  **DS to liaise with SI to issue an updated summary report showing the results by School from 2010/11 to 2015/16.** | **DS, SI** |
| Actions from MAWG |  |
| **Performance Management Framework revisions** JS confirmed that this has still to be carried out and will focus on stressing the need for NHS Boards to use the MoT data. |  |
| **Finalisation of MoUs** JS noted that there are a few MoUs still outstanding between boards. **AC will liaise with KW and US about boards in the North region.** | **AC, KW, US** |
| Accountability Reports 2014/15 JS confirmed that all reports have been returned. There is a plan to refresh the Performance Management Framework to emphasise the need to submit the reports within the agreed timescales. JS noted that next year’s reports will be easier with only the financial return to be completed as the RAG reports would be included in the DME returns. JS noted that there was ongoing work to agree the Tayside return. |  |
| Review of travel, subsistence and accommodation JS confirmed that following consultation with regional groups the report had been finalised with the recommendation to retain the existing arrangements. The policy document had been amended and asked the group to send any revisions. **JS will then send out the final document and AA to arrange for the updated policy to be published on the website.** | **JS** |
| Any Other Business There was no other business. JS concluded by thanking DK on behalf of the group for his huge contribution to the allocation process over many years and offering their best wishes for the future. |  |
| Date of Next Meeting |  |
| Monday 18th April  11 am – 2 pm  Room 8, Westport, Edinburgh |  |