

NHS Education for Scotland

Board Paper Summary: Educational & Research Governance Committee (E&RGC) Minutes

1. **Title of Paper**

Minutes of the Educational & Research Governance Committee (E&RGC) meeting held on 28 September 2016: copy attached.

2. **Author(s) of Paper**

Emma Vallance, Senior Officer

3. **Purpose of Paper**

To receive the unconfirmed minutes of the E&RGC meeting held on 28 September 2016.

4. **Items for Noting**

a) **Item 8 – Educational Governance monitoring reports: Pharmacy CPD programme, Medical ACT programme**

The Committee received Educational Governance summary monitoring reports, on the Pharmacy CPD programme and Medical ACT programme, which had been approved by the Educational & Research Governance Executive Group at its September 2016 meeting. The E&RGC noted the assurance provided that educational quality in both programmes is appropriately managed.

The Committee noted that as a result of the Educational Governance review on the Medical ACT programme the Scottish Government had been advised to undertake an Equality Impact Assessment of the policy applying an overseas students levy.

b) **Item 9 – Research Report 2016**

Helen Allbutt introduced the NES Research Report 2016, which covered: current research activity as set out in the Research Register; details of research governance arrangements for the year; a number of research impact case studies; and findings from a pilot assessment of research impact for a selection of completed projects.

The Committee agreed that the report should be disseminated internally and relevant external dissemination should be considered, in order to make use of its findings.

c) Item 10 – Review of Educational Governance monitoring reports 2015-16

The Committee noted the overview paper on Educational Governance monitoring reports considered during 2015-16, and members were reminded that such reports were initiated as a result of a Quality Improvement Hub panel review of NES in November 2015. It was agreed that the Educational Leadership Group should be asked to consider what use should be made of the findings.

d) Item 11 – Review of barriers to disabled trainees

A review of barriers to disabled trainees report, originally requested by the E&RGC, was considered. It was suggested that the paper might be a useful focus for discussion at Board level.

5. Recommendations

None.

NES
October 2016
EV/RC/AT

EDUCATIONAL & RESEARCH GOVERNANCE COMMITTEE

Unconfirmed minutes of the twenty-fifth meeting of the Educational & Research Governance Committee held on Wednesday 28 September 2016 at Westport 102, Edinburgh.

Present: Dr Andrew Tannahill (Chair)
Mr Douglas Hutchens
Dr Doreen Steele
Ms Carole Wilkinson

In attendance: Professor Stewart Irvine, Director of Medicine/Executive Lead
Mr Rob Coward, Educational Projects Manager/Executive Secretary
Dr Lindsay Burley, NES Board Chair
Ms Emma Vallance, Senior Officer, Planning & Corporate Governance Team
Dr Helen Allbutt, Research Governance Lead, Planning & Corporate Governance
Dr Kristi Long, Equality and Diversity Lead, Workforce

1. Welcome and introductions

The Chair welcomed everyone to the meeting.

2. Apologies for absence

Apologies were received from Caroline Lamb.

3. Notification of any other business

It was agreed that quality improvement and the timings of future E&RGC meetings would be considered under 'Any other business'.

4. Declaration of interests

There were no declarations of interest in relation to the items on the agenda.

Governance Items

5. Minutes of the Educational & Research Governance Committee (NES/E&RGC/16/23)

The minutes of the E&RGC meeting held on 25 May 2016 were approved. **Action: EV**

6. Action Status Report and other matters arising (NES/E&RGC/16/24)

Rob Coward presented the status report on actions agreed at the previous meeting. Members noted actions which had been completed or were to be addressed on the agenda.

Specific updates were given for the following items:

- Minute 8 – Rob advised the Committee that the second and third actions would be taken forward as part of wider strategies on communications with IJBs and CPPs, which were still to be agreed. **Action: RC**
- Minute 9 – Rob informed the Committee that a paper on NES's developing 'Outcomes Framework' will be considered by the Senior Leadership and Management Team before being presented to the December E&RGC meeting.

It was agreed, in the interests of keeping track of items on the E&RGC workplan, that in drafting agendas for future E&RG meetings any deferred and unexpected items should be highlighted and brief explanations given. **Action: RC**

No other matters arising were identified.

7. Minutes of the Educational & Research Governance Executive Group (NES/E&RGC/16/26)

The Committee received and noted the draft minutes of the ERGEG meeting held 1 September 2016. Stewart Irvine, who had been unable to approve the minutes in advance of the E&RGC meeting, advised that he was content with them.

Members were pleased to observe the clear flow of business from ERGEG to the E&RGC.

8. Educational Governance monitoring reports

8.1 Pharmacy CPD programme (NES/E&RGC/16/27)

Rob Coward introduced the summary Educational Governance programme monitoring report on the Pharmacy Continuing Professional Development programme and made reference to ERGEG's conclusion that the quality of the programme is appropriately managed.

During discussion, the following points arose:

- The E&RGC was pleased to note several highlighted areas of good practice, including the achievement of the Royal Pharmaceutical Society's Award for Excellence in Education for the Pharmacy team's innovative use of technology.
- Clarification was given that the report related to provision for pharmacists and registered pharmacy technicians providing NHS services in Scotland.

The Committee noted the assurance provided by this summary Educational Governance programme monitoring report.

Rob Coward introduced the summary Educational Governance programme monitoring report on Medical Additional Costs of Teaching (ACT) programme and referred to ERGEG's conclusion that the quality of the programme is appropriately managed.

The following points arose during discussion:

- As a Critical Reader for the report, Rob reported that significant progress had been made in implementing a quality management process which makes Boards more accountable for their undergraduate teaching and general use of ACT funding.
- Kristi Long reported that, as a result of the Educational Governance review, the Scottish Government has been advised to undertake an Equality Impact Assessment of the policy applying an overseas students levy.
- The frequency of reporting on the Medical ACT programme was discussed, as the report indicated that the previous Educational Governance review of Medical ACT was in 2008. Rob Coward undertook to check the date of the most recent Educational Governance report on Medical ACT. **Action: RC**
Secretary's note – A check of records subsequent to the meeting confirmed that the Medical ACT programme was the subject of Educational Governance review in 2012 as an explicit focus of a wider review of the Medical Directorate.
- It was confirmed that under the 2015-refreshed Educational Governance Framework the intended frequency of Educational Governance monitoring reports on programmes prioritised through the agreed profiling process is biennial.

The Committee noted the assurance provided by this summary Educational Governance programme monitoring report.

Items for Consideration

9. **Research Report 2016**

(NES/E&RGC/16/29)

Helen Allbutt introduced the NES Research Report 2016, covering: current research activity as set out in the updated Research Register; details of research governance arrangements for the year, reflecting the last version of the CSO Research Governance Standards; a number of research impact case studies; and findings from a pilot assessment of research impact for a selection of completed projects.

The report outlined the ways in which research projects are achieving a wide range of outputs, outcomes and impacts. The findings of the selected research have been mapped to our strategic themes and outcomes. The following points arose in discussion:

- Identifying and sharing evidence and using findings proactively was agreed to be valuable. The report should be disseminated internally and relevant external dissemination should be considered. **Action: HA**
- Suggestions were made for enhancing the tabulation of data to shed more light on the performance of individual projects in addition to the general overview. **Action: HA**
- Consideration should be given to how to build on this work for next year. **Action: HA/ERGEG**

The Committee noted the contents of the Research Report 2016, commented that it reflected considerable progress in this area of work over time, and commended Helen and relevant colleagues for excellent work in generating and producing such a valuable report.

10. Review of Educational Governance monitoring reports 2015-16

(NES/E&RGC/16/30)

Rob Coward introduced an overview paper on Educational Governance monitoring reports considered during 2015-16. He reminded members that such reports were initiated as a result of a Quality Improvement Hub panel review of NES in November 2015. The overview report was based on an analysis of all programme reports reviewed by the ERGEG and the E&RGC.

The programme reports had a number of recurring themes, including the following which provided headings for the overview report:

- convergence around effective educational practice and management (such the adoption of the Teach and Treat model for Pharmacist Independent Prescribers)
- increasing focus on programme governance
- the rise of digitally enabled learning
- return to practice/trainee support
- challenges relating to evaluation and impact assessment.

The E&RGC welcomed the overview report, noted its contents without suggesting any suggested amendments, thanked Rob Coward for his work in producing it, and asked what further use would be made of the findings. It was agreed that the Educational Leadership Group, to whom the document would now be passed, should be asked to consider that last point.

11. Review of barriers to disabled trainees

(NES/E&RGC/16/31)

Kristi Long introduced an overview paper on barriers to disabled trainees, which had been produced at the E&RGC's request. The report presented research and data on disabled students in healthcare disciplines in higher education and in postgraduate training schemes. It also included research findings on barriers to disabled trainees and an overview of the positions of UK healthcare profession regulatory bodies in this area. It concluded with a discussion of NES's remit and approach to inclusive education as it affects disabled trainees.

The Committee welcomed the report and noted its contents. It was suggested that the paper might be a useful focus for discussion at Board level. **Action: SI**

Stewart Irvine advised that the issues in the report were due to be discussed at a forthcoming General Medical Council meeting and the paper would be useful in that context. **Action: SI**

During discussion, members commented on the low rate of disclosure of disability in postgraduate training, which reduces awareness of the true extent of barriers experienced by people with disabilities.

The Chair thanked Kristi Long for producing the report so promptly with specialist inputs from colleagues, and the Committee agreed that it was of great value. The report will be submitted to the Educational Leadership Group for its consideration.

12. Equality & Diversity Annual Report for 2015-16 (NES/E&RGC/16/32)

Kristi Long presented the end-of-year equality & diversity report for 2015-16, which provided information on performance against NES's statutory equality duties and highlighted strategic issues for further attention. In summary, delivery of equality actions, representing milestones toward equality outcomes, had been satisfactory. Kristi advised however that she recently met with E&D leads and there are plans in place for the development of a more effective and efficient process for performance reporting in this area.

Kristi confirmed that the report had been updated since the version issued to E&RGC members. The amendments included updates on targets not previously updated in NES's performance monitoring system, and some added text on the Board planning day session on health inequalities and actions resulting from that. Kristi undertook to distribute the updated document to E&RGC members. **Action: KL/EV**

The Committee noted the report and the verbal account of updates to it.

13. Annual review of the Committee's remit (NES/E&RGC/16/33)

It was confirmed that the E&RGC remit had previously been amended by addition of numbers in place of billets, as requested by the Committee. The Committee discussed how the E&RGC remit might be further developed to have more of a focus on outcomes, whether through an overarching statement or amendments to specific remit items. It was recognised that any such development would need to be considered in the context of the wider corporate NES approach to Committee remits, and that E&RGC's suggestion, and willingness to play a 'pathfinder' role if desired, should be conveyed to the executive team. **Action: RC/SI**

14. Educational Governance case study (NES/E&RGC/16/34)

The Educational Governance Case Study on the NMAHP Mental Health, Disabilities and Dementia programme was noted. Rob Coward undertook to check and ensure the completeness of the document prior to its submission to the Educational Leadership Group. **Action: RC**

A discussion took place on the submission of such case studies to the E&RGC. It was clarified that the case studies are provided by Directorates as part of a flexible, rather than pre-programmed, approach, and the Committee endorsed that approach.

15. General Medical Council National Training Survey report 2016 (NES/E&RGC/16/35)

Stewart Irvine introduced the Scotland report of the General Medical Council National Training Survey 2016. The following points were acknowledged:

- Remedial action is taken on the basis of much more detailed information than the high-level data provided in the report.
- A high percentage (98.7%) of doctors in training responded to the well-established trainees' survey, whilst 44.6% of postgraduate educational and clinical supervisors in Scotland responded to the new survey of trainers.
- It would be valuable to survey GP trainers, as this could help highlight any issues with patient safety.

- The results can be used for future comparison e.g. to track any improvements or deteriorations in practice.

The Committee noted the report.

16. Identification of risks

On reviewing the business of the meeting, the Committee identified no risks for checking against NES's risk registers.

17. Items for inclusion in the E&RGC annual report

The Committee agreed to include reference to the following items in the Business Transacted section of the 2016/17 Educational & Research Governance Committee annual report:

- Item 8.1: Pharmacy CPD programme and item 8.2: Medical ACT programme (as part of general overview of Educational Governance monitoring reports)
- Item 9: Research Report 2016
- Item 10: Review of Educational Governance monitoring reports 2015-16
- Item 11: Review of barriers to disabled trainees
- Item 12: Equality & Diversity Annual Report for 2015-16
- Item 14: Educational Governance case study
- Item 15: General Medical Council National Training Survey report 2016

18. Any other business

18.1 Quality improvement

A discussion took place on Governance of quality improvement, prompted by the attendance of a number of Non-Executive Board members, including the members of the E&RGC Committee, at a recent national QI masterclass. Points were raised in respect of clarifying NES's strategic approach to quality improvement, and the Board Chair undertook to discuss the matter with the Chief Executive in the first instance. **Action: LB**

18.2 Start times for future E&RGC meetings

It was agreed that the start time for E&RGC meetings would be adjusted from 10.45am to 10.15am from the December meeting onwards. **Action: EV**

19. Date and time of next meeting

The next meeting of the E&RGC will be held on Wednesday 7 December 2016 at 10:15am. **Action: EV**

NES
October 2016
EV/RC/SI/AT